# **Chaplaincy and student wellbeing officer services**

**Form 2: Workplan**

**Name: Date: / /**

**Role: <chaplain/student wellbeing officer> School:**

*(to be completed prior to service commencement, or within the first month of the chaplain or student wellbeing officer commencing services at the school, and reviewed annually)*

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

* Blue card number:

Blue card expiry date: / /

* [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](https://qed.qld.gov.au/workingwithus/induction/queenslandstateschools/Documents/key-messages-guide.pdf) completion date: / /

(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :

* For workers funded by the National Student Wellbeing Program – [Cyberbullying Professional Learning Package](https://www.dese.gov.au/national-school-chaplaincy-program-nscp) completion/refresher date: / /

The hours of work will be:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Start time |  |  |  |  |  |
| Finish time |  |  |  |  |  |

Work will be conducted from: **<insert location of office/desk, contact details>**

|  |
| --- |
| **The following duties are part of the approved workplan** |
| **Community development** | **Educational support** |
|  |  |
| **Extra-curricular** | **General work and administration** |
|  |  |
| **General wellbeing** | **Mentoring** |
|  |  |
| **Social and emotional support** | **Other** |
|  |  |

[ ]  I have read all relevant information in the Chaplaincy and student wellbeing officer services Policy statement and supporting documents, as published on the Department of Education website,and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:

[ ]  Chapter 19 s.426 [Confidentiality] of the [*Education (General Provisions) Act 2006 (Qld)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039)

[ ]  Part 5 s.34 and Part 8 s.67 of the *[Education (General Provisions) Regulation 2017 (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0161)*

[ ]  the relevant provisions of the [*Public Records Act 2002*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2002-011) and the [*Information Privacy Act 2009*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014)

[ ]  the [Code of conduct for the Queensland public service](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct) and the [Standard of Practice](https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf)

[ ]  the [Student Protection procedure](https://ppr.qed.qld.gov.au/pp/student-protection-procedure).

[ ]  I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan.

[ ]  I will follow the directives of the principal regarding service delivery.

[ ]  I have executed a [Deed of Confidentiality, Privacy and Conflicts of Interest](https://education.qld.gov.au/student/Documents/deed-of-confidentiality-privacy-conflicts-interest.pdf) and my employing Accredited Employing Authority (AEA) has provided a copy to the school.

**Name:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**School principal:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**P&C representative:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**AEA representative:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**Make two copies**

The chaplain/student wellbeing officer is to retain a copy, the AEA retains a copy for their records, and the school retains the original for audit purposes.

Workplan review date: / /