School Chaplaincy Partnership Agreement

between

Scripture Union Queensland ("SU Qld")
(Accredited Employing Authority)

and

The Gap Combined Chaplaincy
Local Chaplaincy Committee ("LCC")

and

School Administration/s
representing the school/s listed in Appendix E

Version: November 2011
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Partnership Agreement

1. Statement of Intent

This agreement provides the basis for fostering a cooperative, mutually beneficial relationship between SU Qld, the LCC (Local Chaplaincy Committee) and the School Administration/s to achieve the best possible results for the Chaplaincy Service.

2. Objectives

a. To define and document the duties and responsibilities of each party to the agreement.

3. Period of Agreement

a. This agreement will commence on the most recent date on the signatory page and will continue until terminated by any party as detailed in 3 (b).

b. Any party wishing to terminate this agreement must provide the other parties one (1) calendar month's written notice of their intention to withdraw from the agreement.

c. A new Partnership Agreement will be signed at the commencement of a new SU Qld Chaplaincy Service.

d. Any variation to this agreement must be in writing and signed by all parties to this agreement.

4. Representatives

The following representatives are responsible for the implementation and execution of this agreement:

SU Qld                         SU Qld District Coordinator
LCC                           LCC Chair
School Administration         School Principal

Any party may nominate an approved delegate who will have full authority to act on behalf of the party they represent. In the case of SU Qld, this must be an SU Qld employee.

NB: In all instances, "School Principal/s" should be understood as, "School Principal/s or his/her delegated representative/s".
5. Duties and responsibilities of SU Qld

a. Employment and Human resources management
   i. Ensure compliance with legal employment requirements.
   ii. Determine terms and conditions of employment of Chaplains.
   iii. Notify the LCC of changes to terms and conditions, including those which affect funding.
   iv. Selection and appointment of Chaplain/s, in consultation with the LCC and School Principal.
   v. Provision of Induction Programs for Chaplain/s.
   vi. Provision of in-service training programs for Chaplain/s.
   vii. Monitor the conduct and performance of Chaplain/s, in consultation with the LCC and School Principal.
   viii. Facilitate performance reviews of Chaplain/s, in conjunction with the LCC and School Principal.
   ix. In consultation with the LCC, assist in the facilitation of pastoral care for the Chaplain/s.

b. Financial, grant and administrative management
   i. Accurate processing of all income and expenditure relative to the LCC, including Chaplain/s salary, grant income and expenditure, donor funds, and fundraising proceeds.
   ii. Provision of receipts - either DGR or general, as appropriate - to donors making donations to SU Qld on behalf of the LCC.
   iii. Where required, generate tax invoices on behalf of the LCC.
   iv. Provision of appropriate insurance cover for Chaplaincy programs and events. (NB LCCs are not legally-recognised SU Qld entities. Therefore, no insurance cover is provided by SU Qld for the LCC or for individual LCC members.)
   v. Provision of templates and calculators for LCC annual budget calculations.
   vi. Provision of policy, procedures and guidelines relevant to Chaplaincy Service finances and grants.
   vii. Provision of accurate, timely financial reports to assist the LCC to manage all aspects of the Chaplaincy Service.

c. Operational management
   i. Provision of support from SU Qld Field and specialist staff to ensure that enquiries are responded to efficiently, effectively and in a timely manner.
   ii. Provision of access to policy, procedures and guidelines relevant to the operation of Chaplaincy Services, including, but not limited to:
      1. Chaplaincy User's Guide (SU Qld)
      2. SU Qld State School Chaplaincy Services (SU Qld)
      3. Code of Conduct for SU Qld Chaplains (SU Qld)
      4. NSCSWP Guidelines (DEEWR, Federal Government)
6. Duties and responsibilities of LCC

a. Employment and Human resources management
   In consultation with SU Qld and the School Principal/s:
   i. Participate in selection of Chaplain/s.
   ii. Monitor the conduct and performance of Chaplain/s.
   iii. Immediately inform SU Qld of any issues or concerns relating to the Chaplain/s' conduct and/or performance.
   iv. Participate in performance reviews of Chaplain/s.
   v. Develop and periodically review the Chaplain/s' school-based Role Statement / Job Description.
   vi. In consultation with Chaplain/s and the School Principal/s, develop an annual Professional Development Plan for the Chaplain/s.
   vii. Facilitate provision of pastoral care for the Chaplain/s

b. Financial, grant and administrative management
   i. Ensure compliance with policies and procedures relating to the Chaplaincy Service/s income and expenditure. (These may relate to SU Qld or any grant fund provider).
   ii. Prepare the annual budget for the Chaplaincy Service/s.
   iii. Generate adequate funds to ensure the continuation of the Chaplaincy Service/s through donor nurturing and fundraising activities.
   iv. Review monthly income and expenditure reports provided by SU Qld.
   v. Management of all outstanding amounts relating to invoices requested by the LCC.
   vi. Inform SU Qld prior to the submission of any grant application to ensure that compliance requirements are satisfied.

c. Operational management
   In consultation with the School Principal/s and SU Qld:
   i. Develop and review the aims of the Chaplaincy Service/s.
   ii. Ensure compliance with policy, procedures and guidelines relevant to the operation of Chaplaincy Service/s.
   iii. Develop, implement and review the Annual Operational Plan for the Chaplaincy Service/s.
   iv. Oversee and monitor the Chaplaincy Service/s.
   v. Develop and review the model of Chaplaincy Service/s to be implemented at the school/s.
   vi. Regular contact with the School Principal/s to monitor the progress of the Chaplain/s and the Chaplaincy Service/s.
   vii. Prior approval of any visiting personnel to be involved in the Chaplaincy program.
   viii. Conduct regular LCC meetings.
   ix. Regular contact with local religious bodies (does not require consultation with School Principal).
   x. Oversee referral of students to churches, youth groups or other religious bodies (may not require consultation with School Principal).
   xi. Participation in LCC training provided by SU Qld (may not require consultation with School Principal).
7. Duties and responsibilities of School Principal

a. Employment and Human resources management
   In consultation with SU Qld and the LCC:
   i. Oversee and monitor the day-to-day operation of the Chaplain/s in the school, especially in matters relating to school policies and procedures and Education Queensland policy.
   ii. Monitor the conduct and performance of Chaplain/s.
   iii. Immediately inform SU Qld and the LCC of any issues or concerns relating to the Chaplain/s' conduct and/or performance.
   iv. Participate in selection of Chaplain/s.
   v. Participate in performance reviews of Chaplain/s.
   vi. Oversee referral of students to external agencies (as per Policy SCM-PR-012).
   vii. In consultation with Chaplain/s and LCC, develop an annual Professional Development Plan for the Chaplain/s.
   viii. Determine prior approval of Chaplaincy programs/events and visiting personnel to be involved in the Chaplaincy programs/events.

b. Financial, grant and administrative management
   i. Prompt payment of invoices relating to grant funds or other Chaplaincy-related services provided.
   ii. Timely completion of reporting required for grants received.
   iii. Supporting the LCC and Chaplaincy Service in fundraising for the Chaplaincy Service/s.

c. Operational management
   i. Attending LCC meetings.
   ii. Ensure the school community is represented on the LCC.
   iii. In consultation with the LCC, develop and review the model of Chaplaincy Service/s to be implemented at the school/s.
   iv. Provide facilities, resources and equipment necessary for the effective operation of the Chaplaincy Service/s (as per Policy SCM-PR-017).

8. Administrative Charges

Charges applicable to this agreement are set out in Appendix B.

Charges will be reviewed annually on 1st January.

9. NSCSWP Grant Funding

Where applicable, specific details of NSCSWP grant funding are listed in Appendix C.

10. Acknowledgements

The parties to this agreement acknowledge that:

1. SU Qld is a Christian organisation and that any and all Chaplains employed by SU Qld will be active members of a local Christian church.
2. the LCC is a requirement of Education Queensland and that, as such, it falls under the authority of the School Principal/s.
3. the LCC is not an agent of SU Qld.
Appendix A -
Signatories

LCC: The Gap Combined Chaplaincy

Schools included in the LCC:

(Details of each school and signatories are included in Appendix E)

LCC Chair

Name: ____________________________
Signature: ____________________________
Signed this: __________ day of ________ 20____

for LCC

SU Qld Representative

Name: ____________________________
Signature: ____________________________
Signed this: __________ day of ________ 20____

for SU Qld
# Appendix B -
Administrative charges as at 1st January 2012

## Per Chaplain Charges

<table>
<thead>
<tr>
<th></th>
<th>5 days/wk</th>
<th>4.5 days/wk</th>
<th>4 days/wk</th>
<th>3.5 days/wk</th>
<th>3 days/wk</th>
<th>2.5 days/wk</th>
<th>2 days/wk</th>
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<td>Support levy</td>
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<td>$4,250</td>
<td>$3,680</td>
<td>$3,680</td>
<td>$3,060</td>
<td>$3,060</td>
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<td>Conference fee (charged in August)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration – fee for service</td>
<td>$550</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Per Grant

| NSCSWP grant administration fee | $670     |
| State grant administration fee  | $500     |
Appendix C -
NSCSWP Grant Funding

1. **Administration Services**
   Administration services will be provided by SU Qld as detailed in Section 5.
   Fees for this service will amount to 20% of the annual grant.

2. **Funding Recipient**
   The funding recipient is: Scripture Union Queensland (SU Qld)
   Address: P O Box 1167
   Eagle Farm QLD 4009

3. **School/s**
   The name/s and address/s of the school/s is/are detailed in Appendix E.

4. **Nominated contact**
   Nominated contact for SU Qld: Incumbent Chief Financial Officer
   Contact number: 07 3112 6400

   Nominated contact for each school: Incumbent Principal
   Contact number: Refer to Appendix E

5. **Service Provision**
   The service will be provided at the school/s listed in Appendix E.

6. **Religious Affiliation**
   Each SU Qld Chaplain will be a practicing Christian.

7. **Hours of Service**
   A minimum of 100 hours of service will be provided per annum during the school year for every $5,000 of grant funding received for a school.

8. **Service Delivery**
   Services will be delivered at times and in locations determined in consultation with each School Principal to ensure that the contracted minimum hours of service are provided by the end of the school year.

9. **Service Outcomes**
   Service outcomes will be monitored in accordance with: Sections 6 (c) (i), (iii), (v) and (vi), and Section 7 (c) (iii).
10. **Complaints Procedures**
   All complaints will be handled in accordance with Scripture Union Queensland's complaints procedure attached to this agreement as Appendix D.

11. **Change of Funding Recipient**
    It is acknowledged that Scripture Union Queensland will not act as employing authority for student welfare workers. Consequently, should a school wish to convert from a chaplain to a student welfare worker, this agreement will be subject to the cancellation clause in **Section 3 (b)** as the funding recipient will need to be changed.

    Should either Scripture Union Queensland or the school/s wish to cancel the appointment of the funding recipient, cancellation will occur as set out in **Section 3 (b)**.

    Upon cancellation of this agreement for any reason, the school/s undertake to immediately notify DEEWR and advise them of the proposed action to maintain the continuity of the chaplaincy and/or student welfare services within the school/s.

12. **Signatories to this Service Agreement**
    Signatories to this agreement are listed in Appendix A and Appendix E.
Appendix D -  
Complaints and Grievances 

Wherever possible, disputes and differences should be handled early and managed at a local level. Any concerns about a party should be communicated directly to the party concerned in the first instance wherever possible. Sometimes, of course, this isn't possible for any of a number of reasons.

The general process for handling formal complaints and grievances is outlined below. Throughout the process of responding to a complaint or grievance, there may be adjustments to the process or timing due to various circumstances. SU Qld will make this determination in each instance based on relevant considerations and will maintain open communication with all parties regarding these variations. There may need to be some flexibility required when working through this process.

SU Qld will endeavour to maintain confidentiality of information relating to complaints or grievances at all times. Records and documents relating to complaints and grievances will be stored in a secure location by SU Qld.

Where an LCC, School Principal or member of the public has a complaint or grievance against an SU Qld Chaplain

Occasionally, the situation arises where an LCC and/or School Principal, or member of the public has cause for serious concern about the conduct and/or performance of a Chaplain, professionally and/or personally, which may impact on the effective performance of the Chaplain's role and duties.

A complaint or grievance against a Chaplain can be brought at any time prior to the completion of a Chaplain's term of appointment. Where these concerns cannot be adequately resolved at a local level via an informal process, the formal process outlined below should be followed. In such situations, correct procedure must be followed for legal reasons and to ensure the situation is addressed adequately. This procedure assumes that the Chaplain holds a paid position and that SU Qld is the employing authority.

- The concerns should be brought to the attention of the relevant SU Qld Field staff member as soon as possible.
- The SU Qld Field staff member should notify the SU Qld Chaplaincy Manager immediately. The Chaplaincy Manager should be kept informed throughout the process of addressing the complaint or grievance. The Chaplaincy Manager will consult with the Field staff member throughout this process.
- The Chaplaincy Manager or Field staff member will request the complaint or grievance be made in writing. The complaint should be as specific as possible.
- Once a written complaint or grievance is received, the substance of the complaint or grievance will be provided to the Chaplain in writing by the Chaplaincy Manager and/or Field staff member and, where appropriate, in consultation with the LCC Chair and School Principal or his/her representative. The Chaplain will be given the opportunity to respond to
the complaint or grievance in writing.
- The complaint or grievance will be investigated by SU Qld. At the completion of the investigation, SU Qld will make a determination as to whether the complaint or grievance is considered to be valid.
- The Chaplaincy Manager and/or Field staff member will respond to the complainant and notify the Chaplain of the outcome.
- If the concerns have not been addressed to the satisfaction of any of the relevant parties, the matter may be reviewed by the Chaplaincy Manager. The outcome will be communicated to the Chaplain and the complainant by the Chaplaincy Manager in consultation with the Field staff member. The LCC Chair and School Principal will be consulted as considered appropriate by SU Qld and notified of the outcome by the Chaplaincy Manager and/or Field staff member.
- If any of the parties are still not satisfied, the matter may be referred in writing to the SU Qld CEO or his/her representative.
- Where appropriate, the SU Qld CEO may decide to refer the grievance to the EIRG (Ethical Issues Reference Group) to investigate the allegation or complaint and recommend a course of action.

Consequences similar to those applied for breaches of the Code of Conduct may be applied in the case of a valid complaint or grievance.

There are actions for which the immediate dismissal of a Chaplain may take place. These include any criminal activity, any proven abuse against a student or member of the school community, and any sexual conduct which breaches acceptable Christian standards.

**SU Qld, as the employing authority, will make the final decision in any situation where dismissal is considered a possibility.**

**This decision cannot be made by an LCC or a School Principal.**

**Where a Chaplain has a grievance against an LCC, School Principal or SU Qld Field staff member**

Once again, it is best to attempt to deal with disputes and differences of opinion at a local level whenever possible. Where this is not possible, a formal complaint or grievance made by a Chaplain against one or more of the partners involved in a Chaplaincy Service can be brought in the following manner:

- The Chaplain should communicate the concern to the SU Qld Field staff member, unless the complaint or grievance is brought against the Field staff member. If the complaint or grievance is brought against the Field staff member, it should be directed to the SU Qld Chaplaincy Manager, HR and Training.
- The Chaplaincy Manager or Field staff member will request the complaint or grievance be made in writing. The complaint should be as specific as possible.
- The Field staff member (or Chaplain, where the complaint or grievance is brought against the Field staff member) should notify the Chaplaincy Manager. The Chaplaincy Manager should be kept informed throughout the process of addressing the complaint or grievance.
- The Chaplaincy Manager will consult with the Field staff member
throughout this process (or Chaplain, where the complaint or grievance is brought against the Field staff member).

- Once a written complaint or grievance is received, the substance of the complaint or grievance will be provided to the LCC and/or Principal (or Field staff member) in writing by the Chaplaincy Manager and/or Field staff member. The LCC and/or Principal (or Field staff member) will be given the opportunity to respond to the complaint or grievance in writing.
- The complaint or grievance will be investigated by SU Qld. At the completion of the investigation, SU Qld will make a determination as to whether the complaint or grievance is considered to be valid.
- The Chaplaincy Manager and/or Field staff member will address the complaint or grievance with the LCC and/or School Principal (or Field staff member, where the complaint or grievance is brought against the Field staff member).
- The Chaplaincy Manager and/or Field staff member (or Chaplaincy Manager, where the complaint or grievance is brought against the Field staff member) will respond to the Chaplain and notify him/her of the outcome.
- If the Chaplain's concern remains, the Chaplain may refer the matter in writing to the SU Qld CEO or his/her representative.
- Where appropriate, the SU Qld CEO may decide to refer the grievance to the EIRG to investigate the allegation or complaint and recommend a course of action.
Scripture Union Queensland

Code of Conduct for school chaplains under the National School Chaplaincy and Student Welfare Program

For the provision of chaplaincy services at Mount Nebo SS

I undertake to:

1. Adhere to all relevant Commonwealth, state or territory policy and legislation, including that concerning child safety, privacy, and confidentiality.
2. Not conduct myself in a manner which impacts my delivery of the services under the Program. As such, I will adhere to the Program Guidelines and the Code of Conduct at all times where conduct in a private capacity might impact my delivery of the services under the Program.
3. Recognise, respect and affirm the authority of the School Principal and/or school governing body, and work in consultation with them.
4. Contribute to a supportive, safe, inclusive and caring learning environment within the school.
5. Respect, accept and be sensitive to other people’s views, values and beliefs that may be different from my own, including respecting the rights of parents/guardians to ensure the moral and spiritual education of their children is in line with the family’s own convictions.
6. Actively discourage any form of harassment or discrimination on the grounds of religious ideology, beliefs or sexuality.
7. Not perform professional or other services for which I am not qualified and if not qualified, refer on to an appropriate service, in line with school protocols.
8. Refer a student to a service or organisation which is best placed to support the student’s particular needs in accordance with the student’s own beliefs and values.
9. Provide accurate and impartial information about the support and services available in the broader community, including community groups and religious groups.
10. Not put myself, or allow myself, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student.
11. Avoid unnecessary physical contact with a student, recognising however that there may be some circumstances where physical contact may be appropriate such as where the student is injured or distraught.
12. Recognising that I may in good faith express views and articulate values consistent with my own beliefs, I will not take advantage of my privileged position to proselytise, evangelise or advocate for a particular view or belief.
13. Adhere to the Guidelines of the National School Chaplaincy and Student Welfare Program.
Use of Information on this form and privacy
Information on this form is collected for the purposes of the administration of the National School Chaplaincy and Student Welfare Program. Information on this form can be disclosed to other parties without your consent in accordance with the Privacy Act 1988.

Acknowledgement by school chaplain
I understand and agree to the terms of this Code of Conduct.

Signature of school chaplain

Eric Swavley
Name of school chaplain

Signature of Witness (the School Principal or his/her delegate)

Mick Lawrence
Name of Witness

PRINCIPAL
Position of Witness

5/12/2011
Date
Appendix E -
Service Agreement

This agreement is made in reference to the School Chaplaincy Partnership Agreement, and affirms the cooperative, mutually beneficial relationship between SU Qld (Funding Recipient, Employing Authority), the LCC (Local Chaplaincy Committee) and the School Administration/s to achieve the best possible results for the chaplaincy Service.

School Name: Mount Nebo State School  

Address: Mount Nebo Road  
Mount Nebo  
QLD 4520  

Nominated School Contact: [Signature]  
Contact number: (07) 3289 8162  

Authorised by the School Principal on behalf of the School Administration:  

School Principal: [Signature]  
Signed this: 5th day of December 2010