PURPOSE

The school wishes to foster the wellbeing of all its members.

The wellbeing framework at Great Ryrie has several layers, from the daily responsibility of all staff to enhance resiliency and educational outcomes for students, to the provision of specialist support provided by student support services. The role of a Chaplain is an integral part of Great Ryrie’s program to meet the needs of its community.

Within the school, as part of the wellbeing framework, the Chaplain has a supportive role for all members of the school community, particularly the students. He or she will be a person of integrity and respectful of all people.

IMPLEMENTATION

1. The Chaplain will offer a secular-based pastoral care program to the Great Ryrie school community.

2. The Chaplain works within the guidelines of Service Provider as Employer, DET and School Council policy and is accountable to the Principal in undertaking his/her role on a day to day basis.

3. The Chaplain works as a team member with staff and student support personnel under the guidance of the Student Welfare Coordinator/s.

4. The Chaplain provides a caring, supportive presence within the school.

5. The Chaplain will gain parental consent using a standard pro-forma before providing ongoing individual support to any student. A first ‘one off’ visit requires a teacher or a student request.

6. The Chaplain will have a current Working With Children Check.

7. The Chaplain will refer disclosures covered by mandatory reporting requirements to the school Principal or Assistant Principal.

8. School Council will monitor the effectiveness of the Chaplaincy within the school on an ongoing basis.

Reviewed: June 2015  
Approved:  
Next Review Date: 2019

Great Ryrie Primary School is an Equal Opportunity School
SCHOOL BASED ROLE DESCRIPTION:
GREAT RYRIE PRIMARY SCHOOL CHAPLAIN

At Great Ryrie Primary School the Chaplain will;

1. provide a secular-based program of pastoral care to the students, staff and families that form the Great Ryrie school community
2. connect with students and engage with them in a range of activities
3. help develop and/or participate in programs designed to meet the wellbeing needs of students
4. be available to assist parents and staff if required
5. report to the Student Welfare Coordinator for their duties
6. meet with the Student Welfare Coordinator and other welfare staff on a regular basis
7. advise the Student Welfare Coordinator/Principal of any safety and wellbeing issues related to students
8. provide a written report to the Student Welfare Coordinator/Principal each term outlining their activities including their duties and suggestions for improvement or change with a summary report to go to School Council
9. refer disclosures or concerns covered by mandatory reporting requirements to the Principal
10. liaise with the decision making bodies of the school, including the school Leadership Team
11. liaise closely with teachers in relation to students in their care
12. keep accurate written records of school based activities and suggestions for improvement or change
13. have opportunities to be involved in professional development both within the school and in the community
14. engage with parents by attending a range of school and social events to raise awareness of his or her role in the school community and
15. observe the Staff Code of Practice
16. regular communication to the wider school community (e.g. newsletter)
17. attend and report to the chaplaincy sub-committee
18. liaise with external agencies such as Local Government, community and church groups
GREAT RYRIE PRIMARY SCHOOL CHAPLAIN

SCHOOL BASED GUIDELINES:

1. School Council reserves the right to review and modify guidelines for the operation of the chaplaincy in consultation with the chaplain, Chaplaincy Committee and the Council for Christian Education in Schools (ACCESS) ministries on an ongoing basis.

2. Written consent from parents/guardians will be sought before seeking further contact with students following initial contact between a student and the chaplain.

3. The Chaplain will be employed for two days a week offering regular hours of operation to facilitate consistency of access. A further day per week will be funded by donations from other organizations.

4. The chaplaincy service is provided through ACCESS ministries under the generic job description provided by ACCESS but under guidelines as determined by School Council.

5. Within the school the School Chaplaincy Policy, Role Description and Guidelines will compliment ACCESS guidelines and the Generic Job Description provided by ACCESS.

6. The 2 day a week program will be funded as determined by the Federal Government.

7. The school will be represented on the chaplaincy committee by a nominee of School Council.

8. Agreement to employ a Chaplain through ACCESS will be subject to a letter of engagement and may be terminated with 30 days notice, or payment in lieu, if either party is in breach of the agreement and are unable to reach a mutually satisfactory resolution.

9. The outcomes of the chaplaincy program will be reviewed yearly by School Council, with regular updates at council meetings.

10. The review process will include
   a. quantitative surveys in line with the Parent Opinion Survey
   b. invited written response from the parent community
   c. qualitative responses solicited from clients and staff
   d. reports from the Chaplain, staff, the Student Welfare Coordinator and Principal
   e. quantitative surveys from students in line with the Principles of Learning and Teaching and Student Attitudes to School Surveys.

To Be Reviewed: June 2019
Approved:

Great Ryrie Primary School is an Equal Opportunity School