

# Chaplaincy and student welfare worker services

## Form 2: Workplan

Name: \_\_\_\_\_ Date:        /        /

**Role:** <chaplain/student welfare worker>    **School:**  
*(to be completed prior to service commencement, or within the first month of the chaplain or student welfare worker 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 and visitors](#) completion date:    /    /  
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For chaplains funded by the National School Chaplaincy Program – [Cyberbullying Professional Learning Package](#) completion 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>

<b>The following duties are part of the approved workplan:</b> <i>(refer to <a href="#">Role of the chaplain or student welfare worker</a>)</i>	
<b>Social and/or emotional support</b>	<b>Community development</b>
<b>Spiritual support</b>	<b>Mentoring</b>
<b>Educational support</b>	<b>Extra-curricular activities</b>
<b>General work and administration</b>	<b>Other</b>



- I have read the [Chaplaincy and student welfare worker services policy statement and supporting documents](#), and all associated information, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
- Chapter 5, s.76 and Chapter 19 s.426 of the [Education \(General Provisions\) Act 2006 \(Qld\)](#)
  - Part 5 s.34 and Part 8 s.67 of the [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
  - the relevant provisions of the [Public Records Act 2002](#) and the [Information Privacy Act 2009](#)
  - the [Code of conduct for the Queensland public service](#) and the [Standards of Practice](#)
  - the [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](#) 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 welfare worker 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: / /

