

**EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS**

**SENATE LEGISLATION COMMITTEE - QUESTIONS ON NOTICE  
2008-09 BUDGET ESTIMATES HEARING**

**Outcome**            2

**DEEWR Question No. EW741\_08**

Senator Allison asked on Wednesday 4 June 2008, EEWR Hansard page 58.

**Question**

*Chaplaincy Program*

Are the monitoring proformas available?

**Answer**

Two templates are attached.

The first template is a *Year 1 Monitoring Form for Funding Recipients* and the second is the *NSCP Monitoring form for schools*.

The monitoring templates are not static documents.

While the templates provide a framework for conducting monitoring site visits, DEEWR officers may also explore other issues where relevant.

The templates are also likely to be modified over time in response to any issues that may emerge, for instance, from monitoring visits or from complaints from the public.

The checks on the template refer to conditions/requirements within the Funding Agreement. The monitoring process includes checks of all specific conditions and requirements to ensure they have been, and are continuing to be, complied with. Over the life of the Funding Agreement, the chaplain may change and certain of the checks are aimed at ensuring ongoing compliance with the Funding Agreement for all chaplains employed under the program.

# NSCP monitoring form for schools

School name: \_\_\_\_\_

## Year 1 Monitoring Form for Funding Recipients

### Chaplain Details

Please provide comments where appropriate

Number of Chaplain Records checked. <input type="checkbox"/> DEEWR Registration No (s).	
Have Chaplaincy services been delivered as per the school's application and in accordance with the Funding Agreement (Ref. C5, C6)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>No</b> , please detail changes
Have there been any breaches, suspected or actual, of the Code Of Conduct by the Chaplain in the school (C12 & 13)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , what action(s) have you taken? Eg suspension investigation, notification <b>Please note that you are obliged to advise DEEWR immediately of any suspected or actual breaches.</b>
Have all mandatory checks been completed, prior to the chaplain's commencement as required in the funding agreement (C16)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>No</b> , what was the gap between commencement and completion of checks?
Were any adverse results revealed from the AFP check or Working with Children checks? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , was DEEWR notified and the appointment of the chaplain delayed pending DEEWR advice?
Was there a gap in service delivery between one chaplain leaving and a new chaplain commencing? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , how many weeks? _____ Reason:

### Chaplaincy Service Details

Has the Chaplain given written consent for you to provide information required by DEEWR (C22)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>No</b> , please detail the reason
Do you have a copy of all relevant information pertaining to each Chaplaincy service (C24)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have there been any Chaplaincy promotional activities or launches (C26)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , was DEEWR notified?

## NSCP monitoring form for schools

School name: \_\_\_\_\_

<p>Is personal and confidential information stored in a secure environment, including on computers (K &amp;LA)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have a formal complaints process, including a Complaints Register? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Comments on Process</b></p>
<p>Have staff who access this information signed documents to observe privacy principles (LA(d) )? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>To what extent do you believe the NSCP complements, duplicates or is inconsistent with other services supporting student well-being?</p>	
<p>If you could modify the Program what changes would you make, and why?</p>	

<p><b>Name of person who completed form</b></p>	
<p><b>Position</b></p>	
<p><b>Date</b></p>	

**Privacy Statement**

The Department of Education, Employment and Workplace Relations (DEEWR) is committed to protecting the privacy of personal information that the Department receives and collects from you. All personal information collected by the Department is protected by the Privacy Act 1988.

**Freedom of Information** All documents held by the Department are subject to access under the Freedom of Information Act 1982, unless they are exempt in accordance with the provisions of the Act.

Contact us: [schoolchaplaincy@deewr.gov.au](mailto:schoolchaplaincy@deewr.gov.au)

DEEWR No:

Date: / /

Name & position of people interviewed: \_\_\_\_\_

# NSCP monitoring form for schools

School name: \_\_\_\_\_

Issue	Comment	Met?	Follow-up
Sight proof of <b>consultation</b> re: <ul style="list-style-type: none"> <li>• Demand</li> <li>• Acceptability of role</li> <li>• Acceptability of religious denomination</li> </ul>		Yes  No	
Sight evidence of <b>provision of information to parents</b> about the chaplaincy service, which might include newsletters or handouts. Does the information indicate that the service is voluntary and students/staff/parents do not have to participate?		Yes  No	
What is the process for <b>voluntary participation</b> within the school? How is this being recorded?		Yes  No	
Is there <b>continued school community support</b> for the service in the school? How is this ascertained?		Yes  No	
What <b>in-kind support</b> has been provided by the school?		Yes  No	
How many <b>days per week</b> is the chaplain providing services in the school? If this is different from what was in application, why?		Yes  No	
For <b>existing services</b> in schools – what is the <b>expansion</b> provided under the NSCP funding? For <b>new services</b> in schools – what is the chaplain doing? If there is any variation from that proposed in the application, why?		Yes  No	
Sight evidence of <b>police checks</b> . Currency of checks?		Yes  No	
Issue	Comment	Met?	Follow-up
What is the <b>line management</b> of the chaplain within the school?		Yes	

# NSCP monitoring form for schools

School name: \_\_\_\_\_

		No	
What linkages are there with <b>other student well-being services</b> , including student counsellors, both within the school and in the broader education system?			
What procedures do you have in place to ensure that chaplains do not provide <b>services</b> for which they are not qualified?  Do you have copies of the <b>chaplain's qualifications</b> which are relevant to the services they are providing? (as required in the signed declaration)		Yes No	
Sight evidence of a <b>Risk Management Plan</b> for the service.		Yes No	
How is <b>privacy/confidentiality</b> maintained?		Yes No	
Is the school aware of the requirements for <b>acknowledging NSCP as the source of funding</b> , as per the guidelines? (Attachment D)		Yes No	
<b>Issue</b>	<b>Comment</b>		<b>Follow-up</b>

**NSCP monitoring form for schools**

**School name:** \_\_\_\_\_

What has the chaplaincy service achieved in your school?		
To what extent do you believe the NSCP complements, duplicates or is inconsistent with other services supporting student well-being?		
If you could modify the Program what changes would you make, and why?		

\_\_\_\_\_  
Name(s) & contact details of individual(s) that undertook monitoring visit