

# Chaplaincy and student welfare worker services

## Form 2: Workplan

Name: **Cain Paranihi**

Date: **25 /02 /21**

Role: **<chaplain/student welfare worker>** School: **The Gap State High 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: 540575/4  
Blue card expiry date: 08/ Sept /2023
- [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: 24 / 03 / 21

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time		7:30	7:30	7:30	7:30
511 3888Finish time		4pm	4pm	4pm	4pm

Work will be conducted from: **<The Gap State High School, 1020 Waterworks Road, The Gap, QLD,4061, Ph: 3511 3888>**

**The following duties are part of the approved workplan:**

*(refer to [Role of the chaplain or student welfare worker](#))*

**Social and/or emotional support**

**Community development**



<ul style="list-style-type: none"> <li>• Having the chaplain room space open and available for staff and student during class time and free breaks and afterschool everyday.</li> <li>• Walk around school during 1<sup>st</sup> and second breaks and interact with students and staff.</li> <li>• Visit staff rooms / Admin / G.O. room, tuck shop, Café with pastoral care support.</li> <li>• Follow up on parents support by hardships fund.</li> <li>• Support teachers within classroom/ sports-Skateboarding and mountain biking every Wednesday and Thursdays.</li> <li>• Support students running social groups in breaktime with Radio, Warhammer club, console club on Fridays first break.</li> <li>• Support students with after school activities with fitness training every Tuesday and Thursdays and</li> <li>• Basketball every Tuesday and Thursday afternoons.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Kyra at the coffee shop making coffees for staff and students.</li> <li>• Invite community youth workers into school to volunteer with social group activities.</li> <li>• Send Report/ workplan to P &amp; C to approve and review.</li> <li>• Spoke at The Gap Baptist Church on the 5<sup>th</sup> of Febuary for introduce for practical supporting the The Gap Stater High School community.</li> <li>• Follow up with every Church leaders, and youth leader regarding support for student at the Gap high School.</li> <li>• Attend Scripture union in service days for P.D</li> <li>• Attended Teachers conference for high performance meeting and staff people free days in Febuary.</li> <li>• Chaplains Prayer gathering at Tara Café every Tuesday 8:45- 9:15am</li> </ul>
<p><b>Spiritual support</b></p>	<p><b>Mentoring</b></p>
<ul style="list-style-type: none"> <li>• Informal pastoral care discussion with staff and students who chose to speak about their faith.</li> <li>• Create a safe space in Chaplains room welcoming all faiths/ beliefs to explore.</li> <li>• Daliy interaction during breaks in chaplains room or staff rooms.</li> <li>• Make aware the schools values within spiritual context.</li> </ul>	<ul style="list-style-type: none"> <li>• Running Reach program in term 2 for year 11 boys at school with teaching staff Joe Amery and Dane Ponting and volunteers.</li> <li>• Work with students and staff in all social clubs. Skateboarding, Basketball, console club, War hammer, Radio, Reach program, fitness group.</li> </ul>
<p><b>Educational support</b></p>	<p><b>Extra-curricular activities</b></p>
<ul style="list-style-type: none"> <li>• Using schools values with Reach program, Rock and water program and in all social club activities.</li> <li>• Providing fun facts everyday in chaplains room and pinned up on wall for all to see.</li> <li>• During Pastoral care conversation provide guidance using the school values.</li> </ul>	<ul style="list-style-type: none"> <li>• Café support at school with Kyra- When needed</li> <li>• Skateboarding club- Every Wednesday with class in Afternoons years 7 ans 8s. Also in free time every Wednesday and Thursdays 1<sup>st</sup> Breaks for all years.</li> <li>• Mountain biking club -in class every Thursday afternoons with year 9s.</li> <li>• Radio - playing music with year 12 student every Friday.</li> </ul>



	<ul style="list-style-type: none"> <li>• Basketball -every Thursdays and Tuesdays after school in sports hall.</li> <li>• Fitness club -8am every Tuesday and Thursday mornings all year levels.</li> <li>• Support students with console club and war hammer/ every Friday 1<sup>st</sup> break all year levels</li> </ul>
<b>General work and administration</b>	<b>Other</b>
<ul style="list-style-type: none"> <li>• Pastoral care recording after every pastoral care appointment.</li> <li>• Check peigion hole every morning.</li> <li>• Write update for activity in notices</li> <li>• Line manager meetings every Tuesday at 1:30pm fortnightly to check-in</li> <li>• Pastoral care follow ups on students and staff every fortnight.</li> <li>• Follow up on families supported by chaplain hardship fund every fortnight to check-in.</li> <li>• Work through Chaplain Work plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Year meetings with Staff</li> </ul>

- 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: / /

