

# Chaplaincy and student wellbeing officer services

## Form 2: Workplan

**Name:** Hannah Ballard

**Date:** 14/02/2024

**Role:** Chaplain **School:** Lowood State High School

*(to be completed prior to service commencement, or within the first month of the chaplain or student wellbeing officer 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: 1754825 / 3  
Blue card expiry date: 03/04/2024
- [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#) completion date: 22/01/2024  
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For workers funded by the National Student Wellbeing Program – [Cyberbullying Professional Learning Package](#) completion/refresher date: 15/02/2024

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time			8:00	7:15	
Finish time			16:00	3:15	

Work will be conducted from: **H Block/Support staffroom**

The following duties are part of the approved workplan:	
<b>Social and/or emotional support</b>	<b>Community development</b>
Pastoral conversations with any students when requested by students, teachers, parents or principal. Offering advice/ideas/strategies around friendship issues, bullying, home struggles and any other problems students are facing. Shine and Strength programs or any other programs that fits the school and students needs.	Attending Local Chaplaincy Committee meetings, being in contact with other chaplains in nearby schools, assisting them with community events. Minden Youth ministry Friday afternons. Attend community events and create oppourtunities for community and Lowood State High School to connect.
<b>Spiritual support</b>	<b>Mentoring</b>
Pastoral conversations with any students or staff who initiate the conversation.	Pastoral conversations and running lunchtime soccer games, supporting existing lunchtime activities, focusing on behaviour management, sportsmanship, working together as a team, interacting positive with other students.
<b>Educational support</b>	<b>Extra-curricular activities</b>
Assist teachers where needed including, assesments/activities, class projects,	Supporting Lowood State High school support team to run special days eg. RUOK Day, etc.



behaviour management, and supporting students who need extra help.	
<b>General work and administration</b>	<b>Other</b>
Answer emails and write up pastoral care reports. Follow up with oneschool reports in collaboration with other staff.	Facillitate Lowood State High School Breakfast Club.



- I have read all relevant information in the Chaplaincy and student wellbeing officer services Policy statement and supporting documents, as published on the Department of Education website, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
- Chapter 19 s.426 [Confidentiality] 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 [Standard 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: Hannah Ballard**

Signature:  Date: 15 / 2 / 24


**School principal: Stacey Beu**

Signature:  Date: 15, 2, 2024

**P&C representative:**

Signature:  Date: 15 / 2 / 2024

**AEA representative: Kylie Osodu**

Signature:  Date: 17 / 04 / 2024

**Make two copies**

The chaplain/student wellbeing officer 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:            /            /

