

St Mary's Primary School Rushworth



National School Chaplaincy and Student Welfare Program

The aim of the Chaplaincy and Student Welfare Program is to promote and support St Mary's Vision and Mission. The Chaplain and Student/Family Support Worker are the representatives under The National School Chaplaincy and Student Welfare Program funded by the Australian Government Department of Education, Employment and Workplace Relations.

The Chaplain and Student/Family Support Worker are to provide pastoral support to students and families and foster the experience of Catholic community. The Chaplain and Student/Family Support Worker bear witness to Jesus Christ and support the Catholic ethos of the school.

The Chaplain Mrs Jennie Hayes, and Student/Family Support Worker Ms Kerryn Phillips, provide links or referrals with other student wellbeing structures within or outside the school. If you would like your child/ren to access either the Chaplain or Student Support Worker please contact the school so this can be arranged.

The Chaplain and Student/Family Support Worker facilitate special programs such as Seasons for Growth, Community Partnerships, Jigsaw, and the Garden, Compost, Worm and Coop Club. These programs are voluntary, they are not compulsory and are a suggested support for students. Families register consent and support for the program at the beginning of the school year. If you do not want your child to participate please contact the School Principal.

Awareness of The National School Chaplaincy and Student Welfare Program at St Mary's is provided to parents in the St Mary's Newsletter, at School Board and at Parents & Friends' meetings. At any time you are most welcome to provide written support or otherwise during the year by directing this to the Principal.

Complaints Procedure

Should you wish to raise a complaint regarding the Chaplain or Student/Family Support Worker under The National School Chaplaincy and Student Welfare Program, the Complaints Officer is the School Principal, and all correspondence should be addressed accordingly. All attempts should be made to resolve complaints at the local level, which will be managed in accordance with the National School Chaplaincy and Student Welfare Program Guidelines.

However, if a complaint cannot be resolved at the school level, or if a complainant does not wish to address their complaint to the School Principal, they may be made directly to the Department by:

Completing the complaint reporting form available at the Program website:

www.deewr.gov.au/schoolchaplaincyandwelfare

or

emailing: schoolchaplaincyandwelfarecomplaints@deewr.gov.au

or

posting to:

NSCSWP - Program Manager

GPO Box 9880

ADELAIDE SA 5001

or telephoning:

the *National School Chaplaincy and Student Welfare Program*

Hotline on 1300 363 079.

The Department will endeavour to maintain a complainant's anonymity where requested. However, information collected in the course of complaints reporting may be disclosed to other parties without consent in accordance with the *Privacy Act 1988*.

Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Department's Legal and Investigations Group:

Privacy Contact Officer – Loc C148CW2

Department of Education, Employment and Workplace Relations

GPO Box 9880

Canberra ACT 2601

Privacy complaints can be made directly to the Office of the Australian Information Commissioner; however, the Information Commissioner will generally prefer that the Department be given an opportunity to deal with the complaint in the first instance.

Disclaimer

The views expressed herein do not necessarily represent the views of the Australian Government Department of Education, Employment and Workplace Relations.

Acknowledgement

This project was funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program.