



# Education Procedure Manual 1/04

## THE ROLE OF RELIGIOUS ORGANISATIONS WITHIN EDUCATION

**For**  
**Teachers and Employees on Scottish Negotiating**  
**Committee for Teachers (SNCT) Conditions of Service**

**Effective from: June 2024**

Education, People & Business



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### Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	Oct 1998	<ul style="list-style-type: none"> <li>• Transfer to new template</li> <li>• Updating terminology                             <ul style="list-style-type: none"> <li>◦ Education Office → Central Education Team</li> </ul> </li> <li>• Retiral of Procedure Manuals 1/05 and 1/06</li> <li>• Amalgamation of PM 1/04, 1/05 and 1/06.</li> </ul>	30/05/2024	1.0

### GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

### Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management.

### 1.0 Purpose

- 1.1 Religious Organisations play an integral role in the education of our pupils in both denominational and non-denominational schools.

For ease of reading, the term:

- 'School Chaplain' is used to represent a religious leader, regardless of faith,
- 'Church' is used to represent the body of any religious organisation.

- 1.2 This procedure manual outlines the role of School Chaplains and associated activities.

### 2.0 Scope

- 2.1 This procedure applies to all schools within East Dunbartonshire Council for all interactions with religious organisations.

### 3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:

- SNCT Handbook
- Equality Act 2010

### 4.0 Appointment Of School Chaplains

- 4.1 In non-denominational schools, chaplains are appointed at the invitation of the head teacher. When the person to be approached has been identified, the head teacher proposes the nomination to the Parent Council for information and feedback. If accepted, the Head Teacher should invite the nominee to fill the post of school chaplain and, if the invitation is accepted, advise the education office, who will issue an appropriate letter.
- 4.2 In considering the filling of a chaplain's post it is possible that schools would wish to consider a group chaplaincy encompassing religious representatives from more than one faith and/or denomination. In such circumstances the procedures outlined above should also be followed.
- 4.3 Head teachers of Roman Catholic schools should note that the appointment of chaplains to their schools will continue to be made direct by the church authorities.
- 4.4 Car allowance is payable to chaplains. Claims should be submitted by chaplains at the end of each term and forwarded to the school office who will arrange payment.

### 5.0 The Role Of School Chaplains In Schools

#### 5.1 Introduction

5.1.1 Chaplains to non-denominational schools are appointed at the invitation of the head teacher. This will be acknowledged by a letter of welcome from the Chief Education Officer. It would be appropriate, however, that when a vacancy arises, the head teacher should consult with the parent council before issuing such an invitation. If difficulty should arise in appointing a suitable chaplain the council may be asked to help through its religious representatives.

5.1.2 When chaplains are appointed or when they resign, notification will be sent by the school concerned to the parent council.

#### 5.2 The Chaplain and The Head Teacher

5.2.1 Head teachers are responsible for all that occurs within their school so that if the chaplain is to operate most usefully, consultation and co-operation between the head teacher and the chaplain is a necessity. The head teacher can open for the chaplain opportunities to meet staff and pupils, to conduct regular worship, to attend school occasions, to be kept informed of personal or particular needs where the chaplain could assist.

#### 5.3 The Role of The Chaplain

A number of different aspects combine to make the role of the chaplain:

##### 5.3.1 The Chaplain as a Representative

The chaplain enters the school as the representative of the religion they serve and its way of life.

In certain areas where the religion is strongly identified with the local community, the chaplain may also represent the community and its interest in the school.

This interest may be expressed by the school chaplain participating in events which affect both the school and the community e.g., prize giving's, displays and ceremonies. In a different way the chaplain may also help the school to see its role in the wider community e.g., by enabling contact with the particular needs of the elderly or the disabled or by highlighting particular social problems.

##### 5.3.2 The Chaplain as Pastor

The chaplain is chaplain to the whole school. They are concerned with staff and pupils alike - a concern and care which should express itself in all his dealings with the school. At times he may be the confidant of the head teacher or the staff with personal or professional problems while on other occasions it may be pupils seeking counsel. The chaplain will be sensitive and responsive to any personal tragedy or serious illness within the school community and in such circumstances may be called upon to visit home or hospital. The chaplain's pastoral care would benefit from close liaison with the head

teacher and in secondary schools the guidance staff so that they could be incorporated as a member of the school team, having a voice at meetings where topics involving their services were being discussed.

The implementation of these ideas requires provision of access so that the chaplain has close contact with staff and pupils. A further provision might be that of a "surgery" on a regular basis where pupils and staff can see the chaplain easily.

### 5.3.3 The Chaplain and Worship

The conduct of worship is an important part of the chaplain's role whether at school assembly or within a classroom or within the church, with the school present. Worship is a corporate activity pointing pupils to beliefs, values and ideals they might not meet elsewhere. The chaplain, however, has to recognise the school is different from the church and consequently he should not assume attitudes that are associated with the church. The patterns of worship he uses should reflect this and be those best suited for the school.

Where worship can be linked to the religious calendar; to events within the school; to participation by pupils and staff; to music, art, drama or direct class participation it can be greatly enriched. This integration with school life can lead to a more valuable experience for both the chaplain and the school.

### 5.3.4 The Chaplain and Departments of the Schools

The chaplain should have close links with those teaching RE in the school. An understanding of the syllabus and methods of the department will greatly aid him in his task. In paragraph 5.3.2 above, an indication has been given of how helpful co-operation with guidance staff can be. It is also useful and helpful for a chaplain to establish links with other departments of the school such as Social Studies, English, Music and Art as the situation permits.

### 5.3.5 The Chaplain in the Classroom

It is recognised that the chaplain is not a member of the teaching profession and the class teacher, therefore, has the expertise on which the chaplain may draw for guidance in his approach to classroom work. The teacher on the other hand may look to the chaplain for specific help in dealing with religious issues or for expertise in matters relating to religion, to worship or to theology.

The chaplain's task in the classroom may vary depending on whether it is a primary or secondary school but in both his contact affords opportunity to get to know pupils at a more personal level.

In primary they should try to prepare their talks, or questions, or introduction of material so that they relate to work being done in the classroom. In the secondary they will be concerned more with the questions pupils raise and with sharing religious insights with pupils on matters of common concern.

### 5.3.6 Time and the Chaplain

The authority recognises that school chaplaincy is only one task of the many undertaken by the school chaplain and that there are limits to the amount of time that can be devoted to it. This is a matter of mutual agreement between the chaplain and the school. Some of the possible roles for the chaplain indicated above are more demanding of time than others. One solution to this problem would be to have in schools a team of chaplains.

### 5.3.7 Team Chaplaincy

It would be helpful for both primary and secondary schools where appropriate to have a team of chaplains rather than one chaplain. This would allow more frequent contact between the school and the chaplain without being too demanding on any one chaplain. It would also allow for the development of more pastoral care. Further it could allow the diversity of religious belief and practice to be expressed through various denominational insights. This type of arrangement would be a matter of mutual agreement and organisation for the school and the chaplains concerned.

### 5.4 In-service Training for Chaplains

In East Dunbartonshire the RE advisers facilitate in-service courses for chaplains, following approval from the Chief Education Officer. These afford opportunities for chaplains to share experiences, to have the benefit of training, to be informed about resources and techniques.

### 5.5 Resources For Chaplains

Chaplains will be reimbursed for travelling expenses incurred in the course of their school duties. School resources, in agreement with the Head Teacher, are available to the chaplains and may be used to borrow books, kits, AVA material *etc.*

## 6.0 Token Payments To Churches

- 6.1 It has been the practice for a church organisation to be paid a token sum for the use of its building when religious services are held there. This payment is made as a contribution towards the expenses incurred for heating, lighting and cleaning the church when used by a school. Any such payment will be at the discretion of the Head Teacher and shall be paid out of the school's delegated budget.