

Education planning for children and young people in OOHC: caseworker guide

Caseworkers play an essential role in improving educational outcomes for children and young people in statutory out-of-home care (OOHC). It is important that all children and young people in OOHC participate in educational opportunities and have an education plan in place. As a caseworker, you actively support the education planning process at each of the four stages.

Education planning

Stage	Description
Stage 1: Notifying the school	<p>When a child or young person enters care, enrolls in school for the first time or enrolls in a new school, you must send a Notice to school form to the school principal.</p> <p>When a child changes school or exits care, you must send a Change of detail advice for a child or young person in OOHC form to the previous principal.</p> <p>If the child attends a government school, a copy of these forms should also be provided to the Department of Education and Communities (DEC) OOHC coordinator.</p> <p>Caseworkers from non-government designated agencies should contact their agency for a copy of the forms.</p>
Stage 2: Developing the plan	<p>The education plan (referred to by DEC as ‘personalised learning support provisions’) should be developed within 30 days of a child entering OOHC (school holidays may impact on this timeframe).</p> <p>The school takes the lead role in organising the planning meeting and developing the plan but relies on your support – it’s important that you attend the planning meeting for this reason.</p> <p>You, along with the carer, principal, child or young person (where appropriate), and any other relevant interagency or education professionals, work together to identify the child or young persons strengths and educational needs. The collaborative process should begin as soon as possible.</p> <p>Information from relevant tests, the Health Management Plan and the child’s previous school records, including education plans, are used to help identify the child’s needs. You can help by obtaining information for planning.</p> <p>Note: Each child should have a single education plan. Aboriginal children and children with a disability may have an education plan when they enter care. This plan will be updated as required.</p>

<p>Stage 3: Implementat ion</p>	<p>The school will use the information from the planning meeting to develop a new education plan and will give you a copy. Make sure you record the plan on the child or young person's electronic or paper file.</p> <p>A copy of the plan will also be given to the child or young person (if appropriate) and the carer.</p> <p>The school will:</p> <ul style="list-style-type: none"> • encourage children and young people where possible, to participate in any decisions relating to their education • implement the school-based actions in the education plan • promote communication between carers, school, agency and the student • provide age-appropriate information to the child or young person about educational issues impacting on them. <p>You will:</p> <ul style="list-style-type: none"> • support regular school attendance and work with children and young people and their carers to raise expectations for their future success • organise any external services recommended in the education plan which have been approved by FACS or the OOHC non-government designated agency • support participation in appropriate educational and social activities outside of school • provide educational information including school reports to new carers • include the actions and recommendations from the education plan in the child or young person's case plan.
<p>Stage 4: Monitoring and review</p>	<p>The school should actively monitor and review the education plan. The school may also liaise with the carer or you to make sure that the child's educational needs are met.</p> <p>The education plan should be formally reviewed at least once a year so that the information remains relevant to the child's learning. There should also be a review after any significant change in the child or young person's life.</p> <p>The school will call an education planning review meeting which includes you as well as the child or young person (if appropriate), the carer and any other relevant professionals. Progress will be documented and further learning and support provisions may be negotiated.</p> <p>The revised education plan will be provided to you, the child or young person (if appropriate) and the carer</p>

For more information about improving educational outcomes for children, read [Helping children and young people to reach their potential at school](#)