10.9 Education Planning

Purpose
To guide child protection workers in developing and reviewing Education Plans in a child in care. In consultation with all people significant to the child, the child's carer(s) to attend, participate, and for children in care and information sharing.

Legislative Authority
Children and Community Services Act 2004 - Section 5 Determining the need for Child Protection
Children and Community Services Act 2004 - Section 39 Provisional care
Children and Community Services Act 2004 - Section 39 Care Plan
Children and Community Services Act 2004 - Section 59 Review of care plan

Practice Requirements
- Every child in the CEO’s care of compulsory school age (six to 17 years) must have an annually reviewed Education Plan.
- The Education Plan informs part of the education dimension of the child's care plan.
- Child protection workers should encourage the child's carer(s) to attend and participate in Education Plan meetings.
- Copies of the Education Plan must be given to each child's carer.
- Child protection workers must monitor Education Plans and ensure that actions are completed.
- Child protection workers must place a copy of the Form S87 School notification and education planning for a child in the care of the Department for Child Protection and Family Support (in related resources) and the child's Education Plan in the child's education file.
- Child protection workers must check that all the child's educational information in their Record of Child Information (ROCIS) is up to date, and update it where necessary.

Process Map
Child Protection Workers should refer to the Education Plan Process flowchart (in related resources).

Procedures
Complete
Form S87 School notification and education planning for a child in the care of the Department for Child Protection and Family Support
Education Plan meeting
Education Plan
Education officer consultation and support

Procedure - 10.9 Education Planning
Overview
Education Plans are developed by the school (with all people significant to the child) to plan for the child’s educational, social and behavioural needs for the current school year.

Rationale
State and out-of-home care standards require all school-aged children in the CEO’s care to have an Education Plan that addresses the child’s educational needs and is reviewed at least annually.

Notification to schools
Child protection workers must complete Form S87 School notification and education planning for a child in the care of the Department for Child Protection and Family Support to notify the school of the child's status as a child in the CEO's care, and to initiate the Education Plan process when the child:
- comes into care,
- commences at a new school, and
- starts a new school year.

The school must be notified if the child’s child protection worker changes.

Refer to Chapter 19. Education Placement for information about school placements and placements in boarding schools or residential colleges.

Education Plan meeting

On receipt of Form S87 School notification and education planning for a child in the care of the Department for Child Protection and Family Support, the school should convene an Education Plan meeting within 10 working days. The child’s education plan is developed or reviewed at this meeting. In consultation with all people significant to the child.

Child protection workers should encourage the child's carer(s) to attend and participate in the Education Plan meeting.

Related Resource Material
Guidelines for Implementing
Documented Plans
DCP and ASWPA Educational support to children in care and Information sharing
DCP and DES Education Plans for children in care and Information sharing
Sample Education Plan
Fact Sheet - Documented Education Plans
Assistant User Guides - Education Services
Department webpages - Education Planning
Assistant User Guides - Record of Child Information - Education
Rapid Response - Prioritising services for children and young people in care 2011
DCP and DET Educational access and support for children in care

Related Casework Practice Manual Entries
10.3 Care Plans - Including Review or Modification
10.7 Education Services
10.8 Education Placement
10.10 Behaviour and Suspension
10.11 Tuition

Contact Person
Manager, Children and Young People in Care - Policy and Learning

Related Resources
Departmental Framework
Corporate - Aboriginal Services Framework 2012
Corporate - Child and Family Services Framework 2013
Service 1 - Foster Care Partnership Practice Framework 2012
Service 2 - Residential Care (Sanctuary) Framework 2012

Flow Charts
Education Plan Flowchart
Forms
Form S87 - School Notification of a Child in the Care of DCPFS


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Education Plan

After the Education Plan meeting the school must develop an Education Plan and send a copy to the child's child protection worker.

Child protection workers must:

- use the Education Plan to inform part of the education dimension in the child's provisional care plan or care plan.
- forward a copy of the Education Plan to the carer(s) receiving a copy of the Education Plan.
- monitor actions identified in the Education Plan to completion.
- Place, Form SAP School notification and education planning for a child in the care of the Department for Child Protection and Family Support and the current Education Plan in the child's education file, and
- update the child's education information in their Record of Child Information (ROCI).

Further information on education planning for children in the CEO's care can be found at the Department webpage - Education Planning (link in related resources).

Please refer to the following entries: Chapter 10 entries: Behaviour and Suspension and Tuition.

Education officer consultation and support

Child protection workers must consult with an education officer if there are any concerns about the Education Plan meeting the child's education needs. Concerns could relate to, for example, the child having a learning difficulty, a disability, or about a behavioural issue.

Refer to Chapter 10: Education Services to arrange a consultation and service referral to an education officer.

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