

# 10.9 Education Planning

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## Policy

### Purpose

To guide child protection workers in developing and reviewing *Education Plans* for a child in the care of the Chief Executive Officer of the Department for Child Protection and Family Support.

### Legislative Authority

[Children and Community Services Act 2004 - Section 8 Determining the best interests of the child](#)  
[Children and Community Services Act 2004 - Section 39 Provisional care plan](#)  
[Children and Community Services Act 2004 - Section 89 Care plans](#)  
[Children and Community Services Act 2004 - Section 90 Review of care plan](#)

### Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

## 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 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 worker must monitor *Education Plans* and make sure that actions are completed.
- Child protection workers must place a copy of the *Form 587 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 worker must check that all the children's education information in their Record of Child Information (ROCI) 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

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## 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.

National and State 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 education needs and is reviewed at least annually.

### Notification to schools

Child protection workers must complete *Form 587 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 10: Education Placement for information about school placements and placements in boarding schools or residential colleges.

### Education Plan meeting

On receipt of *Form 587 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 30 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 Resources

### Departmental Frameworks

Corporate - Aboriginal Services Framework 2012  
Corporate - CaLD Services Framework 2013  
Service 1 - Foster Care Partnership Practice Framework 2012  
Service 1 - Residential Care (Sanctuary) Framework 2012

### Flow Charts

Education Plan Flowchart

### Forms

Form 587 - School Notification of a Child In the Care of DCPFS

### Related Resource Material

Guidelines for Implementing Documented Plans  
DCP and AISWA 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  
Assist User Guides - Education Services  
Department webpage - Education Planning  
Assist 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

### Education Plan

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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) receives of a copy of the *Education Plan*
- monitor actions identified in the *Education Plan* to completion
- Place *Form 587 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

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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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