



# Documented Planning

## For children in care

Education makes a vital contribution to the development and wellbeing of children and young people. It also plays a significant role in a child or young person's ability to access future employment and life opportunities.

Children in the care of the Chief Executive Officer (CEO) of the Department of Communities (Communities) often have unique educational needs. Meeting those needs requires collaborative planning and support.

To help promote the educational participation and performance of children in care, Memoranda of Understandings (MOUs) have been agreed to between the Department and the:

- Department of Education
- Catholic Education of Western Australia
- Association of Independent schools of Western Australia.

The intention of these MOUs is to make certain that every child in care enrolled in a government or non-government school has an individualised Documented Plan.

## What is a Documented Plan?

A Documented Plan is a document developed by the child's school in partnership with Communities and people significant to the child.

The plan outlines what needs to happen in order to meet the educational, attendance and wellbeing needs of a child in care. The child protection worker uses the Documented Plan to inform the education component of the child's overall care plan.

The development of the Documented Plan should involve key people relevant to the child's success – like the child's teacher, child protection worker, education assistant and carer(s) – as well as the child, where appropriate. A meeting of all key people may take place for everyone to contribute to the development or review of a Documented Plan.



## Documented Plans

A Documented Plan should:

- outline meaningful and realistic educational programs and adjustments
- be appropriate to the child's age and developmental level
- clearly outline individual and shared responsibilities
- focus on the child's potential to achieve positive educational, attendance, social and behavioural outcomes
- be a record of regular assessments and evaluation of the child's progress
- address any attendance issues
- be reviewed at least twice per year or as often as required.

Department of Education schools will provide a coversheet outlining the need for academic and/or wellbeing adjustments and provide the accompanying plans.

## What are the responsibilities of the Department?

The Department is responsible for:

- advising the child's school that the child is in the care of the CEO
- providing the school with any relevant information about the child's needs and care arrangements
- participating in education planning.

While the child's school is responsible for developing the Documented Plan and arranging for all key people to meet, the Department child protection worker is a key partner in developing and recording the plan.

## What is the carer's role?

Providing day-to-day care for a child or young person means that carers are often in the best position to provide advice about a child's education needs.

Carers will be invited to be key participants in developing and implementing a Documented Plan. However, it is recognised that carers may choose different levels of participation depending on their individual circumstance.

## Further information

To find out more about Documented Plans, please visit the [Education Planning for Children in Care](#) web page.