



# Mount Warrigal Public School

## Out of Home Care Procedure

### BRIEF DESCRIPTION:

At Mount Warrigal Public School we strive to support students where parental responsibility is held by the Minister of Family and Community Services. The program helps schools support the wellbeing of students who are in, or entering out of home care. All out of home care students at Mount Warrigal, including preschool, will have personalised learning and support plans prepared for them.

### LINKS TO DEPARTMENT POLICIES

<https://education.nsw.gov.au/policy-library/policies/out-of-home-care-in-government-schools-policy>

### STATEMENT OF PURPOSE

This procedure aims to establish guidelines regarding the identification and support of academic, social, behavioural, emotional and wellbeing needs of all Out of Home Care children.

### IMPLEMENTATION

#### **Teacher Responsibilities:**

- Identify learning needs and create a meaningful and developmentally appropriate educational program that builds on and responds positively to the student's learning history (including their life experience, cultural, linguistic, religious or spiritual beliefs, gender and socio-economic background).
- Develop strategies for achieving the identified outcomes and what is needed to achieve them, taking into account available resources.
- Identify who will be responsible for implementing the strategies or providing identified resources or support services.
- Identify the timelines for implementing the individual learning and support plan.
- Identify monitoring strategies and review dates (including annual review date).
- Plan to be flexible and future-orientated. Follow a strength-based model with a focus on what is needed to support the student to access the same educational, social and behavioural outcomes as their peers.

#### **Stage Supervisor Responsibilities:**

- Support teachers to develop plans in collaboration with the student, carers, Learning and Support teacher, caseworker and other relevant staff or service providers.
- Ensure copies of Learning conversation notes, formal reports and Individual Learning Pathways are forwarded to the LaST.
- Ensure students are familiar with education plan contents and provide a copy of the plan (and subsequent updated plans) to the carer, Community Services NSW representative and relevant caseworker/s.
- Ensure plans are reviewed on a regular basis according to the needs of the student. It is suggested that plans be updated at least every term and case workers invited to review meetings and learning conversations, taking place in Term 1 and Term 3 each year.
- Support student transfers by forwarding a copy of education plans to the new school in a timely manner.



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### **Administration Staff Responsibilities:**

- Support review meetings and school transitions by gathering and forwarding relevant support information.
- Complete financial payment and resource allocation to support funded students.

### **Carer Responsibilities:**

- Collaborate with staff in a supportive manner to improve student outcomes and plan for the future.
- Attend learning conversations and relevant reviews.
- Liaise with staff, caseworkers and the student.
- Assist where possible by sharing and communicating histories, needs, aspirations, risks etc.
- Provide respectful and constructive feedback to guide school initiative implementation.
- Follow the reporting guidelines to respect and protect students, staff and community and to ensure processes are established to support all stakeholders.

### **Student Responsibilities:**

- Engage respectfully with staff to collaboratively plan and implement Individual Education Initiatives at MWPS.
- Share and report information.
- Actively strive to achieve ILP goals and be proud of individual achievements.

### **EVALUATION**

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.