

# Education Roles and Responsibilities in Out of Home Care

## SCHOOLS

Enrol the young person without delay if it is the local neighbourhood school within one day.

If not report to regional director

Ensure LOOKOUT are aware of the enrolment

Ensure the Koorie Education Support Officer (KESO) is invited to first Student Support Group (SSG) via Koorie Education Coordinator (KEC).

Ensure they appoint a Designated Teacher

In collaboration with the student, assign a Learning Mentor

Gather all relevant data and make contact with the case manager and carer

Hold a SSG or Program Support Group (Catholic School): Established in the first week of the student's enrolment and review and update every term.

Develop a Individualised Education Plan (IEP) or Personalised Learning Plan (Catholic School)

## Student Support Services (SSS)

Complete Educational Needs Analysis (ENA) after a school referral (needed after 3 months in OoHC)

## STUDENT

Consistently have their voice heard

Attend their SSG

## Koorie Education Support Officer (KESO)

Provide a cultural lens in the SSG meetings and overall for the school

Be the liaison between the family and school where needed.

Deliver Community Understanding and Safety Training Initiative (CUST) to schools every 2 years

## LOOKOUT

Resolve any enrolment issues

Add additional supports to student or school (Cultural Advisor)

Attend SSG as required

Provide training to the designated teacher

## CARER/FAMILY

Attend SSG

Assist in young person staying engaged and attending school

## ACCO/CSO Case Manager

Build the Cultural Support Plan  
Advocate to ensure the Partnering agreement obligations are being met by the school

Provide education history

Support Carer to ensure students have all materials needed to participate (state schools relief, camps and excursions fund)

Source: OoHC Education Commitment Partnering Agreement



**VACCA**  
Connected by culture

VICTORIAN ABORIGINAL CHILD CARE AGENCY