

DRAFT CEB Out-of-Home-Care (OoHC): School Quick Reference Guide

The purpose of this OoHC School Quick Reference Guide is to provide school staff with links to key OoHC documentation, flowcharts and CEB Wellbeing Team contact details.

Essential OoHC information and templates	<p>OoHC Partnering Agreement</p> <p>This document outlines the requirements that apply to all staff who work in government, Catholic and independent schools, including principals and other school leaders, teachers and education support staff. OoHC Education Commitment: Partnering Agreement 2018</p> <p>ENA Guidelines for Catholic Schools</p> <p>This document contains information and templates for use during ENA process, PSG and PLP development. ENA Guidelines Catholic Schools Edition 2021</p> <p>CEB OoHC ENA School Process Flowchart</p> <p>This flowchart guides CEB schools to follow the required processes in developing an ENA and PLP for students in OoHC. CEB OoHC School Process Flowchart</p> <p>CEB OoHC Resources</p> <p>The CEB Wellbeing Team have a dedicated SharePoint page with a full range of resources for schools to access CEB OoHC SharePoint Resource Page</p>
LOOKOUT Centre (Department of Education) Supports	<p>LOOKOUT Hub</p> <p>This online site provides a range of information for school leaders, designated teachers and learning mentors. To access the site, CEB staff must <u>first</u> register by completing the details within the following link: Link to register for the LOOKOUT Hub. Once registered ongoing access to the site can be accessed here: LOOKOUT Hub</p> <p>LOOKOUT Centre Contact Details</p> <p>Schools may need to contact the Department of Education LOOKOUT centre to discuss individual students, with each CEB zone having a dedicated contact person. LOOKOUT Education Support Centre contact details</p>
CEB roles and key contact details:	<p>CEB OoHC Resources</p> <p>The CEB Wellbeing Team have a dedicated SharePoint page with a full range of resources for schools to access CEB OoHC SharePoint Resource Page</p> <p>CEB Wellbeing Team Key Contacts</p> <ul style="list-style-type: none">• Primary schools – Liz McIntyre• Secondary schools – Brooke Nester• Aboriginal and Torres Strait Islander students – Helen Christensen and Jeanette Morris <p>Other CEB Team Key Contacts</p> <ul style="list-style-type: none">• Student Wellbeing Team Senior EO – Anne Ruddell• Wellbeing Team Leader – Tony Perkins• Learning and Teaching – Joe Ewing• EAL – Meagan Becker• Catholic Identity and Mission – Kate Lawry• ROSAE referral and allocations support – Lisa Templar and school allocated LD:EO's
CEB internal referrals	<p>Internal CEB review/assessments</p> <p>Schools may identify an OoHC student requiring further review or assessment by the CEB wellbeing team. Schools submit via ROSAE where allocation to either a speech pathologist, psychologist, Learning diversity, visiting teacher or student wellbeing team member will be determined.</p> <p>If a school requires <u>support with developing an ENA</u>, please contact the primary/secondary student wellbeing contact person first to discuss and then submit a referral via ROSAE if deemed required.</p> <p>If a school identifies that a student in OoHC needs further supports <u>regarding attendance and engagement</u>, guidance is available in the CEB Attendance and Engagement Guide. (insert link to attendance guide)</p>

First Nations Students

(guidance document including Cultural Plan information)

Links to Legislation and Regulatory Frameworks

- [OoHC Education Commitment: Partnering Agreement 2018](#)
- [Ministerial Order 1359 Implementing the Child Safe Standards - Managing the risk of child abuse in schools and school boarding premises](#)
- [Child, Youth and Families Act 2015](#)
- [Education and Training Reform Act 2006](#)
- [Education and Training Reform Regulations 2017](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Department of Education Mandatory Reporting Guidelines](#)

LOOKOUT Team, Department of Education		CEB Zone area	Contact	Days of Work
Principal				
Matthew Hyde , Acting Executive Principal, SWVR matthew.hyde@education.vic.gov.au			9059 4322	Mon – Fri
Learning Advisors Team				
Kellie Walker , Team Leader kellie.walker2@education.vic.gov.au			9084 8769	Mon – Fri Footscray Office
Claire Collett Learning Advisor North West Victoria Region Claire.Collett@education.vic.gov.au		(Maryborough)	03 9056138 0439 546 563	
Lee Baxter Learning Advisor NWVR Lee.Baxter@education.vic.gov.au		Mid-North and North Zones	9084 9024 0409147107	
Adrian Maude , Learning Advisor, Barwon adrian.maunder@education.vic.gov.au		(Colac)	9059 4390	Mon – Fri
Leisa van Hamond , Learning Advisor, Central Highlands leisa.vanhamond@education.vic.gov.au		Central Zone	7005 1927	Mon – Fri Ballarat Office
Liam Holland , Learning Advisor, Western Melbourne liam.holland@education.vic.gov.au			9059 4325	Mon – Fri Footscray Office
Catherine John , Learning Advisor, Wimmera South West catherine.john@education.vic.gov.au		South Zone	9059 4376	Mon – Fri Ballarat Office
Region-wide Team				
Anthony Sabatino , Learning Advisor – Pathways anthony.sabatino@education.vic.gov.au		All zones	7005 1882	Mon – Fri
Rick Balchin , Koorie Cultural Advisor rick.balchin@education.vic.gov.au		All zones	4334 0553	Mon – Fri Ballarat Office
Fiona Marcum , Psychologist Fiona.Marcum@education.vic.gov.au		All zones		