

EYFS PEP Process Flowchart

1. Social worker/admin contact the pre-school setting and carer 1 month before the EYFS PEP meeting, SW completes p1 of the EYFS PEP, arranges a date and emails the Word form to pre-school and carer .

2. Pre-school /nursery and carer prepare for the meeting by filling in/updating the EYFS PEP form. Pre-School completes EY PEP Information sheet (pp4-5) before the meeting, then returns to the social worker before the meeting or provides a paper copy on the day. Carer completes their views and child's views beforehand and brings to meeting.

3. The meeting takes place and targets are agreed/amended at the meeting.

4. Social worker takes all information and all the PEP documentation from the meeting and then hands to admin to type up the PEP document in Word.

5. Social worker/admin sends the completed PEP and request for CareFirst authorisation to the Virtual School mailbox for the EYFS Adviser to check and authorise. (Please use same carefirst form as for school age PEP.)

6. Once authorised the social worker/admin distributes the Word document to nursery and carer via email and puts the PEP document onto Idox and shared drive.

Social Worker is responsible for leading the whole EYFS PEP process and pulling together information to produce the **finalised plan**. The plan should be considered the most important part of this process. The PEP needs to have been agreed, sent out and info put onto CareFirst within **20 working days** of the meeting. An EYFS PEP meeting should take place every term.