

ePEP Process Flowchart

1. Social Worker (SW) contacts the school and carer 1 month before the PEP meeting to arrange date.

The Virtual School (VS) Adviser is informed that the meeting is taking place.

If this is not the young person's first PEP, the 'next meeting date' is set at the PEP meeting and school and/or SW inputs this date onto the online EPEP

2. School rep prepares for the meeting by filling in / updating their parts of the online PEP.

School drafts new targets before the meeting, arranges for pupil views to be completed and invites the young person to the PEP (if appropriate).

School should then digitally submit the ePEP to the social worker and VS Adviser ahead of the meeting.

3. School representative chairs meeting, or VS Adviser, if attending.
PEP meeting takes place and targets are agreed/ amended.

4. Both the school rep and SW make notes at PEP meeting and complete their sections of the electronic PEP within 10 working days of meeting. Carer's views must be completed by SW.

5. VS Adviser will then RAG rate/ authorise the ePEP within 3 working days of electronic submission and request amendment if necessary.

6. Once authorised, the VS adviser will upload the final document onto CareFirst case files and complete the PEP assessment.

7. If necessary, the SW/ Business Support Officer will distribute the PEP to relevant people.

ePEP Process- Reminders

- ✓ Social Worker is responsible for arranging meeting.
- ✓ School rep is responsible for writing up plan
- ✓ School rep is responsible for chairing meeting if VS Adviser is not present.
- ✓ The plan should be considered the most important part of this process.
- ✓ The PEP needs to have been agreed, and ePEP sent out and info put onto CareFirst within 14 working days of the meeting.
- ✓ A PEP meeting should take place every term.
- ✓ Until further notice: Social Worker is responsible for completing carer's views on ePEP