

## PEPs

**PEPs SHOULD BE COMPLETED WHETHER OR NOT A CHILD IS IN AN EDUCATIONAL PLACEMENT. THE VIRTUAL SCHOOL WILL ACT AS DT FOR THOSE NOT IN EDUCATION AND SWs ARE TO CONTACT THE VS TO ARRANGE THE MEETING.**

When a child comes into care the Virtual School's Education Caseworker/Education Co-ordinator advises Welfare Call so that Social Workers/Designated Teachers(SW/DT) have access to PEPs (if PEP needed within 10 days due to an emergency placement, or if child is not showing on SW's caseload, SW to advise Education Caseworker/Education Co-ordinator of child's details, including DT contact

If SW/DT already has access to Welfare Call then the child will be added to their caseload. If SW/DT does not have access to Welfare Call then they will be emailed log-in details.

SW to arrange PEP meeting within timescale with DT and foster carer, then set the initial PEP date on Welfare Call.

Welfare Call emails SW, SW Manager and DT one week before PEP date, one day before PEP date, on the PEP date and at regular intervals thereafter advising of any overdue PEPs.

SW and DT should complete all sections of e-PEP at meeting (or soon afterwards) and press "click when completed" button to sign off their section.

SW to check that DT completes their section of e-PEP as the SW HAS OWNERSHIP OF THE PEP. **When a case is transferred, please ensure the e-PEP is up-to-date as once a transfer is shown on Welfare Call the previous SW will be unable to access the case.** SW should email Welfare Call new SW details copying in the Education Co-ordinator.

Once SW and DT sections of e-PEP are completed, the Virtual School quality assures the PEP and finalises it.

The e-PEP then moves to the "up-coming PEPs" column showing the next term's meeting date. Please note that the dates for the next meeting are generated by Welfare Call unless set differently.