-Child Becomes Looked After -CLA Auto Alert Sent

Notification to Virtual School

- Record due date for PEP
- Placement Plan sent to LACES via email cla_info@sandwell.gov.uk
- PEP date generated by LCS
- 10 working days to complete PEP
- Within 24 hours of placement Resp: BSO

- **Virtual School**
- Review education system re:- education status/ school
- Set up recipients SW/TM/IRO/DT
- Add core data to ePEP system
- Check EHCP
- Resp: Virtual School

ePEP Notification

- Email will confirm PEP user ID for ePEP system and meeting needs to be arranged
- Times cale:- within 24 hours of notification

Resp: Virtual School

<u>Practice Note</u>

- Ensure you are aware that the ePEP system is separate to EHM/ LCS system. Epeponline.co.uk/sandwell and you will be sent an ID to access
- Designated Teacher (DT) refers to Nursery, School, Post 16,
- Any changes to SW or child's placement/school-notify the VS via cla_info@sandwell.gov.uk
- Hide carer information when in meeting or printing if carer address is confidential and not to be disclosed
- Note if the PEP remains in the 'current formal' PEPs section it is not finalise. Only when it appears on the right hand side of the ePEP system under 'Completed PEP' is it confirmed completed. PEPs are completed termly (3x yearly)
- There is an expectation that between PEPs there will be ongoing liaison between SW/ DT/ VS regularly regarding the child's education and learning. When preparing for review PEP meetings it is important that the
- information completed in the PEP form is up to date and relevant to the child It is good practice to ensure PEP meeting is held before the LAC
- The date & time of the next PEP meeting must be agreed and entered on to the ePEP system in order to generate new PEP

Set up PEP Meeting

- Add PEP meeting to ePEP system
- Set date/time/venue for PEP meeting
- Attendees- DT/VS/ Carer/ Child YP/ Parent (as appropriate)
- Link in with DT to arrange PEP meeting and agreed date and time
- Timescale: within 48 hours of placement

Resp: SW

Set up PEP Meeting

- Add PEP meeting to ePEP system
- Set date/time/venue for PEP meeting
- Attendees- DT/Nursery/ School/ Connexions/VS/ Carer/ Child YP/ Parent (as appropriate)
- Link in with DT to arrange PEP meeting and agree date and time
- Times cale: within 48 hours of placement

Resp: SW

Preparation for Initial PEP Meeting

- Log into e PEP system
- ePEP form started
- Section A- SW completes
- Section B- DT completes
- Section C- DT completes with child/YP Do not sign off these sections until after the PEP meeting Timescale: 3 days before the PEP meeting

Resp: SW/DT for their section

Initial PEP Meeting

- DT chairs the meeting
- See PEP meeting guidance (SW User Guide for ePEP online-Tri-X)
- ePEP form completed at the PEP meeting
- Date, time, location (venue) agreed for next PEP meeting
- Agree who is to be invited
- Print off copies of PEP for attendees
- Section A-SW signs off as completed
- Section B- DT signs off as completed Section C- DT signs off as completed with child/ YP
- Times cale:- PEP meeting must be held within 10 working days of placement

Completed PEP

- QA of the PEP (see PEP Guidance) (SW User Guide for ePEP online Tri-x)
- Ensure child/YP present
- RAG rate final sign off of the PEP
- Times cale:- 3 workings days after PEP meeting

Notification of completed PEP

- Auto alert sent to SW/TM/DT via auto email informing of PEP being completed
- Timescale:-3 working days after PEP meeting

Resp: Virtual School

Copy of the PEP

- Download and save completed PEP (PDF) from ePEP system
- Distribute copies of PEP at weekly visits to child at YP/carer/parent
- Upload PEP to LCS in 'Documents'
- Complete LCS education tab- ('PEP' tab- Record PEP date and next date of PEP)
- Update LCS Education tab- ('Education' tab to confirm/ add establishments)
- Consider findings of PEP within assessment/care plan/ pre-meeting report for LAC Review
- Timescale:- 16 working days after placement

Resp: SW

