Initial PEP Process

Child is admitted into care or moves to a new school or setting.

Within 10 school days

Initiate PEP Meeting

1st PEP Meeting must take place within 10 school days of child arriving into care (this can take place alongside the initial care planning meeting if feasible for designated teacher):

Arranged by: Social worker and meeting invite sent out to all relevant people.

ePEP document: The designated teacher should complete the education information on Welfare Call's ePEP ready to discuss at the meeting.

Roles & Responsibility

The PEP Meeting

This will take place at the agreed date/time/venue (either in-person or virtually).

Led by: Social worker or Designated Teacher

Attended by (*must be present):

- **Social worker***
- **Designated Teacher***
- **Parent / Carer / Key worker***
- **Child**
- **Virtual School**
- **Any other relevant professional**

It's important for social worker and parent/carer/key worker to contribute to the meeting with their comments recorded on the ePEP by the designated teacher.

The date, time and venue for the next meeting must be agreed before the meeting finishes. Social worker to send out meeting invite.

Within 10 school days after meeting

ePEP Completion

The designated teacher must update the ePEP following discussions at the meeting and click complete to submit the document.

Within 10 working days from completion

ePEP Document

The ePEP is quality assured by virtual school team and opportunity is given to schools/social worker to provide any missing information before final sign off.

A copy of the final ePEP is uploaded onto the child's Eclipse case notes under the date the PEP meeting took place on.

Review PEPs

PEP meetings take place once a term for children aged 3-18.

Arranged at: Previous PEP meeting as agreed by all attendees and meeting invite sent out by social worker.