PEP Roles, Responsibilities & Process Flow Chart

Social Worker

- Initiates PEP process by arranging a date for the PEP meeting.
- Ensures all relevant parties are invited.

Designated Teacher

- Starts compiling information on the PEP document on Welfare Call.
- PEPs can be delegated to other staff members but the Designated Teacher must have final overview and sign-off the document.

PEP Meeting

- Designated teacher or social worker takes lead in chairing the meeting.
- Discussions are held around the PEP document.
- Carers/social workers must provide additional updates where appropriate.
- Next meeting date, time and venue must be arranged.

Designated Teacher

- Updates the PEP document to reflect discussions and record input from carers and other professionals. Once PEP document is complete on Welfare Call, school submit, attaching any relevant documents.
- The PEP document needs to be received and quality assured within 10 working days of the meeting taking place.

Virtual School & College

- Education officers will quality assure the document and review PP+ requests. If PP+ requests need clarification PEP Leads will contact schools for further information.
- Feedback is available to schools and social workers on the QA feedback form.
- If the PEP does not meet the quality assurance criteria, funding may not be approved.

Designated Teacher

- Can view on the PEP document where PP+ has been agreed.
- Support/interventions should be put into place rather than waiting for funding to be sent to schools.

Virtual School & College

- Will upload the completed PEP document onto the child/young person's case notes on Eclipse.
- Process PP+ funding to schools/provisions.

Social Worker

- Ensure that the document is sent out to all relevant people.