



## **Virtual School: Resources**

## PEP Flowchart: Early Years and Statutory School Age

Child enters the care of the local authority.

PEP Co-ordinator supports the Social Worker to initiate the PEP.

Social worker arranges the PEP within 20 days.

For children presently in care, PEP meetings take place termly and are arranged by the social worker.



Social Worker pre-populates section A.

Designated Teacher/Person pre-populates section B.

Social worker and Designated Teacher liaise with each other to agree who will capture and record the young person's views on the PEP.

The PEP meeting occurs, and the 'PEP meeting confirmation button' is pressed.

Within 1 week of the meeting, the Designated Teacher and Social Worker ensure that the PEP is completed, and the sign-off buttons in the 'PEP Sign Off and Quality Assurance' page are selected. The Social Worker provides copies of the PEP for carers and parents.

Virtual School Coordinators follow up PEPs not 'marked completed' after one week of the recorded PEP meeting date.



Once the PEP has been marked as complete, Virtual School Education and Achievement Officers quality assure the PEP and sign off with a rating and feedback.



Once a PEP is signed off by the Virtual School, quality assurance feedback is emailed to the young person's Social Worker, Designated Teacher and the IRO.



A sample of signed off PEPs are audited within service and are submitted to the Children's Services Quality Assurance Team in line with the Virtual School Quality Assurance Procedures.