AfC VIRTUAL SCHOOL ePEP PROCESS

New Child into Care

NO

ePEP review date identified at last meeting. A PEP review should take place each academic term.

If Spring PEP DT receives log in SDQ and completes within 10 days. DT to transfer results to the ePEP document for discussion in the meeting. For Autumn and Summer PEPs SDQ information and targets reviewed. Low level SDQ scores prompt in school intervention; Medium & High Scores may require wider intervention. DTs to liaise with the VS.

YES

Contact AfC Virtual School for log in details to the electronic PEP. First PEP to take place within 20 days of coming into care, initiated by social worker.

DT receives SDQ log in & completes within 10 days. Virtual School to upload results in document section of Welfare Call. DT and SW informed. DT transfers results to the ePEP document for discussion in the PEP meeting. Low level SDQ scores prompt in school intervention; Medium & High Scores may require wider intervention. DTs to liaise with the VS.

Social Worker and Designated Teacher to ensure carer, young person and any other relevant people involved in the young person education are invited to PEP.

SOCIAL WORKER

Complete sections 1-4 of the ePEP document prior to the PEP meeting.

DESIGNATED TEACHER

Send a round robin to subject/class teachers, TA and anyone working with the young person requesting information on progress and achievements. Complete sections 4-10 of the ePEP and enter the SDQ score into the SDQ section of the PEP

PEP Meeting: discuss each section 1-10 in turn. Ensure all have copies of the document or if possible display on a projector and complete as the review progresses. SDQ results to be discussed and targets entered into the SDQ section

Arrange next PEP date before the end of the meeting

SOCIAL WORKER

Ensure all social worker sections are completed to a high standard by referring to the Quality Assurance Criteria and signed off by clicking the complete button at top of the page – within 10 days of PEP meeting.

DESIGNATED TEACHER

Ensure all designated teacher sections are completed to a high standard by referring to the Quality Assurance Criteria and signed off by clicking the complete button at top of the page – within 10 days of PEP meeting.

AfC Virtual School will audit the ePEP and can grade quality of support to young person as Good+

NO

DT or SW will be contacted and amendments requested before document can be finalised.

YES

ePEP will be signed of as Good or Outstanding ready for next terms PEP review.

SOCIAL WORKER

PEP is shared with carers and other relevant parties by the Social Worker BSO uploads to Liquid Logic/Paris