**New PEP Processes from 09 February 2022**

**The purpose of this guidance is to assist you in overseeing the PEP process for your children and young people with effect from February 2022.**

**Section A – To Select the PEP type – Completed by Social Worker**

**Section B – Child’s Views – Usually completed by Social Worker**

**Section C - Education Arrangements and Actions – Completed by Social Worker**

**Section D – Previous Targets and Progress New Targets, SEND and Education Summary – Completed by School**

**Section E – To Sign off by Virtual School**

**The PEP will be split into Sections A to E.**

**What should I do to prepare for a PEP meeting?**

* The Social Worker invites all relevant parties to the meeting and a suitable venue is agreed.
* The Social Worker will need to arrange for the Child’s Views to be recorded prior to the PEP meeting to ensure the child views are included.
* If the PEP is for a CLA who is new into care, the Virtual School should be in attendance.
* A copy of the previous PEP should be made available to DT before the meeting.
* The DT should be able to access the previous PEP through Bradford Schools Online, if not, send Joanne Henry the DT’s email address to be set up on the system.
* The DT will review previous PEP targets and pre-draft a new PEP in advance of the meeting.
* The PEP templates for the school’s section can be found on Bradford Schools Online.

<https://bso.bradford.gov.uk/content/policy-and-guidance-for-schools>

**What should happen during the PEP Meeting?**

* At the start it should be agreed who will be chairing the meeting. Any pre-drafted PEPs should be shared. The PEP should be agreed collaboratively during the meeting.
* Ensure targets are set so it is clear what must be achieved by the young person, adults/carers and professionals to support progression.
* Ensure the PEP provides a clear summary and outcomes of the young person’s story in education/training at this point.

**What should the Social Worker do after the meeting?**

* After the meeting ensure the PEP is returned to you by the DT/education provider.
* Ensure that you have selected the correct PEP type in Section A and completed the Child’s Views (Section B) and also the Education Arrangements and Actions
* (Section C).
* Upload the School’s section of the PEP (Section D) onto LCS as an attachment to ensure timescales are met (see screen shot below).
* Schools will be able to view Sections A to C if they are set up on Bradford Schools Online.
* Once sections A to D are complete the PEP will need signing off by The Virtual School (Section E) before it is finalised.



**Add the Schools Section as an attachment here.**