**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 School**

**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 School will usually arrange for the Child’s Views to be recorded prior to the PEP meeting to ensure the child views are included. The Social Worker should check this has been done by School and if not make arrangements to complete them with the child for the PEP meeting.
* 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.

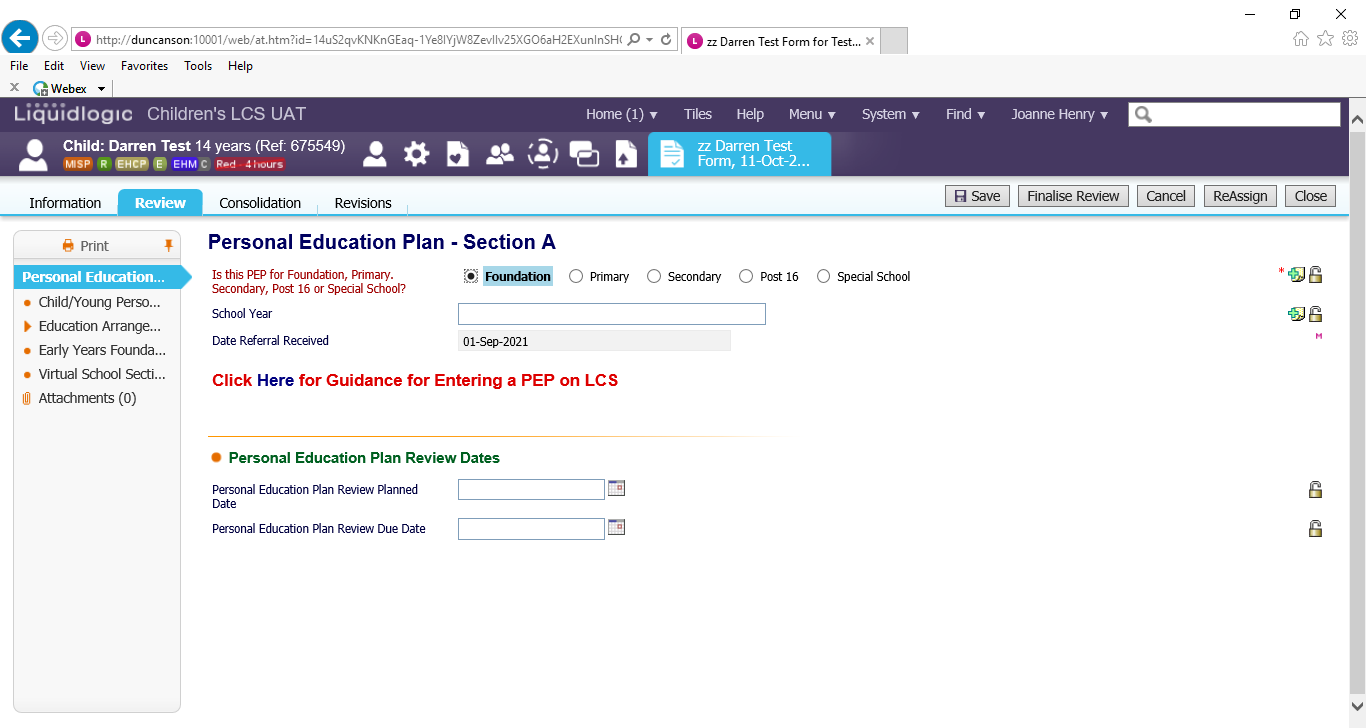
<https://bso.bradford.gov.uk/content/policy-and-guidance-for-schools>

**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.**