

# Central Bedfordshire Personal Education Plan Meetings



## Post 16 PEP Protocol

The following is guidance on how to prepare and follow up the PEP meetings for children who are looked after by Central Bedfordshire.

### Pre PEP

**Social Worker** confirms the date and venue with school, carer and Virtual School at least 10 days before the meeting.

**Social Worker** provides information for social care input section of the PEP at the PEP meeting.

**Designated Teacher** completes most of the electronic PEP pre-meeting. This includes progress data, attendance figures and review of previous targets. The carer, where appropriate, and young person should be present at the meeting and their views can be collected here.

**Social Worker and Designated Teacher** collect most recent SDQ score. (SDQ from young person and key worker to be completed at least annually.)

### PEP Meeting

Meeting takes place chaired by the **Virtual School Education Adviser or Personal Adviser**.

**Designated Teacher** records information during the meeting. An agreed PEP meeting date, time and venue should be set for the next meeting.

### Post PEP Meeting

**Designated Teacher** updates the electronic PEP and submits it within 5 working days of the meeting. The designated teacher can send the link to the PEP to the education adviser or Personal Adviser for checking before submission. Once submitted, it cannot be amended.

**Education adviser** quality assures the PEP and notifies the Virtual School administrator once ready for saving. If the PEP is not satisfactory, the Virtual School education adviser requests resubmission.

**Virtual School Administrator** saves the electronic PEP in Mosaic and Virtual School Box and informs the social worker when saved. The virtual school administrator sends a copy of the PEP to the Conference and Review Team, the social worker and the leaving care team administrator once quality assured by the Virtual Education Adviser.

**Social Worker** distributes the PEP.

*Please note it is the responsibility of the **Social worker** to share the PEP with foster carers and parents if appropriate.*

**Social Worker** must ensure a case note is added stating that the PEP has been added to ECM under education.

*Please note:*

*Wherever possible the PEP meeting should not be cancelled. If there are circumstances when this must happen all parties must be informed immediately including the Virtual School Administrator.*