

## PEPS – a quick guide



**The Child's Social Worker** is the lead corporate parent in the PEP meeting. They should ask questions, provide challenge if needed, and actively work to promote the outcomes for the child. They (or a duty social worker) must be in attendance for the PEP meeting to go ahead.

The Social Worker arranges the PEP meeting within 10 days of a child becoming looked after, and subsequently every term. They invite the key people. They update the basic information within the PEP form, the SDQ, and must contribute their comments to the PEP document. A new PEP must be arranged if the child moves school or placement or if there are concerns.

**The Designated Teacher** is the education lead within the school/nursery/college for the looked after child in terms of the PEP process. They complete the PEP document in advance of the meeting by pulling together updates and information from subject/class teachers around education. This includes information around progress and attainment, attendance and behaviour, pupil voice, and SMART targets. They chair the PEP meeting. The Designated Teacher

Wherever possible, **the child** should attend their PEP (or part of it) and share their views, achievements, and goals and contribute to their targets. The PEP forms part of their care plan.

**The Virtual School Case Lead** offers the Designated Teacher and Social Worker advice and guidance around the data, targets and content of the PEP document. They will attend the PEP wherever possible and support the discussion. The VS case lead quality assures the PEP document and 'locks it' once it is complete or by 10 days after the meeting.

They can support with specific issues around the child's learning needs or school setting, if needed. The VS lead will, where possible, also attend CLA reviews and Permanence Planning Meetings. They will also work closely with the social worker in finding a new education provision for a child and offer advice on the use of the Pupil Premium Plus (PP+) grant.

**The SEN lead or CLA nurse** can be invited to the PEP, if relevant, if there are SEN or health issues that need to be considered. The SW should invite these individuals.

**The child's carer(s)** should, wherever possible, attend the PEP to hear and contribute to the discussion and share targets and achievements. Their views should be captured within the PEP document.

**The IRO** has responsibility for ensuring the child's care plan meets their needs. This includes the child's education through their PEP. The IRO may make recommendations in the CLA review relating to the PEP and education.