

Who opens a Young Person's ePEP and what are the timings for completing the ePEP?

- When a Young Person first comes into care or when the Young Person joins a new school, it is the Social Worker's responsibility to initiate the PEP meeting and open up the new ePEP on the system.
- It is a statutory requirement that the meeting is undertaken within 20 school days of the Young Person coming in to care or the Young Person joining the new school.
- This is reduced to 10 school days, should the Young Person be placed in emergency care.
- Thereafter it is the joint responsibility of the Social Worker and the Designated Teacher to set up the subsequent ('Review') PEP meetings.
- The Social Worker needs to complete Section A prior to the meeting. They then need to mark complete in Section D 'PEP Sign Off'.
- Designated Teacher needs to complete Section B prior to the meeting.
- Carers, if they have signed up to the system should also complete their section. Likewise the Young Person will need to answer their questions before the meeting. By completing these sections before the meeting the Social Worker, the Designated Teaching staff and the Carer/s will all have an informed picture of the Young Person and the meeting can focus on the educational attainment, potential and needs of the Young Person.
- The system automatically sets a Target Date for Completion of the ePEP of seven days after the PEP meeting. During this period the Designated Teaching staff are required to complete their final sections within the ePEP, including the summary of the PEP meeting and the Young Person's targets. The Carer can also update their section with any feedback they may have following the meeting.
- The Designated Teacher then needs enter the next PEP meeting date and mark complete in Section D 'PEP Sign Off'.
- This notifies the Virtual School who review the PEP and close it. A new PEP is automatically generated for the next PEP meeting.