



Foster Carer ePEP User Guide

This manual is designed to help you navigate the new ePEP System which has replaced the previous paper based system. The new ePEP enables professionals to prepare, share and analyse information about the Young Person before the PEP meeting. Therefore there will now be more time for meaningful discussion and a tighter focus during the meeting centred on the Young Person's education, progress and forward planning.

The Kent ePEP Platform can be found at <https://epeponline.co.uk/kent>

For further guidance on setting a password and logging into the system please see the guidance contained on the VSK website <http://www.virtualschool.lea.kent.sch.uk/resources/personal-education-plans> 'Creating a Password'.

For Guidance on how a young person updates their answers and section please see the guidance 'How does a Young Person update their section?'

1) The Homepage

When you login to ePEP the first page you enter will be your homepage.

The screenshot shows the ePEP homepage interface. On the left is a navigation menu with items: Home, PEP Meeting Invitations (10), Notice board, Your learners, Your messages (142), and Logout. Below the menu is the eGov Digital logo and the Kent County Council logo. The main content area has an 'Actions' section, followed by a table titled 'Your ePEP Learners'. The table has columns for Username, Forename, Surname, and Actions. The first row shows Username U144464, Forename Training, and Surname Child 39, with a 'View' button highlighted in red. Below this is a second table with columns for Date started, Target date, Meeting date, and Year group. The first row shows Date started 20/01/2016, Target date 27/01/2016, Meeting date 20/01/2016, and Year group Year 2, with 'View' and 'Pro' buttons highlighted in red. On the right is a 'Your Messages' section with a 'Description' header and a list of messages, including 'PEP Meeting invit' and 'Target Awaiting A'.

The task pane on the left hand side allows you to navigate around the site. The noticeboard features a wealth of guidance should you need it!

Your list of ePEP Learners lists the children in your care. As well as a link to their current PEP.

Your messages will be displayed here these notify you of PEP meeting invitations, access granted to a young person as well as funding approval status.

Click the '**View**' button (highlighted) next to the young person's name to take you through to the young person's overview page.

Please note ePEP online uses a secure https:\\ connection so navigation around the various pages is most easily achieved by using the pages own links and not for example your browser back and forward buttons.

2) The Child Overview Page

By clicking the 'View' button next to the young person's name you will be taken through to the child overview page.

The Current Formal PEP is the open PEP on the system and this can be edited. The PEP has three dates, the date it was opened, the meeting date and the target date by which the PEP should be signed off and completed.

The young person's completed PEPs are saved here under 'Completed PEPs'. Like a filing cabinet this provides a secure historical record of discussions and interventions made to further the young person's education. These can be read but not edited.

The key indicators show you basic demographics of the young person. Their year group, when PEPs are due, the Pupil Premium spend as well as provide a link to the target section of the PEP.

The 'About' Screen gives an overview of some of the key attributes of the young person, their; school, date of birth, age, date entered care etcetera.

The 'users with access' panel indicates which users have access to this record and gives you key contacts names. In general listed here should be; yourself, the Social Worker, the Assistant Head at VSK, the IRO and the schools' Designated Teacher.

Key indicators

Last PEP Date	Next PEP Due	Year Group	Premium Spent	Target Tracker
	20/01/2016	Year 2	GBP 0	View

About Training (U144464)

Full Name: Training Child 99
 Date of Birth: 01/09/2009 (6)
 UPN Number: 000000039
 School: [Training School](#)
 School type: Other
 Date added: 17/09/2015
 Date entered care: 17/09/2015
 Record Owner: Training Social Worker 4
 Days in Care: 147 Days

Users with access to this record

Name	Role
10126 Training Designated Teacher	Designated Teache
101304 Training Social Worker 4	Social Worker
101311 Training IRO	IRO
101112 Training Assistant Head	VSK Assistant Heac
101313 Training Foster Carer	Foster Carer

Current Formal PEPs

	Date Started	Target Date	Current Meeting Date	Year group
185706	20/01/2016	27/01/2016	20/01/2016	Year 2

Completed PEPs

	Date Started	Completed Date	Last Meeting Date
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3) The Current Formal PEP Overview

Click the 'View' button next to the 'Current Formal PEP' to be taken into the PEP Overview Screen.

Current Formal PEPs				
	Date Started	Target Date	Current Meeting Date	Year group
186064	09/02/2016	16/02/2016	09/02/2016	Year 13

You will be taken through to the PEP overview screen;

The PEP details outlines the basic details of the PEP, it's date, key stage, year, target date etc.

This icon allows you access to the 'Young Person's Module' where the young person can answer their questions.

Through the attachments pane relevant documents can be added to the PEP.

PEP meeting invitation status indicates the responses to this meeting invitation.

The PEP Log details all of the changes made to the PEP.

Clicking on the 'Goldfish' will take you through to the Professional section of the PEP.

When adding your answers, please refrain from using symbols or special characters such as : or + as this will result in the answers not being saved properly.

Key Stage 3 & 4

Professional Modules

Professional Key Stage 3

Special Needs

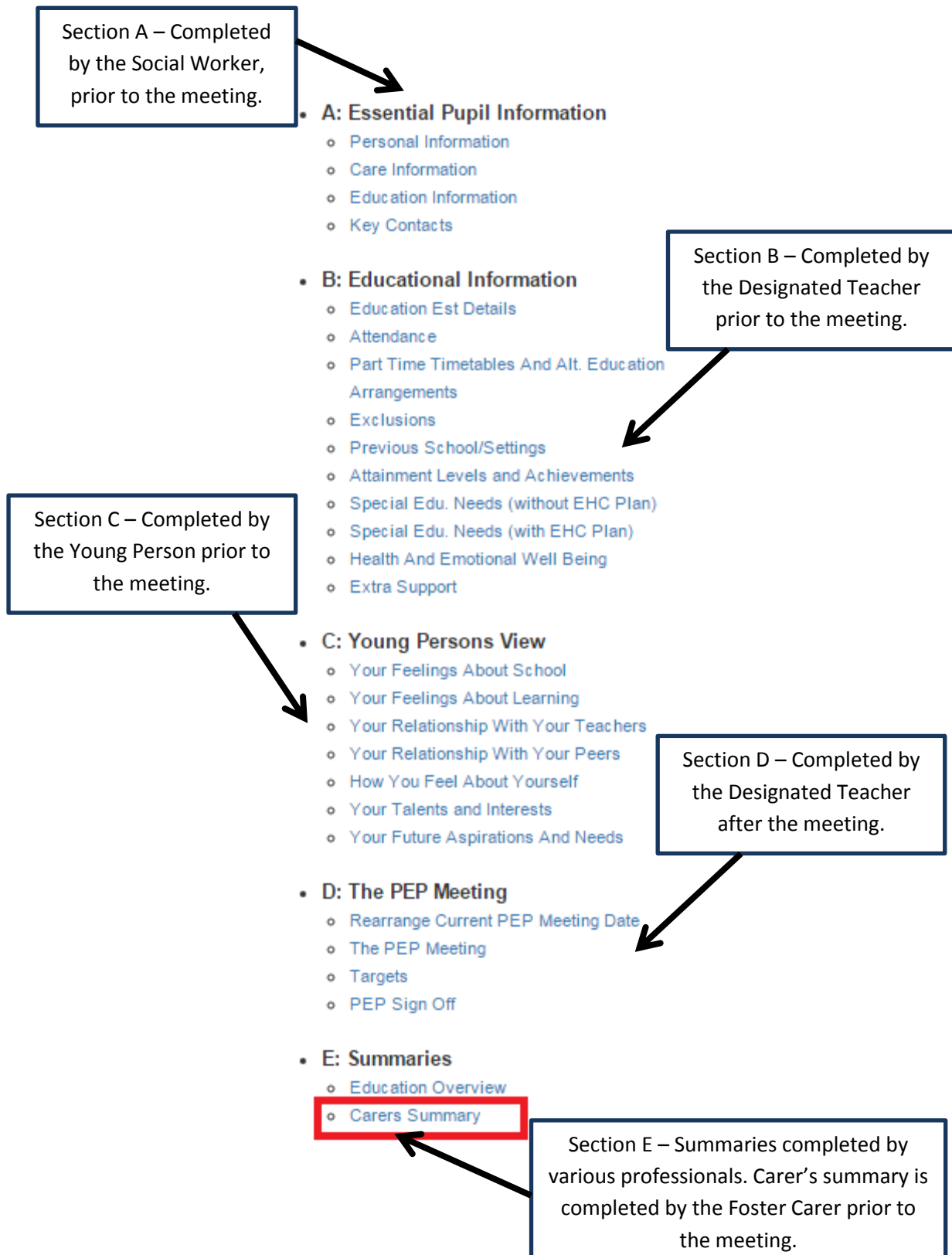
Attachments

Title	Description	Action
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Click on the **Goldfish** to enter the PEP.

4) The PEP Document – Professional Section.

The PEP document is broken into sections A, B, C, D and E their usage is outlined below. The hyperlinks to the left direct you around the PEP and the window on the right will allow the input of data.



5) The Carer's Summary

Feel free to read the rest of the PEP document, when you are ready click the '[Carers Summary](#)' link to enter the summary area.

The Carers summary is all free text boxes; these expand as you write with no character limit. Please give as much information as possible.

Carers Summary

What does the Young Person like to do at home?

What hobbies and interests does the Young Person have? Do you share any of these with them?

How does the Young Person engage with others? For example, Family, Peers and Friends.

Are there any problems with the Young Person getting to their setting/school?

How do you think the Young Person feels about their setting/school? Please include positive observations.

Are there any areas in education that you feel the Young Person may need support in?

Does the young person have any ambitions and aspirations for the future you can share?

Has the Young Person had any recent health concerns, changes or referrals?

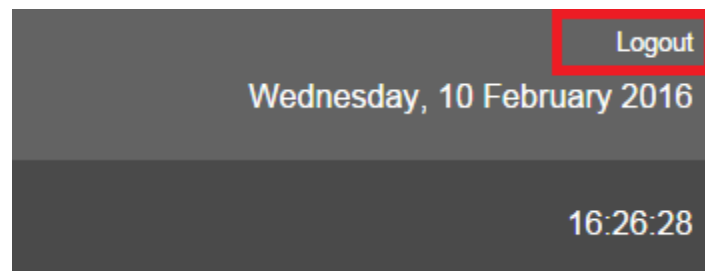
Any additional comments:

Save settings

Please remember to save your settings once you have completed your section as this retains your input to the PEP.

6) Logging Out

You have now completed your input to the PEP. You are able to click the blue back button in the top right hand corner to return to the PEP Overview Page from here you can log out through the link on the top right hand side.



Thank you for reading this guide, if you would like further information such as adding reward points for your young people or adding a young person's ePEP questions please consult our guidance on these areas available on the ePEP Website or through the 'Noticeboard'.

If your query is not resolved through this please do not hesitate to contact the ePEP Team on;

03000 415353

Frequently Asked Questions...

1. What is Virtual School Kent (VSK)? Virtual School Kent (VSK) is a part of Kent County Council. We work with Social Services teams, Schools, Colleges and Tutors, Parents, Foster Carers and the Young People themselves to ensure that Kent's Young People in Care are given the best opportunity to reach their academic potential.

2. What is a PEP (Personal Education Plan)? It is a legal requirement that every young person in care, of statutory school age, has a PEP. This is a document describing a course of action to help the young person reach their full academic and life potential. Every young person in care should have at least two PEP meetings each academic year. For those young people new in to care, and of school age, their first PEP meeting should be held within 20 school days of coming into care. The PEP should be put together before, and be completed at, a meeting in which the designated teacher, the social worker and the carers for the young person are present. The child or young person should also be part of their education planning, either at the PEP meeting itself or through discussions outside the meeting. The PEP contains the information that is needed to help guide the meeting discussions, along with the planning and the delivery of what is required to make sure the young person gets the support and resources they need to succeed academically. The PEP is also a useful tool to keep track of a young person's progress towards their own individual targets. PEPs and the PEP meetings highlight the commitment that all of us as parents, carers and corporate parents have in taking joint responsibility for ensuring that our young people in care get the best out of the educational opportunities available to them.

3. What is an ePEP (Electronic Personal Education Plan)? The paper based PEP records for young people, in Key Stages 1 – 4, have been replaced by a new online web-based electronic PEP (ePEP) system which is accessible by our Young People and their support network. Over the coming months we will be bringing the PEPs for both Early Years and 16plus on to the system.

4. Why do I need access? So that you can be fully involved in the PEP process for your foster children, you will be able to access their PEP assessments through the ePEP system. Most importantly by entering details in the Carers Summary section, your views will be recorded. You will be able to share relevant information about how the young person is at home, and how learning is promoted and supported at home. Having access also gives you the opportunity to nominate young people, in your care, for Awards Points.

5. How do I gain access to the ePEP system? You will be required to sign an ePEP User Agreement which can be obtained via your Fostering Education Liaison Officer or by visiting the Virtual School Kent website: www.virtualschool.lea.sch.uk.

6. Which records will I have access to? You will only have access to the PEPs of the young people in your care.

7. Is the site secure? The ePEP system sits on Kent County Council's secure servers and adheres to the Council's security and data protection protocols. Access to the system is controlled by the use of individual user logins and passwords. The information that individual users can access is strictly controlled.

8. How do I logon? Details of how to login will be sent to you by email from a member of the ePEP Team following receipt of your signed User Agreement.

9. What happens if I forget my password? Follow the 'I Forgot my Password' link on the login page.

10. What will I see when I login? You will be greeted by the Homepage which will identify those children in your care as your ePEP Learners.

11. What can I access? You will be able to view all the PEPs for your young people in care and you will be able to complete your Carer's Summary online.

12. How do I access information on an individual young person? On your 'Homepage' under the 'Your ePEP Learners' heading there will be a list of the young people in your care. Click on the View button next to the young person's name.

13. How do I view a current assessment (current PEP)? On your Homepage there will be a list of 'Current Assessments'. Click on either the name of the young person or 'View' and this will take you to their 'Assessment Page'. Under the 'Professional Section' click on the 'Goldfish' icon and this will take you into the young person's current PEP. On the left hand side are section headings, which by clicking on, you will be able to view.

14. How do I view a completed assessment (closed PEP)? On your Homepage under 'Your ePEP Learners' there will be a list of the young people in your care. Click view next to the young person's name and this will take you to that young person's 'Assessment Page'. Under 'Completed Assessments' select which PEP you would like to view and click on either the 'View' or 'Pro' button and this will take you to their 'Assessment Page'. Under the 'Professional Section' click on the 'Goldfish Icon' and this will take you into that young person's completed PEP. On the left hand side are section headings, which by clicking on, you will be able to view.

15. Where do I find the Carer's Summary? Follow the instructions under Question No 13: How do I view a current assessment (current PEP)? On the left hand side of the screen under 'Summaries' you will find the 'Carers Summary'.

16. When do I complete my section? Your information can be entered a week before the PEP Meeting and should be completed within a week following the PEP Meeting.

17. Who else can view the Carer's Summary within an individual PEP? Only the professionals involved in the PEP process of the individual young person and authorised VSK staff will be able to view this information.

18. How can I learn more about ePEP Online? You can find more information on ePEPs on the Virtual School Kent website: www.virtualschool.lea.kent.sch.uk

From the Virtual School Corporate Parent to the PEP Meeting.

The Official ePEP Cyclical 28 Day ePEP Process



