PEP process: Designated Teachers: up to KS4

Contents

This user guide is designed to be most effective if viewing on-line as it contains multiple hyperlinks. These links aid navigation within this document and to navigate quickly to other Annual Review-related user guides.

PLEASE USE THE INDEX ABOVE TO QUICKLY NAVIGATE TO THE SECTION NEEDED RATHER THAN SCROLL THROUGH THIS WHOLE DOCUMENT. **Ctrl + click** a chapter/sub-heading to go straight to that section

Please be aware that if this document is the paper version this may be the most recent version.

Please contact Virtual School Kent for more information.

Portal Security

The password for Portal use is set up by the person registering the portal account and is unique to all those users given permission by the school/college/alternative provision to use the portal account.

If an email or a phone call is received to request to share or change a password this is likely to be bogus. We will never ask the school/college/AP to change their portal password. If you receive such a request, please report it immediately to your own IT department.

It would also be useful to inform us via your VSK contact so this can be further investigated and to establish whether this incident is unique to your educational setting or more widespread across Portal users.

PEP Process

Background

The previous process for recording PEPs was done on a standalone system: ECare.

From June 2019 all PEPs are now to be recorded on a C/YP's record in Liberi using the KentPEP form started by VSK.

BASIC PEP PROCESS FLOW

The Child/Young Person's Social Worker (Allocated Case Worker)

The Allocated Case Worker (ACW) to ensure all basic personal and other relevant information is up to date on Liberi for the C/YP made in a timely manner.

VSK (Virtual School Kent) team

VSK to liaise with the ACW regarding the date for the PEP meeting and any additional information they need i.e. any contact arrangements, medical needs etc which are needed to complete Part 1 of the KentPEP form.

VSK to start the KentPEP in Liberi and complete any other relevant information before delegating the whole PEP (not VSK Approval or Attachments tabs) to the Designated Teacher via the Delegation (Professional) Portal up to 2 weeks prior to the PEP meeting.

Child/Young Person's Designated Teacher with VSK

Part 1 of the form to be reviewed, amended and updated where possible at the beginning of the PEP meeting. Any core personal information will need to be communicated to the ACW to be updated on Liberi.

Complete the whole PEP form and send it back to the originator i.e. VSK within 2 weeks of the PEP meeting.

VSK (Virtual School Kent) team

VSK to QA the KentPEP and re-delegate it to the DT if amendments are needed. VSK ESO then to advise AH when ready for QA and funding sign off within 2 weeks of receipt

VSK AH to authorise VSK funding (in Action Plan and Targets section) and complete QA form within 2 weeks of receipt.

KentPEP to be reassigned to the C/YP's ACW for finalising within two weeks of receipt

This user guide has been written for the benefit of the **Designated Teacher** as well as any other school users who might be involved with completing the KentPEP form for a Child/Young Person in Care

GDPR, Privacy Notice and Retention period

Please ensure all Portal users have read the guidance for Specialist Children's Services GDPR, Privacy Notice and retention periods (click here)

For KCC's corporate Privacy statement click here

Specialist Children's Services will hold the original KentPEP source information.

Before you start

Please use Internet Explorer as the chosen browser for KentPEP

Register the Designated Teacher and Nominated school email

This is a one-off registration process for the nominated DT and email address to be made with VSK

Email VSKKentpep@kent.gov.uk with the following details:

> ➢ Name of the Designated Teacher
> ➢ Nominated email address

- VSK cannot delegate the KentPEP to the school until this has been provided.
- There can be only one DT & one email address per education setting.
- This email (and password) will need to be shared with any other professionals involved with the KentPEP process **and** who need to use the portal.
- Schools to use this generic email address for PEP use only.
- The email and DT information can be amended at any time by contacting VSKKentpep@kent.gov.uk

Register the Delegation Portal

The DT to do this **one-off** registration of the Delegation Portal once the school email and DT's name have been set up by VSK (see above). This can be done before any PEPs are delegated to the school.

Use this link in MS Explorer to access the Delegation Portal to register:
https://kccprofessionalportal.kent.gov.uk

Once registered, the username and password must be shared with any other professionals in the school involved with the KentPEP process.

The Delegation Portal can only be accessed using the registered email and password.

See Register for New Account for step by step guidance

Receiving the PEP form in the Portal:

The KentPEP can only be received by the DT if

a) the school has been set up with their generic email and DT attached to that email
b) the PEP form(s) has been sent by VSK to the DT using the Delegation (Professional) Portal up to two weeks prior to the PEP meeting.

The KentPEP can only be accessed by the DT if

c) the Delegation Portal has been registered by the DT (as a one-off)
d) the DT has successfully logged into the Delegation Portal

For every KentPEP delegated by VSK via the Portal, the nominated email will receive a notification email with a link to the Portal. If that email has been deleted, use this link in MS Explorer:

https://kccprofessionalportal.kent.gov.uk/

The Delegation (Professional) Portal

To access the Delegation (Professional) Portal the DT needs to log in: (click here for more detailed instructions)

Log onto the Delegation (Professional) Portal for the first time: Register for new account

When the school's nominated email linked to the Designated Teacher was set up by Management Information and Intelligence for the portal a one-off initial notification email is sent to the nominated email. This contains a link to the Portal. If that email has been deleted, use this link in MS Explorer:

https://kccprofessionalportal.kent.gov.uk/

For the first time only in order to use the Portal, the DT **must** complete the stage: **Register for new account.**

Note: If the user is using a group generic email that being shared with other users in the school please be aware that they may have already registered the email. In that case, please log in as an **Existing User** (and use the password they created when registering). See: Subsequent logging onto the Delegation (Professional) Portal – group/generic mailbox

For forgotten details to use, please contact: VSKKentPEP@kent.gov.uk

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1. Under **New Users** click **Register for new account**

2. Complete Step 1 ensuring the same Forename and Surname is used as set up by MII for the DT for the school

Note: It is important to Register using the same **nominated Forename and Surname** provided by the school to VSK and set up by MII. For forgotten details, please contact: VSKKentPEP@kent.gov.uk

3. Click **Next**

4. Complete Step 2 ensuring the email is **exactly** the same nominated email as set up by MII for the school and create a password following the Password Policy as shown.

The DT and all other portal users within the school will need to remember these to subsequently sign into the Portal once this one-off Register process is complete.

Note: It is important to Register using the **nominated email** provided by the school to VSK and set up by MII. For forgotten details, please contact: VSKKentPEP@kent.gov.uk

5. Click **Next**
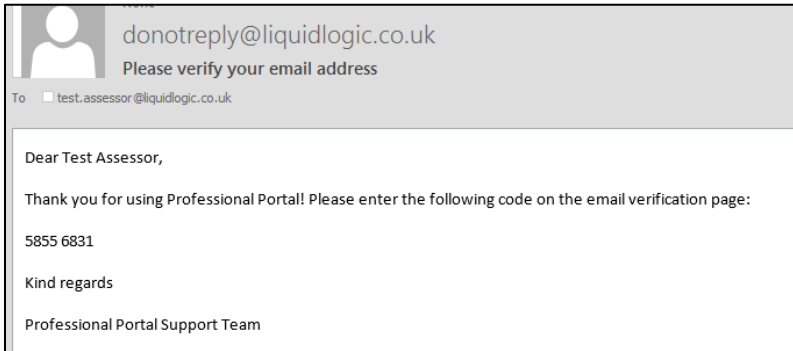
6.   Check the nominated email mailbox for a confirmation email

7.   Copy the code from that email and paste in the whole 8-digit code as well as the dividing space into the Code box to complete Step 3. Click **Next**
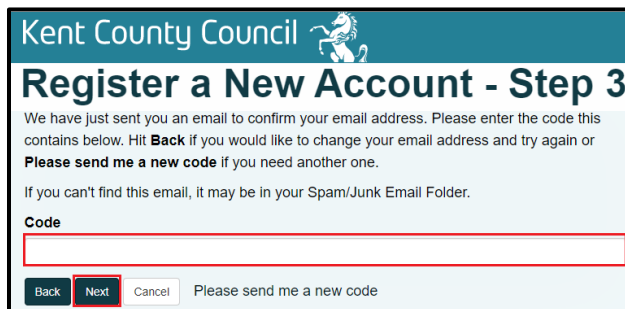
If registration is successful continue with next section: **Logging onto the Delegation Portal**

If Registration to the Portal does not work the first time please try again before seeking assistance.

If the exact details have already been registered a message appears saying the account already exists. In that case log in as an existing user as follows:

Logging onto the Delegation (Professional) Portal – existing user

1.   Using MS Explorer, click the following link:

https://kccprofessionalportal.kent.gov.uk/
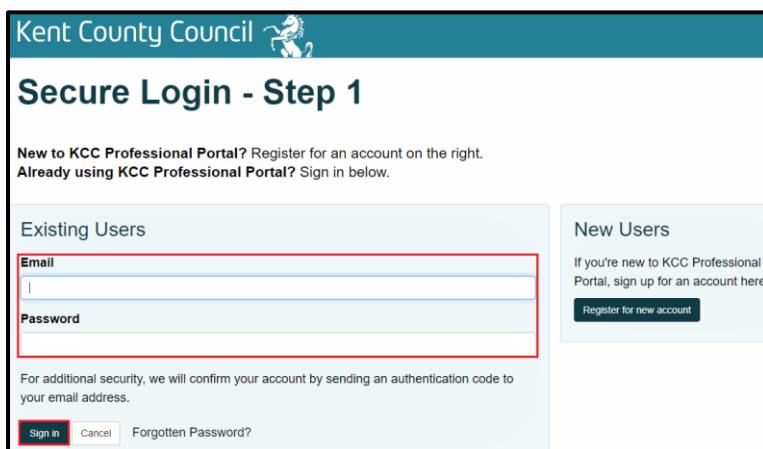
2.   Enter the nominated email and password the DT used to Register the Portal account. Do not enter any other email address. Click **Sign in**

If the user has added incorrect details or the email and/or password were not the same as registered, the following error will appear:

Existing Users

You will be unable to login for 10 seconds. Please wait and login again later.

This error generally indicates that the information entered does not match the information that has been registered. Check that the correct information is being added and try again.

If the time keeps increasing but are sure the information has been entered correctly, please contact VSKKentPEP@kent.gov.uk.

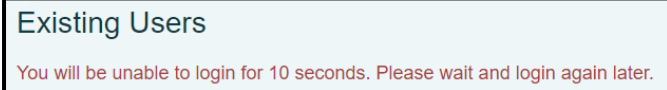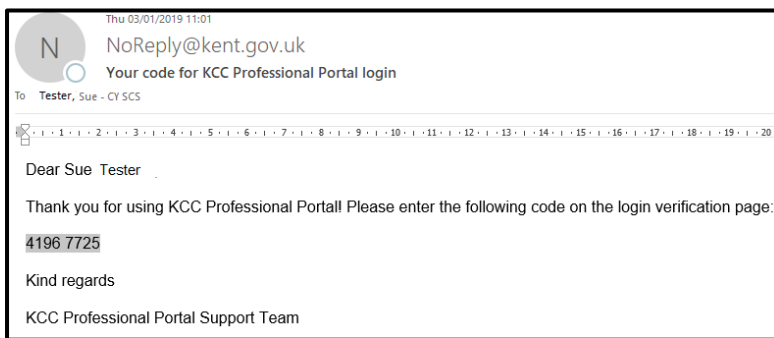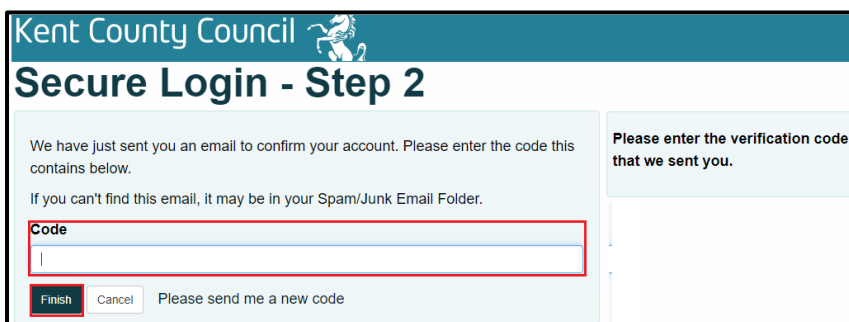For a forgotten password click **Forgotten Password** and follow the prompts

> **Note**: If a user changes the password to access a mailbox used by multiple users at the school they **must** notify all the other users to ensure all can login to the Portal

If the user details are correctly added, a verification code will be sent very quickly via email to the nominated email address. The user must therefore have access to this email inbox otherwise the security code cannot be retrieved.

Thu 03/01/2019 11:01

N   NoReply@kent.gov.uk
     Your code for KCC Professional Portal login
To   Tester, Sue - CY SCS

Dear Sue Tester

Thank you for using KCC Professional Portal! Please enter the following code on the login verification page:

4196 7725

Kind regards

KCC Professional Portal Support Team

3.   Copy the code from that email and paste in the whole 8-digit code as well as the dividing space into the Code box to complete Step 2

Kent County Council

Secure Login - Step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your Spam/Junk Email Folder.

Code

[ ]

Finish   Cancel   Please send me a new code

**Please enter the verification code that we sent you.**

The code is a security measure and can only be used once and within 10 minutes. A new code is issued for each new Portal login attempt.

4.   Click **Finish**

The following "Authentication Failed" error might appear but clicking the link will (should) take the user to the active Portal

If the code has expired click the link **Return to KCC Professional Portal** to restart the process:
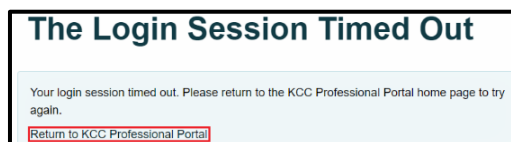
Designated Teacher: other problems logging onto the Portal

If Liberi is not available, the portal will also not be available. The user will see either of the following errors:
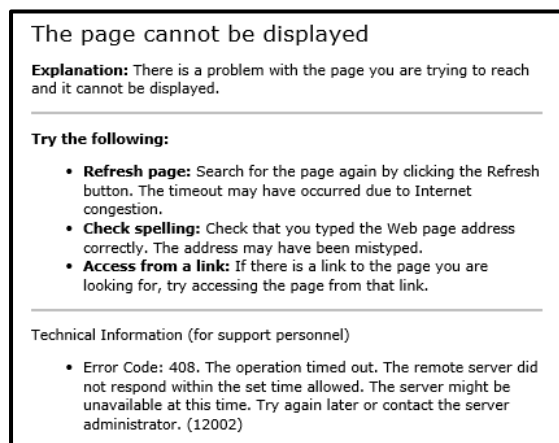
Please close the browser session/log out of the Portal and try again later.

Any communication regarding Liberi down-times should be sent out by Cantium Business Solutions.

Other problems with the Portal

If you are experiencing other problems with logging onto the Portal please contact _MII_:

VSKKentPEP@kent.gov.uk or phone: 03000 415353

Selecting a task in the Portal

Once logged in, the Delegation (Professional) Portal is now active for the user, showing any tasks allocated to them and awaiting completion.

In the above example, clicking on the task for Suzie Wonder opens the whole KentPEP as delegated by VSK.

Designated Teacher task: Completing a task in the Portal

In the above example, VSK has correctly delegated the three sections for this child:

1. **Personal Education Plan KS1-KS4** (which includes Early Years/Pre-School if relevant)
2. **Action Plans and Targets** and
3. **Primary Education** (or **Early Years**, **Severe & Complex** or **Secondary**): C/YP's questions

(The **Supporting Documentation** tab is already active by default which the DT uses to attach any relevant supporting documentation for the PEP.)

If VSK Support Officer has not delegated **three sections** please immediately contact them. It means they have incorrectly delegated the PEP. VSK will advise the DT to submit the PEP back to them and they will resend the correct version.

Session timing out

Please be aware the Portal session times out after approximately 20 minutes of inactivity

Multiple users on the Portal

If the school/education provider is using a group email to access the Portal, another user's session timing out may cause another's session to time out at the same time.

> **Note**: Remember to **Save** regularly

The following message appears when the session has timed out:

Professional Portal
No further action
No Forms
There are currently no forms left for you to complete. You will be emailed if further assistance is required.
Thank you for your time.

> **Note:** Please be aware that somebody else could have activated a portal session and left it idle. This would mean that the DT's current session could be timed out sooner than expected.

Who completes what? – Overview PEP form

The PEP form must be started from the beginning working down.

Part 1 –already completed by VSK SO)

This information should be checked by the DT and amendments made where possible. Other un-editable information to be amended should be noted in Part 2

Personal Info
Education
Care details
Medical Info
Contact with Family
Additional Info
The PEP Meeting including the PEP date

> **Note**:. It is important the PEP form is always started from the top down as certain elements of the form are activated depending on previous answers.
> **Action Plans and Targets** and the **C/YP's questions** can be worked on separately **only** once all mandatory PEP questions from the first section are completed and saved

Part 2 – To be completed by School, Education/Training provider/Personal Advisor

VSK to be notified of any changes needing amendment in Part 1:

Part 2 (To be completed by the Education Setting)

If you believe any information contained in Part 1 to be incorrect, please enter details below:

Pupil information amendments

Health & Emotional Wellbeing
EHCP
Attendance
Summary of PEP Meeting (Date of next PEP Meeting)
Attainment

Action Plan & Targets tab
This tab contains funding requests, which when completed by the DT will back-fill into the KentPEP for VSK Assistant Head to approve/reject.
Previous Actions and Targets
Current Actions and Targets
Action Plans and Targets outside of PEP information also pulls through from a Liberi stand-alone form where these have been applied for between PEPs

C/YP's questions

Early Yrs/Primary/Secondary/Severe & Complex C/YP's questions. These will have been completed with the C/YP either prior to the PEP meeting or shortly after and either added to the KentPEP or copied and pasted in from an electronic questions template (template to be provided by MII).

> **Note:** If VSK is completing the whole KentPEP with no involvement by a school or establishment, e.g. where the C/YP is not in school, there will be no need to for them to delegate it to the DT. The whole process will be completed within Liberi.
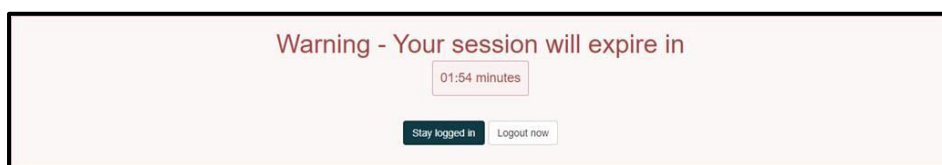
Save; Save and Save again

Keep saving your work. The **Save** button is located at the foot of the page.

Next →

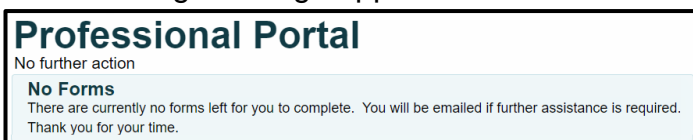Print | PDF | Close | Save | Submit Contribution

> **Note:** Due to the location of the **Submit Contribution** button this could be clicked inadvertently in error. If this happens, it will send the PEP back to VSK and it will be automatically marked as Complete. Please immediately contact VSK as they will have to re-delegate it to the DT to complete

Portal session timing out

The portal session will time out after approximately 20 minutes of inactivity but gives a 2-minute countdown warning message. Click **Stay logged in** continue with the session otherwise any unsaved work will be lost.

Warning - Your session will expire in
01:54 minutes
Stay logged in | Logout now

The following message appears when the session has timed out

Professional Portal
No further action
No Forms
There are currently no forms left for you to complete. You will be emailed if further assistance is required.
Thank you for your time.

> **Note:** Please be aware that somebody else may have activated a portal session and left it idle. This means the current session could be timed out sooner than expected

Completing the KentPEP: start from the beginning

Task

1 **Personal Education Plan - KS1-KS4**

Complete tab 1: Personal Education Plan KS1-KS4 before completing tabs 2-4

2 Action Plans and Targets

3 Primary Education

4 Supporting Documentation

Name: A_____ C____
DOB: 27-Oct-2010
Form Type: Personal Education Plan - Up to KS4
Comments: PEP for _____

Required By: 19-Dec-2019
Sent By: Susan Gardner
Department: Agencies
Telephone: 03000417069
Address: Agencies

PERSONAL EDUCATION PLAN - KS1-KS4

Part 1 (To be completed by Virtual School Kent team)

Completing the KentPEP: editable/non-editable information

My Name is	Suzie Wonder
My Date of Birth is	22-Apr-2008
My Ethnicity is	A1 - White British
My First Language is	
My Unique Pupil Number is	P886231212053
My KCC ID Number is	1122141

Information in blue boxes cannot be edited

This shows core data held on Liberi as maintained by the C/YP's Social Worker

If any information contained in these boxes is incorrect, the DT must notify VSK: see next image

Part 2 (To be completed by the Education Setting)

If you believe any information contained in Part 1 to be incorrect, please enter details below:

Pupil information amendments

Education

School Year Group *	Year 3
Key Stage *	Key Stage 2
Do I have Severe and Complex needs? *	No
I am currently in Education *	Yes

Information prepopulated in the Education section "white" boxes can be modified. Any changes made here will appropriately change answers further down the form

Part 2: Completing the KentPEP in the correct order

VSK selects the Key Stage at the top of the form. This activates the Attainment further down the form.

If the Key Stage is to be changed, any information already entered for that Key Stage Attainment must be removed first

PEP Meeting information

DT to ensure the date of the PEP meeting is correct as this is used by the Trackers
This is a mandatory field.

Select a value for **Reason for this PEP Meeting** to ensure the correct relevant questions appear further down the PEP form

Example of answering questions in order: removing answers in order

For example:

If "I am in school full-time" should have been "Yes", no supplementary questions will appear. As in this example the question was incorrectly answered "No" the answers to those supplementary questions must be removed **before** changing "No" to "Yes".

Health and Emotional Wellbeing

The SDQ (Strengths and Difficulties Questionnaire) is completed on Liberi by VSK and the score of the latest one pulls through automatically to the KentPEP. The DT to add **Comments**.

	Latest SDQ score
SDQ Score	16.0
Comments	

Baseline questions

Throughout the PEP form are several "baselines" which must also be completed. The questions and answers below depend on the value chosen as the **Reason for this PEP meeting**:

An indication of the yp's emotional and social well-being on entry into care is	5 points = thriving in their environment ; sustaining positive relationships; demonstrating very good resilience 4 points = enjoying their environment ; forming positive relationships ; demonstrating good resilience 3 points = sometimes showing good involvement in their environment ; able to form some positive relationships ; demonstrating some resilience 2 points = sometimes involved in their environment ; learning to form positive relationships ; demonstrating little resilience 1 point= not yet involved in their environment ; forming relationships is a significant challenge ; demonstrating very little resilience 0 point = very significant concerns for the young person's emotional and social well-being
The yp's behaviour in their education/training setting on entry into care is	5 points = behaviour is positive and does not require specific support 4 points= behaviour is mostly positive and the yp responds well to reminders 3 points = behaviour is managed by the setting with support /intervention 2 points = behaviour is a barrier to their success ; fixed term exclusion and/or RTT is being considered or used. 1 point = behaviour is a significant barrier to their success ; the yp has had 5 or more days of exclusions and/or at least one RTT has been used this academic year 0 point = not able to attend their current setting due to risks from behaviour and significant support is required.

All sets of indicator questions that appear throughout the PEP form must be completed for **each** PEP from when the C/YP comes into care onwards. These can then be reported on longitudinally; also creating a pre/post impact report at county level for the whole cohort.

Education and Health Care Plan (EHCP)

Education and Health Care Plan (EHCP)

I have an Education and Health Care Plan *	Yes
Is a copy of the EHCP attached?	
Is the most recent provision Plan attached?	
Date the EHCP was finalised	dd-mm-yyyy
What are the main educational needs identified in the EHCP?	☐ ASD - Autistic Spectrum Disorder ☐ HI - Hearing Impairment ☐ MLD - Moderate Learning Difficulty ☐ MSI - Multi-sensory Impairment ☐ PD - Physical Disability ☐ PMLD - Profound & Multiple Learning Difficulty ☐ SEMH - Social Emotional & Mental Health ☐ SLCN - Speech, Language and Communication Needs ☐ SLD - Severe Learning Disability ☐ SPLD - specific learning disability ☐ VI - Visual Impairment ☐ Unknown

Replying "Yes" reveals relevant questions to "Yes"

Note: If amending information, ensure other related information in that section is also removed before changing. If not done, information will remain hidden in the background. This will affect the PEP trackers and reports.

Please note the screen shots in this guide show training data

Attendance

Complete Attendance, including Yes or No for "Is my attendance satisfactory?" and if not, why not including actions to improve attendance.

Summary of PEP Meeting

The summary of PEP meeting box expands to allow as much text to be entered as necessary.

This should contain all discussion held at the Meeting and record any relevant agreements/ actions and dates. Please include date/time and venue agreed for the next meeting and attendees.

Note: The date of the next PEP Meeting **must** be added as this is used on the tracker to determine when then next PEP form is due

Key Stage Attainment and Progress

This is to record how well the C/YP is progressing through the year.

Depending on which Key Stage was selected at the beginning of the PEP form, the relevant Attainment subjects will be activated: e.g. Key Stage 2 which is grouped by Term One and Two, Term Three and Four and Term Five and Six for one academic year

If this is not the first PEP, VSK will have selected the option to Copy Forward information from the previous PEP. This will save the DT much time when completing this section as well as for Action Plans and Targets.

> **Note**: Where a Key Stage has progressed into its 2nd year, at the start of the new academic year the DT will need to amend information copied forward from the previous academic year's attainments. This ensures the most current Attainments and Progress are being recorded

Complete all sections including "Am I on track to ATTAIN the 'Expected Standard…' for the relevant Key Stage

Am I on track to **ATTAIN** the 'Expected Standard' or above at the end of KS2 in Reading, Writing and Maths?	
Reading	▼
Writing	▼
Maths	▼

If No, address this in the **Action Plan** tab and complete all sections of the expected PROGRESS section:

If no, the action plan section at the end of this **PEP** must show how this will be addressed

	Am I making 'Expected' **PROGRESS** in Reading, Writing & Maths?	To make progress I need
Reading	▼	
Writing	▼	
Maths	▼	

End of Key Stage Assessment Results

The following example illustrates Key Stage 2 but each Key Stage will show its own relevant subjects and scores depending on which Key Stage was selected at the top of the PEP form.

END OF KS2 ASSESSMENT RESULTS

If the child did not undertake SATs for any reason please add information in Teacher Assessment

	SATs Result	Scaled Score	Did I meet/exceed expected standard	Teacher Assessment (Optional)
Reading	▼	▼	▼	
Writing (TA)	▼	▼	▼	
Maths	▼	▼	▼	
GPS	▼	▼	▼	
Science	▼	▼	▼	
Combined	▼	▼	▼	

All sections to be completed.

> **Note**: End of Key Stage Assessment Results should be recorded at the end of KS1, KS2 and KS4

Previous Academic Attainment

Previous Academic Attainment will copy forward from the previous KentPEP but is editable for the DT. If it is greyed this means there was not a previous KentPEP.

Previous Academic Attainment – information from my Designated Teacher - KS2

This Section records previous end of Year results

End of Yr R - Young Person achieved a Good Level of Development (GLD)? ○ Yes ○ No

It should be completed where possible for KS1, KS2 and KS4.

Met Expected Level

Met Expected Level at end of:

	End of Yr 2	End of Yr 6
Reading	▼	▼
Writing	▼	▼
Maths	▼	▼
GPS	▼	▼
Science	▼	▼
Combined	▼	▼

(for C/YPs for End of Yr 2 and End of Yr 6 only

Click **Save** then **Next**

Next →

Print PDF Close Save Submit Contribution

Actions Plans and Targets

This section can be worked on at the same time as the PEP **only** if the mandatory questions on the "first page" of the PEP, Personal Education Plan KS1-KS4 have been completed and saved.

Action Plan and Targets outside of PEP

If funding outside of the PEP has been applied for, VSK will have completed a separate form in Liberi: "**Personal Education Plan - Actions and Targets**"

1 Personal Education Plan - KS1-KS4
2 Action Plans and Targets
3 Primary Education
4 Supporting Documentation

Name: Suzie Wonder **DOB:** 22-Apr-2008 **Required By:** No due date specified
Form Type: Personal Education Plan - Up to KS4 **Sent By:** Susan Gardner
Comments: Due Date 10 Jan 2019 **Department:** Agencies

ACTION PLANS AND TARGETS

Action Plan and Targets outside of PEP
This is a read only section which shows Actions and Targets set outside of the PEP

PEP Action Plan and Targets

My Action Plan and Targets – To be written up by Designated Teacher as an outcome of this PEP meeting

Current PEP Target 1

What is the Target?

When will this achieve

How will I achieve

Does it need fundin

Are there any m Actions and Targets

If there is no information showing here it means **Action Plans and Targets outside of PEP** stand-alone form has either never been created or not copied forward from the previous PEP

◄ Previous Next ►

If this is the first PEP and there have been no funding requests outside of the PEP on the equivalent standalone form, **Action Plan and Targets outside of PEP** will be blank.

If this is the subsequent PEP and still no funding requests outside of the PEP have been completed, this section will remain blank.

When commencing the next PEP, VSK will copy forward this information into that PEP and this is how it appears to the DT, as un-editable text, including any VSK funding applied for. The latest information in Action Plans and Targets outside of PEP will always appear here:

Note: If the information from the stand-alone form **Action Plan and Targets outside of PEP** is no longer needed to appear in the next PEP e.g. because it is old and no longer relevant, when starting the next PEP VSK should **not** have selected that form to Copy Forward at the Copy Forward stage. If they did, it cannot be deleted by the DT and the PEP would need to be started again (click here for more information)

Previous PEP Actions and Targets: first KentPEP

Previous Actions and Targets (1-5) will be blank for the first ever KentPEP.

Therefore, the only Targets to be completed for the first PEP would be **Current PEP Target**(s).

Previous PEP Actions and Targets: second PEP

In the second PEP, assuming Copy Forward was used by VSK ESO, **Previous PEP Target 1-5** will still be blank and **Current PEP Target** (1-5) will have copied forward the Current PEP Target from the first PEP into the Current PEP Target 1-5

As the Current Target copied forward into the new PEP is no longer the Current Target: i.e. it is the Target from the **previous** PEP, the DT must copy the "Current PEP Target 1" and paste it into the Previous PEP Target 1 and so on for Current Targets up to 5

It is not technically possible for the **Current** PEP Target to automatically copy forward into **Previous** PEP Target section

1.   Copy and Paste **Current PEP Actions and Targets** section into **Previous PEP Actions and Targets**.

Up to five Previous PEP Targets can be pasted from the Current Targets from the first PEP into the second PEP's Previous PEP Targets.

Previous PEP Actions and Targets: subsequent PEPs

The Copy Forward process will have copied forward the previous PEP's Previous Actions and Targets into the new Previous Actions and Targets.

These may need to be deleted if they are no longer on-going before pasting in the previous Current Actions and Targets.

Up to five previous PEP Targets can be recorded here.

Current PEP Target(s): first KentPEP

The Current PEP Targets section will be blank for the first KentPEP and these must be completed (up to 5 Targets).

Does it need funding? – **must** be answered Yes **or** No. Do **not** leave blank.

Targets may not require funding, but if so, please ensure the correct **Type of funding** is selected.

> If a Target requires funding, under **Type of Funding** choose either **School Funding**, **High Needs** or **VSK PP+** (also see Funding Types for more details)

Up to five current PEP Targets can be added.

Current PEP Targets 1-5 second and subsequent KentPEPs

Subsequent PEPs will show Current PEP Targets from the Current PEP Targets from the previous PEP as copied forward by VSK when they started the form.

*It is not technically possible for the **Current** PEP Target to automatically copy forward into **Previous** PEP Target section*

Current PEP Targets must therefore all be copied and pasted into the **Previous PEP Actions and Targets**.

Once the "old" current targets have been copied and pasted into the Previous PEP Targets section, the text in the Current PEP target section must be replaced with the new Current PEP target(s) 1-5 including funding.

Does it need funding? – **must** be answered Yes **or** No and must be the same as recorded in the previous PEP's current Targets. Do **not** leave blank.

Targets may not require funding, but if so, please ensure the correct **Type of funding** is selected.

1) If the school is using School Funding or High Needs select those options.

2) If school requires VSK PP+ funding select VSK PP+ (up to end KS4 only)

3) If school is adding a target funded by the VSK PP+ Auto-termly payments select this option

4) Up to five Current PEP Targets can be added.

> **Note**: **Does it need funding?** Please only select 'No' if there is no funding source to be used for this target'. In all other cases select 'Yes'. **Do not leave this question blank**

> **Note**: Remember if amending information, ensure other related information in that section is also removed before changing. If not done, information will remain hidden in the background. This will affect the PEP trackers and reports.

Action Plan and Targets: Funding Types

When the DT returned the form to VSK via the Portal, any VSK funding information will automatically populate a separate VSK Approval section of the KentPEP. VSK Assistant Head will then record their actions regarding approval/refusal of the funding.

When **Action Plan and Targets** is complete, click **Next** to activate the C/YP's questions section.

Child/Young Person's questions – up to KS4

There are different versions of these depending on answers previously selected at the start of the KentPEP as selected by VSK:

- Severe and Complex
- Early Years Education
- Primary Education
- Secondary Education

These can only be added into the KentPEP in the Portal once all mandatory fields on the Personal Education Plan KS1-KS4 and Action Plans and Targets have been added and saved.

VSK can provide a template of these questions if the DT prefers to collect the C/YP's answers outside of the PEP meeting (*in progress with Management Information*).

Saving the KentPEP as a PDF

The original source information of each KentPEP will be retained on Liberi which the school does not have access to.

It is recommended the school keeps their own copy as a PDF:

The DT should save a copy of the KentPEP as a PDF and attach it the C/YP's record before sending the KentPEP via the Delegation (Professional) Portal to VSK (see the next image)

A copy of the PEP will remain in the Recently Submitted Tasks tab in the Tasks tray for a few days only.

When the form is saved through the portal, the PEP form on Liberi will also be updated with any changes, so the originator (VSK) can see the changes even before they have been submitted by the DT.
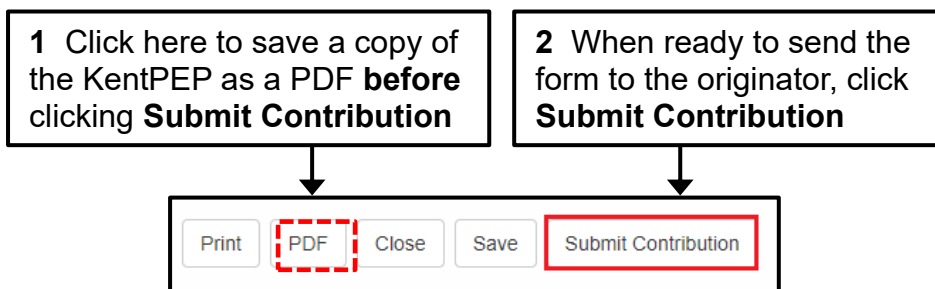
Sending the PEP to VSK using the Delegation (Professional) Portal

The DT must remember to send the PEP back to VSK when they have completed everything by the Due Date as follows:

The DT to save a copy of the KentPEP and attach it the C/YP's school record **before** sending it back to VSK.

Once the DT has completed everything to their satisfaction and all the forms that make up the PEP have been checked and saved again, should be saved as a pdf and the PEP form **must** be sent back to the originator (VSK) for the next stage of the process.

This should be done no more than 2 weeks after the C/YP's PEP meeting.

1 Click here to save a copy of the KentPEP as a PDF **before** clicking **Submit Contribution**	**2** When ready to send the form to the originator, click **Submit Contribution**

The PEP task for that YP will then disappear from the worktray.

Recently Submitted Tasks tab

A pdf copy of the PEP will also be saved for a few days only in **Recently Submitted Tasks** in the Portal Home Page:
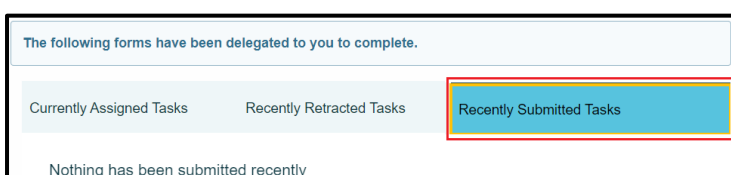
DT: No tasks in the Portal

If the DT logs in and there are no tasks left assigned to the mailbox, or all tasks have been completed and submitted, they will be presented with this screen. They will also be automatically logged out of the Professional Portal.

Designated Teacher – logging out of the Portal

The DT's Portal session may already automatically close due to inactivity:

Clicking on the DT's name will log out and close the session:
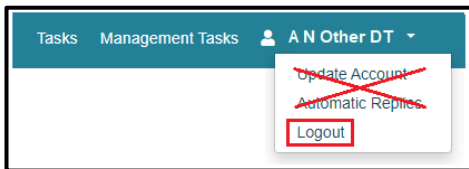
Quality Assurance: further actions required by the DT

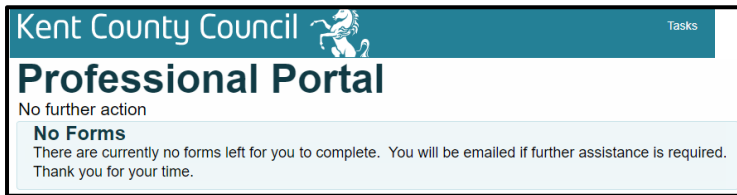After the DT has submitted the PEP back to the originator, VSK will quality assure it.

If there are any issues with accuracy and completeness of the form, VSK will re-designate it back to the DT to amend and a task will appear in the DT's portal worktray.

Once any amendments have been made and after saving again as a PDF, click **Submit Contribution** and that will end the DT's involvement with this specific PEP.

End of User Guide

Appendix 1

<u>Timescales</u>

Timescales – all in 2 week blocks. This is the maximum amount of time to be taken in completing a PEP. In most cases it will be much shorter.

- 2 weeks before PEP meeting: VSK initiates PEP form and delegates to DT via portal

- PEP meeting date + 2 weeks: DT completes PEP form and returns to VSK via portal

- PEP meeting date + 4 weeks: VSK reviews PEP and possible re-delegation to DT (*VSK ESO to advise AH via Case Note when ready for QA and funding sign off*)

- PEP meeting + 6 weeks: AH to QA and funding sign-off (*AH to advise SW that PEP record is ready for final sign off via Case Note*)

- PEP meeting + 8 weeks: C/YP's Social Worker reviews and finalises KentPEP

Appendix 2

<u>FAQs</u>

Where can I get help?

In the first instance, please search this user guide using the index or using key words. Then please contact your VSK Support Officer for assistance.

Who should I contact to get a DT added/amended

VSKKentPEP@kent.gov.uk or phone: 03000 415353

Who should I contact to amend an incorrect email for the school?

VSKKentPEP@kent.gov.uk or phone: 03000 415353

I have not received the email with the security code

The DT must ensure they use the nominated email address as provided to Management Information & Intelligence VSK for them to initially set up their Portal access. They must use this same email address (and no other) to log in every time to access the portal together with the password the DT created when they Registered for New Account

If they are sure they logged into the correct email please contact VSKKentPEP@kent.gov.uk or phone: 03000 415353 and they will look into it for you.

Can someone else in the school other than the DT complete the PEP?

Yes, they can but they must use the nominated email address and password used to Register on the Portal. They must use this email to ensure that the two-factor authentication code can be accessed by that member of staff completing the PEP. However, this must have been agreed by the school. If the original contact arrangement needs to be changed please contact: VSKKentPEP@kent.gov.uk or phone: 03000 415353

Some of the PEP tabs are missing

Please do not start to complete the PEP or if you have already started to complete the PEP, please immediately contact your Support Officer. They will advise you to [submit the PEP](#) back to them and they will send you a new correct form.

What is the timescale to complete the KentPEP and return it to VSK?

Two weeks after the PEP meeting has been held. VSK has trackers to monitor when a PEP is about to be overdue and beyond. Your VSK Support Officer should be in contact with you to ensure you are not having difficulties meeting this deadline.

I keep seeing the sibling's information in my C/YP's PEP

When the SO started the KentPEP they incorrectly copied forward information from the sibling's PEP.

Please immediately contact your Support Officer. They will advise you to [submit the PEP](#) back to them and they will send you a new correct form.

Actions and Targets outside of PEP are no longer relevant.

Send the PEP back to VSK by clicking **Submit Contribution**. This will mark the PEP as complete. Then contact : VSKKentPEP@kent.gov.uk or phone: 03000 415353 and someone will help you with how to proceed.

I cannot see a PEP task in the Portal tray

If the Delegate tab in Liberi indicates the DT still has the task, this will need to be logged with the software provider and the PEP will need to eventually be retracted. Please contact VSKKentPEP@kent.gov.uk or phone: 03000 415353 and they will investigate

Can I have a blank template for the C/YP's questions?

When these are available your ESO will advise you

Can I have a blank printable version of the PEP form?

Because the KentPEP has been designed to expand depending on the combination of questions being answered it would be extremely difficult for us to produce a blank version of the PEP. Unless there are unforeseen connectivity issues with the internet at the school there should be no reason why the school should want a paper version to fill in especially as the PEP form must subsequently be completed on Liberi.

End of document