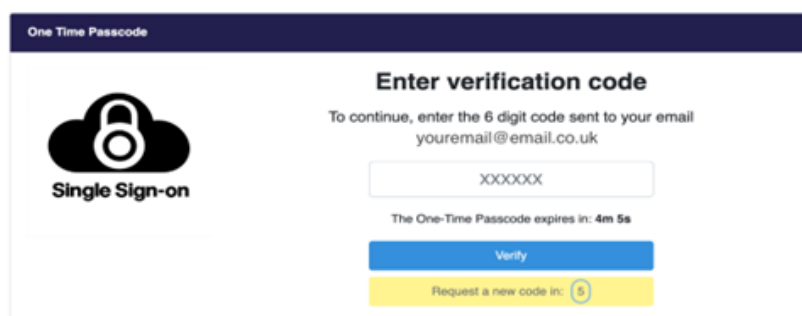


## ePEP Quick Guide for Designated Teachers

### Login

1. Go to [ePEP - The Official ePEP Platform](https://eGov.UK.COM) (eGOV.UK.COM)
2. Click on 'Login to ePEP Single Sign-on'
3. You will be taken to the ePEP Single Sign-On Page
4. Click on green 'First time registration' button at the bottom of the screen
5. Enter your details as requested on the screen
6. Click on register
7. A validation email will be sent to you from the ePEP Online system. Please validate your details by clicking on the link in the email
8. Log in using your email + password in the white boxes at the top of the screen
9. Tick to confirm authorisation, acceptable use, terms and cookies
  - \* Are an authorised users of the system
  - \* Have been granted permission to access the SSO ePEP Service
  - \* Agree to abide by the acceptable use policy
  - \* Agree terms and conditions of the service
  - \* Agree and accept the use of cookies on this site
10. Click [Login](#)
11. You will then see the screen below and will be sent an email with the verification code. Enter the code and click verify



## Responsibilities

The PEP is the joint responsibility of the Local Authority and education settings.

**The Social Workers (SW)** statutory duty is to initiate a PEP as part of the care plan; and they should develop and review the PEP with other relevant professionals. Social Workers should be present at PEP meetings. The social worker should lead the initial PEP ensuring that the PEP includes details of who will take the plan forward, timescales and date for review.

**The Designated Teacher's (DT)** statutory duty is to develop the PEP, make sure targets and actions are effective and lead on this as required within school. Other relevant staff should contribute. Designated Teachers should lead PEP meetings once the Social Worker has initiated it. It should be agreed in advance who will chair the meeting and who will take responsibility for recording actions on the PEP document.

**The Virtual School (VS)** statutory duty is to ensure there is an up-to-date high-quality PEP in place for all children in care. They should ensure that the PEP is focused on educational outcomes, promoting the child's educational attainment as well as identifying the effective use of Pupil Premium Plus (PP+) in facilitating the child's attainment. The VS will ensure that social workers, DTs, carers and IROs understand their role and responsibilities in initiating, developing, reviewing and updating the child's PEP.

**DfE Stat. Guidance 'Promoting the Educational Achievement of Looked After and Previously Looked After Children' pp. 24-26 (2014) and pp.15-19 (2018)**

## Statutory Requirements for a Compliant PEP

- Be initiated within 10 working days of the child or young person first coming into care. It should be available for the first statutory review of the care plan (20 working days) for all young children in care from pre-school to 18 years
- Be a high-quality effective plan that is up to date (i.e. reviewed termly) N.B This is applicable even when the young person is temporarily between education setting places. In these circumstances the PEP actions should relate to securing a new educational placement and maintaining education in the interim period.
- Involve the child/young person. There should be clear evidence of their voice reflected throughout the PEP (according to understanding and ability)
- Involve the Carer and/or relevant family member(s) - unless ill, or the young person is between care placements. The carer/parent should be present and contribute to the agreed actions
- Identify support needed to help the child reach their short- and long-term aims and aspirations. Set out a personalised learning plan through clear identification of the child/young person's developmental and educational needs

- Record specific interventions and targeted support: provide details of who will initiate the actions; set specific timescales for actions to be taken; record how progress will be rigorously monitored; and set dates for review
- Identify how Pupil Premium Plus will be used to support the child, and how its impact will be measured and linked to SMART Targets
- Include catch-up support for those who have fallen behind
- Include out-of-school activities, learning/study support and leisure activities
- Include information about how the school/social worker will identify and support the mental health and emotional needs of the young person. Provide details of how positive relationships and resilience are supported and being developed in the education setting
- Link to but not duplicate other education plans if relevant
- Contain information on work experience and career plans and aspirations
- Identify additional funding sources (including notional SEN budget where applicable) to implement the plan
- Include the following: age, care status, where they live, school history, any SEND needs and plans, carers level of delegated authority, contact details and restrictions, which Virtual School and Local Authority are the corporate parents. Before the PEP Meeting
- Notify the Virtual School once the initial PEP meeting date/time is agreed.
- Support the child to complete the Young Person's Module.
- Alternatively, carers can support completion if they have access.
- Enter the child's educational information in Section C.
- Set draft SMART targets (do not submit until meeting).
- View the PEP change log on child overview page.

### Initiating the PEP and Arranging the Meeting

- All Child Profiles will be set on the ePEP system by the Virtual School
- For the initial PEP when a child is new to care or new to the school, the expectation is that the social worker will lead the meeting.
- Once a date and time for the initial PEP meeting has been agreed between the SW and DT you will need to notify the allocated Virtual School Worker so that the PEP can be set up on the system
- SW, DT and VS Worker will receive a message to attend the PEP on the ePEP system. You should respond by clicking in the **PEP Meeting Invitations** tab at the top in the menu bar
- All future PEP meetings should be arranged at the PEP Meeting. If you need to rearrange a PEP meeting, confirm a new date and time with the social worker: Click [HERE](#) to reschedule the **CURRENT PEP Meeting** in the **PEP Meeting Page Section E**

- Inform the carer/parent of the date and time of the meeting. They should be asked if they would like to have access to the PEP to enable them to update the parent/carer Page and support the young person complete their section.
- For a carer/parent to be provided with access to the PEP – their email needs to be entered into the Care Information page in Section A of the PEP and BVS notified by emailing: [birminghamvirtualschool@birmingham.gov.uk](mailto:birminghamvirtualschool@birmingham.gov.uk) At the PEP Meeting

### Before the PEP Meeting

- Once you have agreed a date and time for the initial PEP meeting with the child's social worker you will need to notify the allocated Virtual School Worker so that the PEP can be set up on the system
- It is the responsibility of the DT before the PEP meeting to support the child to complete their module:
- On your Home Page click the View button next to the child's name to see the child's overview page. Alternatively click the Purple **SQUDDLE** Bar or Green **Interactive Section** Bar on Section B.
- Click on the Young Person's Module to access the child's illustrated question bank. Please support the child to complete this. Use the SEN/Optional Child's View Questions if appropriate.
- Alternatively, if the carer/parent has access to the PEP and the child/young person prefers – they can be supported to complete their views section at home.
- You should also enter the child's educational progress information before the next PEP meeting:
- On your Home Page click the PEP button next to the child's name.
- Complete all relevant questions in Section C Designated Teacher Section. You can move between sections by clicking on the headings in blue on the left-hand side. Always click the **Save** button at the bottom of each page before moving onto another section. It does not save automatically.
- Set draft targets in Section C by clicking on Targets on the left-hand side and then on the blue **ADD SMART TARGETS** button.
- **SAVE** the target(s). NB: Do not submit targets at this stage as they should first be discussed and agreed at the meeting.
- You can view a log of any changes to the PEP, until the PEP is signed off, at the bottom of the child's overview page.

### At The PEP Meeting

- The Designated Teacher should lead the discussion going through the sections of the PEP including the targets – It is helpful for the Social Worker to support by recording the discussion on the PEP meeting page (Section E). Who is making these recording should be agreed before the meeting.

- On your Home Page click on the PEP button next to the child's name.
- Click on The PEP Meeting on the left-hand side under Section E.
- It is important to record who is present at the meeting
- Click on the Confirmation of PEP Meeting button to tell the VS that the meeting has taken place.
- Complete all relevant questions ensuring as much detail of the discussion and individual views are recorded as possible.
- There is a check list on the PEP meeting Page of the main points to be covered in the PEP meeting – this can serve as an agenda to follow.
- Click on Targets on the left hand side.
- Discuss and amend any draft and additional targets.
- Enter the details for the next meeting (this should be done prior to the end of the meeting)
- Click on **PEP-Sign Off**.
- The Designated Teacher **MUST** quality assure and check that all sections of the PEP are complete including the Child's Views Sections.
- If a Young Person's PEP Coordinator has attended the PEP, they will NOT be able to sign the PEP off. Only the Designated Teacher is responsible for this. Record that the DT Section C; Child's Views Section B and the PEP Meeting Page Section E have been completed.
- The Social Worker is responsible for recording that they have reviewed, updated and completed the Social Work Section. The social worker then needs to sign off their section of the PEP to indicate that it is complete.
- Once all sections have been marked as complete, the Designated Teacher can sign the PEP off. This will then generate the next terms PEP for the date set for the following term.
- It should be agreed who will send out the meeting invitations to the next meeting – if this is taking place virtually it can be done immediately.
- The Virtual School will carry out audits of PEPs for specific targeted groups and will provide feedback regarding the quality of the PEP and RAG rating given. Further discussions with regards to the quality of PEPs will take place during Designated Teacher Visits and training will be provided at Network Meetings.

### Role of Birmingham Virtual School (BVS):

- Will support with any queries with the set-up of the of the PEP Meeting
- Will offer support and advise on the completion of the ePEP Pages prior to the meeting if required, advising on possible targets and interventions for the young person in advance of the meeting.
- The BVS Education Advisor will attend the PEP meeting to support and facilitate with the PEP for children and young people in complex situations. These high

priority cases will be indicated by the Virtual School Status on the pupil profile page of the PEP.

- If in attendance at the PEP meeting, the BVS Education Advisor will offer advice and guidance and will support with facilitating the meeting
- The BVS Education Officer will offer advice with regards to expectations of high quality and effective PEPs at Designated Teacher visits and through training in Area Network Meetings
- The BVS Education Advisor will record any interventions in the VS Interventions Section of the ePEP
- The BVS Placement Officer will support when a change of placement is required of the young person is without an education placement.

**Birmingham Virtual School**

[BirminghamVirtualSchool@birmingham.gov.uk](mailto:BirminghamVirtualSchool@birmingham.gov.uk)