

Flowchart for Initial Personal Education Plan (PEP)

PEP initiated before Social Worker to arrange and invite relevant people to PEP / Planning Meeting, send young person goes Young Person's Views Questionnaire and Carer's Views Questionnaire to carers and into care, unless e-mail the completed Care Information and Responsibilities sheet to Education emergency when Programme Workers within 20 school days of child coming into care. Invitations to should be within 10 EPW should always be sent via e-mail. Where a child comes into care during a days of going into school holiday the Social Worker should arrange a PEP meeting as soon as possible, care. following the holiday. PEP / Planning The PEP / Planning Meeting decides who will assist the Young Person to complete Meeting before their section of the PEP in future. The date, time and venue of the next PEP child goes into care Meeting should also be arranged to coincide with the 3 month LAC Review. or within 10 days if Completed Carer's Views Questionnaire and Young Person's Views Questionnaire an emergency to be presented at meeting. Education Programme Worker to complete Education Assessment at PEP / Planning Meeting and e-mail to Social Worker and CISRO, prior to the initial LAC Review. LAC Review Social Worker to incorporate Assessment, Care Information and Responsibilities within 20 working Child's Views and Carer's Views Questionnaire into PEP format and present days of young completed PEP at initial LAC Review. Education Programme Worker to attend LAC person coming into care. Review if there are major issues around Education. Social Worker to distribute completed PEP to CISRO, Designated Teacher, Carers, Within 30 days of Education Programme Worker and Parents (if appropriate) within 10 working days of the young person coming into care. LAC Review whilst keeping copy of PEP with the Care Plan. Social Worker to send child friendly version of PEP to young person.