AfC VIRTUAL SCHOOL ePEP PROCESS (updated 2020) **YES** NO New Child Contact AfC Virtual School for log in ePEP review date identified at last details to the electronic PEP. First PEP into Care meeting. A PEP review should take to take place within 20 days of coming place each academic term. into care, initiated by social worker. If Spring PEP DT receives log in details for SDQ two weeks DT receives SDQ log in & completes within 5 days. before the end of the Autumn term and completes within 5 days. Virtual School to upload results in document section of VS attach the PDF of results to Welfare Call ready for the first day Welfare Call, DT and SW informed, DT transfers of Spring term. DT to populate the results into the ePEP results to the ePEP document for discussion in the PEP document for discussion in the meeting. For Autumn and meeting. Low level SDQ scores prompt in school Summer PEPs SDQ information and targets reviewed. Low level intervention; Medium & High Scores may require wider SDQ scores prompt in school intervention; Medium & High intervention. DTs to liaise with the VS. Scores may require wider intervention. DTs to liaise with the VS. Social Worker and Designated Teacher to ensure carer, young person and any other relevant people involved in the young person education are invited to PEP. **DESIGNATED TEACHER SOCIAL WORKER** Send a round robin to subject/class teachers, TA and Complete sections 1-4 of the ePEP anyone working with the young person requesting document prior to the PEP meeting. information on progress and achievements. Complete sections 4-10 of the ePEP and enter the SDQ score into the SDQ section of the PEP PEP Meeting: discuss each section 1-10 in turn. Ensure all have copies of the document or if possible display on a projector and complete as the review progresses. SDQ results to be discussed and targets entered into the SDQ section Arrange next PEP date before the end of the meeting **DESIGNATED TEACHER SOCIAL WORKER** Ensure all designated teacher sections are Ensure all social worker sections are completed to completed to a high standard by referring to the a high standard by referring to the Quality Quality Assurance Criteria and signed off by clicking Assurance Criteria and signed off by clicking the complete button at top of the page - within 10 the complete button at top of the page - within days of PEP meeting. 10 days of PEP meeting. AfC Virtual School will audit the ePEP and can grade quality of support to young person as Good+ NO YES DT or SW will be contacted and ePEP will be signed of as Good or amendments requested before document Outstanding ready for next terms PEP can be finalised. review. PEP is shared with carers and other relevant parties by the Social Worker. BSO uploads to Liquid Logic/Paris