

In January 2023, the PEP process for Essex children in care will be changing. The reason for the change is to make the PEP one whole document which will ensure that the PEP is meaningful for all professionals involved and most importantly the young person. The one document process will capture the current needs of the young person termly.

The current split PEP process is disjointed and confusing for schools and social workers and creates additional admin duties for the social worker that is not required.

The new process will create a discussion around the current needs of the young person, enabling better outcomes for young people in care.

This is an overview of the new process. Schools and Social workers should arrange a PEP meeting date for the spring term as soon as possible if one has not yet been set.

* School to draft PEP document before meeting
* The meeting discussion will be led by the school around the PEP document- any amendments to the document should be actioned if required (training around this discussion will be provided)
* School/Social Worker to arrange meeting date/time each term (at end of meeting)- Foster carer and young person to attend (if appropriate, young person to be guided through PEP if they do not attend meeting by either school/social worker or carer)
* NOTE\* if a social worker cannot attend the meeting due to an emergency then the meeting can be rearranged (please inform the virtual school) however, if a suitable date cannot be rearranged then the meeting can go ahead however, the social worker must ensure that they arrange to review the PEP document before it is submitted for review by the virtual school and discuss with the school any areas that are not correct or require amending.
* After the meeting the school will submit the PEP to the virtual school for review and approval.
* If required, the Virtual School will work with the school if the PEP requires any actions before approval. If funding/interventions are amended by the Virtual School the Virtual School will inform the social worker.
* Once the PEP is approved by the Virtual School, a Word/PDF copy of the PEP will be loaded onto the PEP and onto the social care system
* Please note that for post 16 students, the social worker may use the pathway plan as the PEP meeting however, the Carer and the young person should still be invited to a meeting termly to discuss the PEP.

Any questions regarding the PEP process or the conditions of the grant, please contact [virtual.school@essex.gov.uk](mailto:virtual.school@essex.gov.uk)