



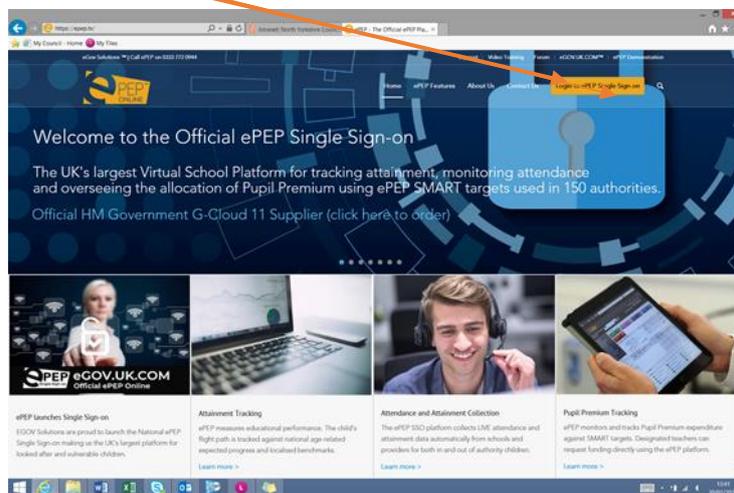
# The Virtual School Guidance for ePEP

## Social Workers

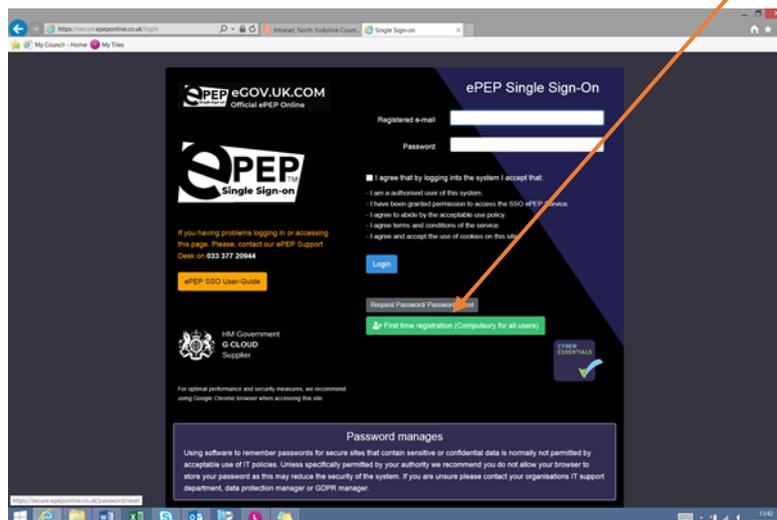
First of all you will need to start a PEP on LCS as normal and complete the first page and the dates are the most important ! This is to ensure that that the PEP is counted for the PEP Percentages of PEPs completed. You can then re-assign the PEP to the Virtual School Worker

Access to ePEP

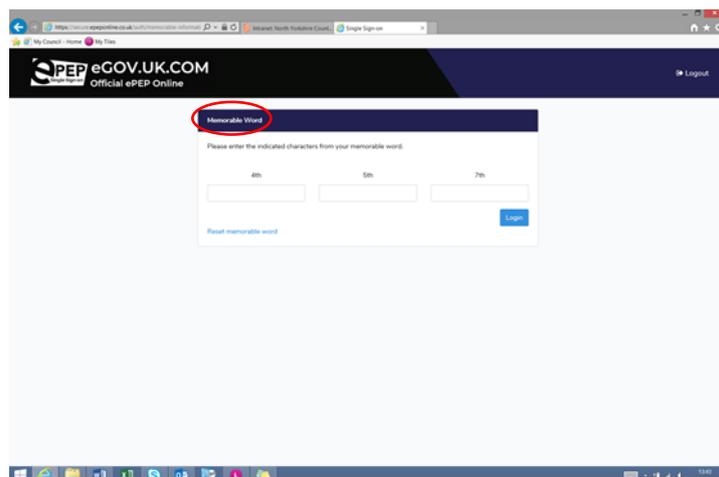
Click on the log on tab



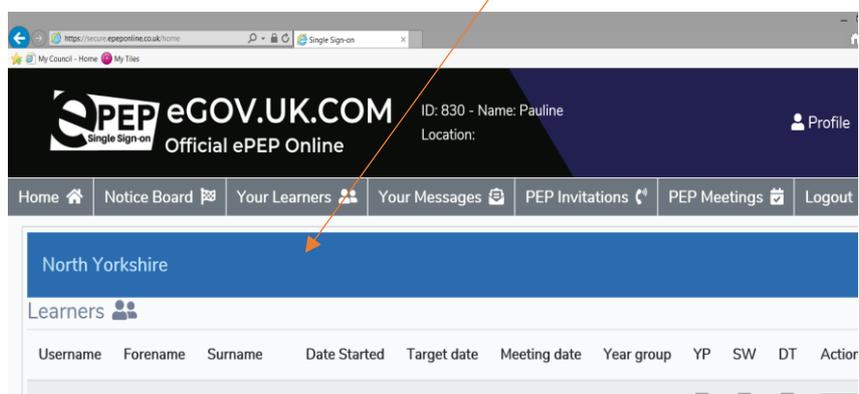
First time use, you will need to register. Click on the green tab and follow the instructions



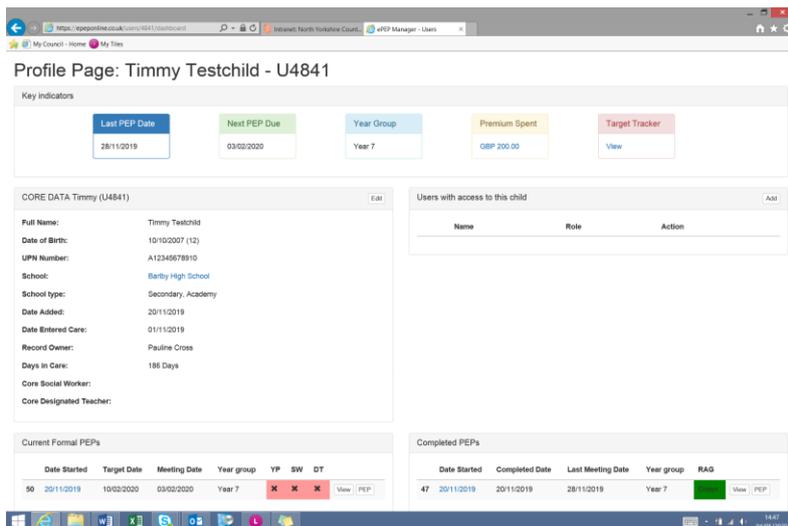
When you have registered you will be able to log on to ePEP using your email address, password and the next page is your memorable word.



When you have logged in, click on the blue North Yorkshire bar to see your children



Click on the child which you need to start a PEP for and you should see their profile page



Triggering a PEP click here

The screenshot shows the 'CORE DATA Timmy (U4841)' page in the ePEP Manager. The left sidebar contains the following information:

- Full Name: Timmy Testchild
- Date of Birth: 10/10/2007 (12)
- UPN Number: A12345678910
- School: Barby High School
- School type: Secondary, Academy
- Date Added: 20/11/2019
- Date Entered Care: 01/11/2019
- Record Owner: Pauline Cross
- Days in Care: 20 Days
- Core Social Worker: [Blank]
- Core Designated Teacher: Angela Milne

Below the sidebar are two tables:

- Current Formal PEPs:** Includes an 'Add' button and a table with columns: Date Started, Target Date, Meeting Date, Year group, YP, SW, DT.
- Completed PEPs:** Includes a table with columns: Date Started, Completed Date, Last Meeting Date, Year group, RAG.

On the right, the 'Users with access to this child' table lists:

Name	Role	Action
3967 Pauline Cross	Virtual School Team	
4092 Angela Milne	Designated Teacher	

An orange arrow points from the text 'Triggering a PEP click here' to the 'Add' button in the 'Current Formal PEPs' section.

Fill in this section

The screenshot shows the 'Invitation' form with a 'WARNING' box at the top: 'Sending invitations CAN NOT be undone: an email and an internal ePEP message WILL be sent to the selected users when you save this PEP Meeting.'

The form fields are:

- DATE FOR MEETING:** No invitations will be sent if meeting date is left blank. Fields for Date (28/11/2019) and Time (10:30).
- LOCATION OF THE MEETING:** Barby High School
- What are the reasons for this meeting?:** A list of checkboxes: New Admission to Care, Review Process (checked), Change of Care Placement, and Change of School Placement.

Click on **Create PEP**

This page will come up. Click on PEP

The screenshot shows the ePEP Manager dashboard. On the left, there are fields for 'Date Added', 'Date Entered Care', 'Record Owner', 'Days in Care', 'Core Social Worker', and 'Core Designated Teacher'. Below these are three tables: 'Current Formal PEPs', 'Completed PEPs', and 'Rejected PEPs'. The 'Current Formal PEPs' table has a red highlight on the first row, and a 'View PEP' button is visible next to it. An orange arrow points from the text above to this button.

Date Started	Target Date	Meeting Date	Year group	YP	SW	DT		
47	20/11/2019	05/12/2019	28/11/2019	Year 7	X	X	X	View PEP

Social Workers complete their section

The screenshot shows the 'Personal Information' form for a young person named Timmy Testchild (Year 7). The form includes fields for 'First name', 'Family name', 'Name known at school', 'Date of birth', 'Gender', 'Ethnicity', 'Religion', 'Legal Status', and '1st Language'. On the left side, there is a navigation menu with options like 'Personal Information', 'Care Information', 'Previous School/Settings', 'Key Contacts', and 'Social Worker Sign Off'. The 'Social Worker Sign Off' option is circled in red.

Social Workers will also need to complete appropriate sections at the PEP Meeting

Personal Information

Care Information

Previous School/Settings

Key Contacts

Social Worker Sign Off

B. Designated Teacher Section

Education Information

Attendance

General Overview of School/DT

Attainment Levels and Progress

SEND

Social, Emotional and Mental Health

Transitions

Part Time Timetables And Ait. Education Arrangements

Current Support

14-19+ Plan for Education, Employment and Training

SMART Targets

The PEP Meeting

NEET Support Plan for SW & DT

Designated Teacher Sign Off

C: Young Persons View

Your School Assessments

Your Feelings About School

Your Feelings About Learning

Your Relationship With Your Teachers

Gender  Male  Female  Not Known

Ethnicity A1 - White - British

Religion

Legal Status C1 - Interim Care order

1st Language

Unique Pupil Number A12345678910

Client ID Number 7654321

Save

When you have completed everything, including setting the next date then the social workers need to sign off their part.

Social Workers and Designated teachers will need to agree who will complete the PEP meeting section. It's useful if someone is able to access the ePEP live and having it on a big screen is even better !

ADULTS' VIEWS

Overall Scaling: Select on a scale of 0 to 10, with 0 being poor, and 10 being excellent.

Carer's Views

Carer's Views Overall Scaling 0

Parent's Views

Parent's Views Overall Scaling 0

Social Worker's Views

Social Worker's Views Overall Scaling 0

Designated Teacher's Views

Designated Teacher's Views Overall Scaling 0

Don't forget the Scaling questions !

There is now a Parent/Foster Carer Section on ePEP

The screenshot shows the ePEP Manager interface. On the left, there is a navigation menu with sections: B. Designated Teacher Section, C. Young Persons View, and D. Foster Carer. The 'D. Foster Carer' section is highlighted with a red circle. The main area shows a form with fields for Religion, Legal Status (C1 - Interim Care order), 1st Language, Unique Pupil Number (A12345678910), and Client ID Number (7654321). A green 'Save' button is visible below the form.

The screenshot shows the ePEP Manager interface for 'Parent/Carer Views about the young person's school and education'. The title is circled in red. The form includes a dropdown for 'What's going wrong?', an 'Areas of Concern' dropdown, and several questions with radio button options: 'Do you have a named person in school to whom you can address queries or problem?', 'Are you kept informed of your child's progress?', and 'Are you satisfied with the education / support that your child is receiving?'. There are also text input fields for 'If Yes, please fill the name of the person who helps', 'If Yes, please fill how. E.g email, phone call, home/school book', and 'If No, please identify the issues'. At the bottom, there are text input fields for 'What is your involvement regarding the education of the child in your care?' and 'Any other information:'.

The questions on the Parent/Carer section are taken from the paper form.

If Parent/Carers don't have an email address to be able to access ePEP then the paper form must be sent out so that their views can be gained, or this can be completed at a PEP meeting.

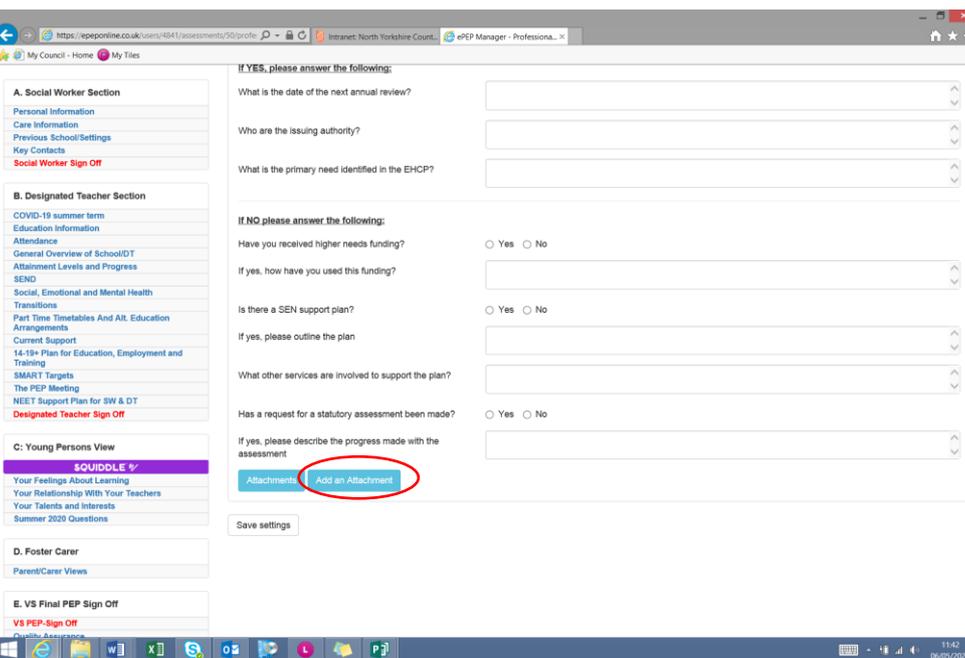
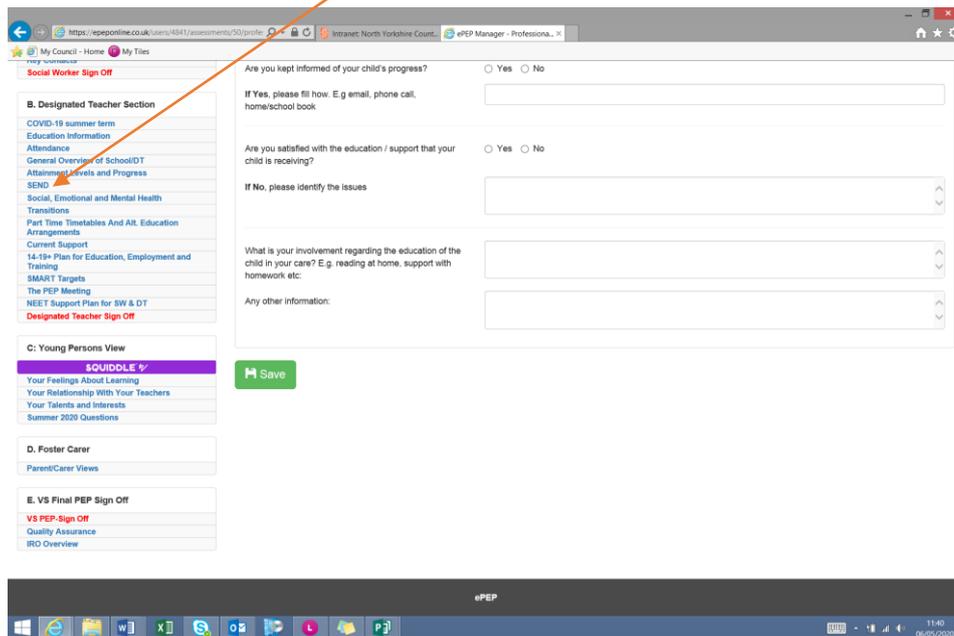
The paper form can be uploaded as an attachment.

## Parent/Carers' view about the young person's school and education

What's Going Well	Comments
Areas of Concern	Comment
Do you have a named person in school to whom you can address queries or problem? Name of person who helps	Comment
Are you kept informed of your child's progress? How? Email phone call, home/school book	Comment
Are you satisfied with the education / support that your child is receiving? (If no, please identify the issues.)	Comment
What is your involvement regarding the education of the child in your care e.g. reading at home, support with homework etc	Comment
Any other information	Comment

# Uploading an attachment

Click on SEND in the DT section, then scroll to the bottom of that page

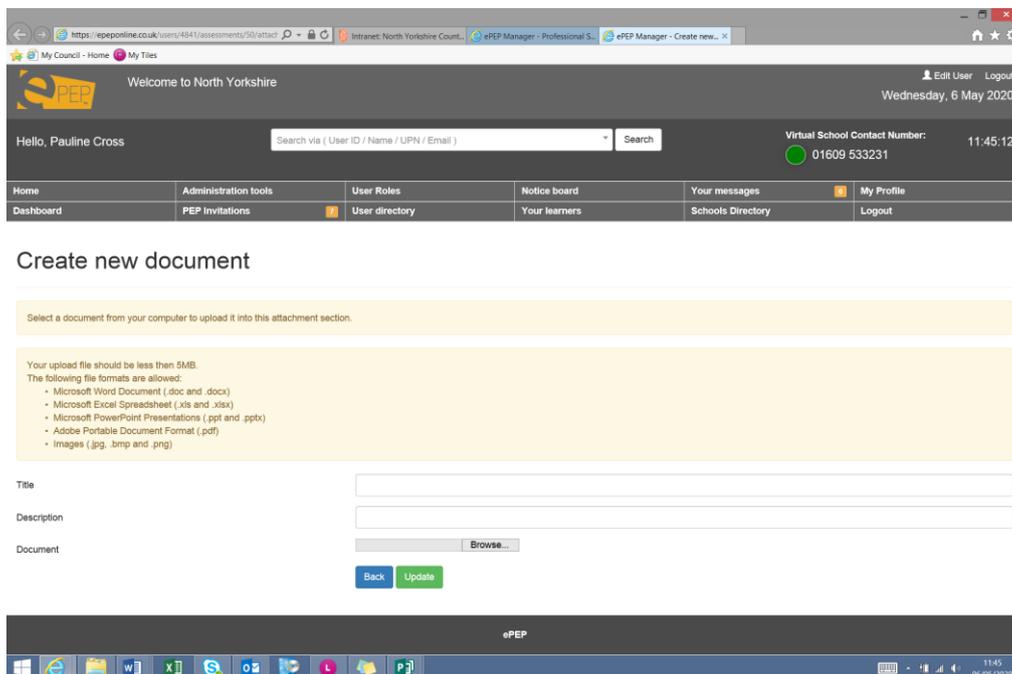


Click on Add an Attachment

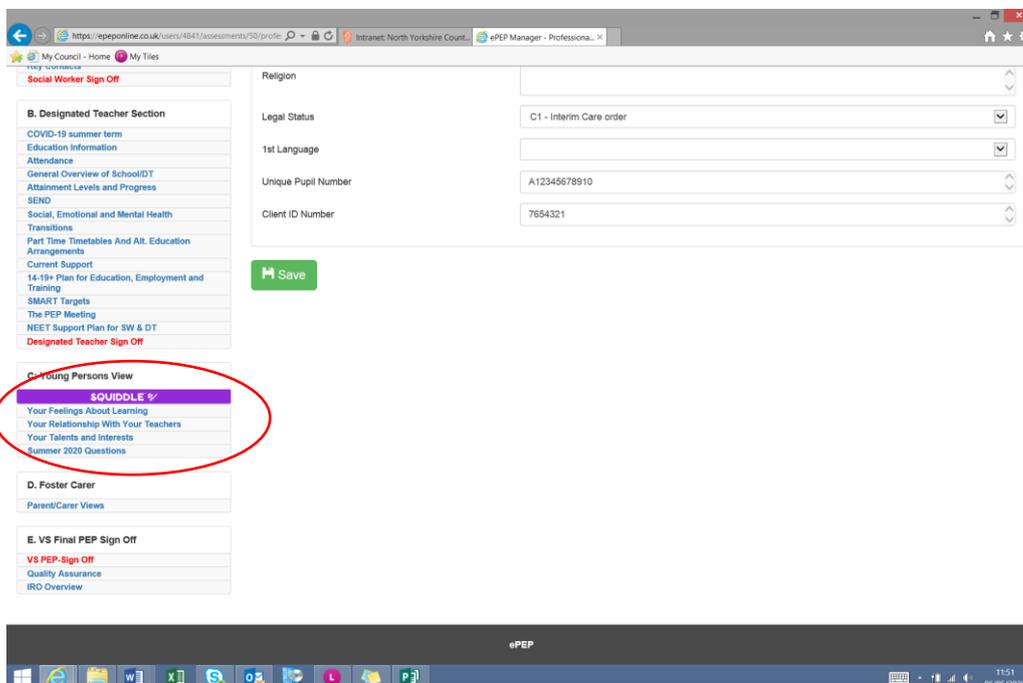
Search for a document in Browse, add a Title and Description

e.g Title – Spring Term PEP Description - Parent/Carers Views Spring Term PEP

Then upload it and Save it !



Squiddle is the Young Persons Views section and can be completed with either the DT or the Foster Carer



## Preparation for next PEP

At the end of the PEP meeting section is where the next meeting is arranged

Scaling

This next section is for the DT & SW to collaboratively decide the time and meeting date of the next PEP. It is important this is done, prior to the PEP Sign off.

**LOCATION OF THE NEXT MEETING**

Location

**DATE FOR THE NEXT MEETING**

Date

Time

**REASON FOR THE NEXT MEETING**

What are the reasons for this meeting?

New Admission to Care

Change of Care Placement

Time

**REASON FOR THE NEXT MEETING**

What are the reasons for this meeting?

New Admission to Care

Change of Care Placement

Review Process

Change of School Placement

Any other reasons:

**INVITATIONS TO NEXT PEP MEETING**

From the list below, check the boxes for the people to invite for this PEP Meeting.

Invitation *	U-Number	First name	Family name	Role/Relationship	Contact number
<input type="button" value="Send"/>	3967	Pauline	Cross	Virtual School Team	<input type="checkbox"/>
<input type="button" value="Send"/>	4092	Angela	Milne	Designated Teacher	<input type="checkbox"/>

\* When you select a user the system will automatically send them an email invitation.

Tick the boxes so that people get invited to the next PEP

**INVITATIONS TO NEXT PEP MEETING**

From the list below, check the boxes for the people to invite for this PEP Meeting.

Invitation *	U-Number	First name	Family name	Role/Relationship	Contact number
<input type="button" value="Send"/>	3967	Pauline	Cross	Virtual School Team	<input checked="" type="checkbox"/>
<input type="button" value="Send"/>	4092	Angela	Milne	Designated Teacher	<input checked="" type="checkbox"/>

\* When you select a user the system will automatically send them an email invitation.

If the persons invited have any queries about this meeting, who should they contact?

Name

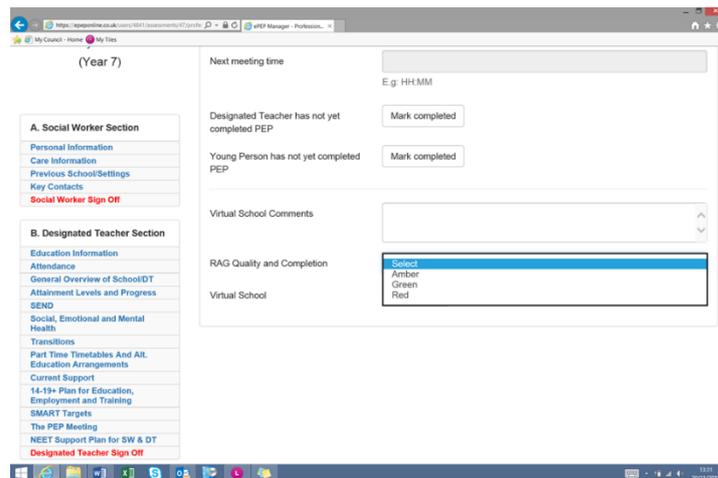
Number

**PENDING MEETING REQUEST**

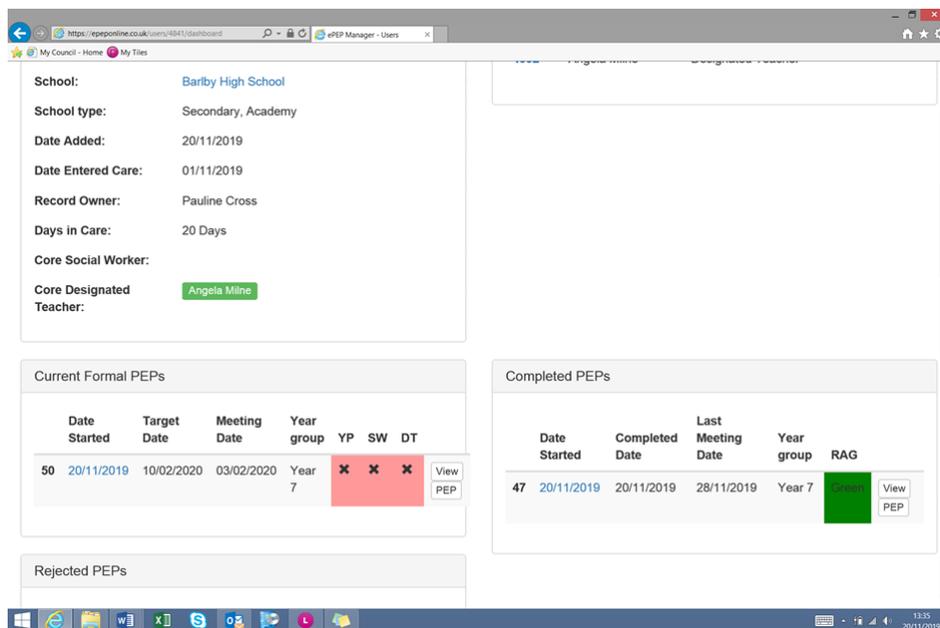
Name	Status	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>

Click **SAVE**

The Virtual School will then sign off the PEP



The completed PEP is on the right and the next PEP is ready to start the process all again



And finally...

The Virtual School will save the entire PEP as a pdf document and will attach it to the PEP you started on LCS. The Virtual School will finalise the PEP on LCS.

This is to ensure that the PEP document is available for the next 75 years!