

Social Workers

First of all you will need to start a PEP on <u>LCS</u> 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

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

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Learners	6								
Username	Forename	Surname	Date Started	I Target date	Meeting date	Year grou	р ҮР	SW [OT Actior
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Click on the child which you need to start a PEP for and you should see their profile page

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Profile Page: Timmy Te	estchild - U4841				
Key indicators					
Last PEP Date	Next PEP Due	Year Group	Premium Spent	Target Tracker	
28/11/2019	03/02/2020	Year 7	GBP 200.00	View	
CORE DATA Timmy (U4841)		Edit	Users with access to this child		Add
Full Name: Timmy Testchild			Name	Role Actio	n
Date of Birth: 10/10/2007 (12)					
UPN Number: A12345678910					
School: Barlby High Sch	lool				
School type: Secondary, Acad	demy				
Date Added: 20/11/2019					
Date Entered Care: 01/11/2019					
Record Owner: Pauline Cross					
Days in Care: 186 Days					
Core Social Worker:					
Core Designated Teacher:					
Current Formal PEPs			Completed PEPs		
Date Started Target Date Meeting Date	Year group YP SW DT		Date Started Completed Date	Last Meeting Date Year grou	p RAG
50 20/11/2019 10/02/2020 03/02/2020	Year 7 X X X	few PEP	47 20/11/2019 20/11/2019	28/11/2019 Year 7	Union View PEP
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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.

Triggering a PEP click here

CORE DATA Timmy	(U4841)	Edit	Users w	vith access to this ch	ild	
ull Name:	Timmy Testchild			Name	Role	Action
Date of Birth:	10/10/2007 (12)		3967	Pauline Cross	Virtual School Team	
JPN Number:	A12345678910		4092	Angela Milne	Designated Teacher	
chool:	Barlby High School			-		
ichool type:	Secondary, Academy					
ate Added:	20/11/2019					
ate Entered Care:	01/11/2019					
Record Owner:	Pauline Cross					
ays in Care:	20 Days					
Core Social Worker:						
Core Designated Teacher:	Angela Milne					
Current Formal PEP	\$	Add	Comple	ted PEPs		
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Fill in this section

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Invitation		
WARNING Sending invitations CAN NOT be undone: an email a	nd an internal ePEP message WILL be sent to the selected users when you save this PEP Meeting.	
DATE FOR MEETING No invitations will be sent if meeting date is left blank		
Date	28/11/2019	
Time	10.30	
LOCATION OF THE MEETING	Barlby High School	
What are the reasons for this meeting?	□ New Admission to Care	
	Review Process	
	Change of Care Placement	
	Change of School Placement	13:20

Click on Create PEP

This page will come up. Click on PEP

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Social Workers complete their section

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View PEP Details	Personal Information			
	The Personal Education Plan records and outcomes.	our commitments to ensuring y	young person in our care get the very best	possible education experience
\mathbf{T}	First name	Timmy		
Timmy Testchild (Year 7)	Family name	Testchild		
()	Name known at school			
A. Social Worker Section	Date of birth	10/10/2007		
Personal Information Care Information	Gender	● Male ○ Fe	emale 🔘 Not Known	
Previous School/Settings Key Contacts	Ethnicity	A1 - White - E	British	~
	Religion			
B. Designated Teacher Section	Legal Status	C1 - Interim C	Care order	~
Attendance				
General Overview of School/DT	1st Language			~
Attainment Levels and Progress				

My Council - Home 😰 My Tiles			
Personal Information	Gender	Male O Female O Not Known	
Care Information			
Previous School/Settings	Ethnicity	A1 - White - British	\checkmark
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Education Information	Legal Status	C1 - Interim Care order	\checkmark
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Social, Emotional and Mental Health	Unique Pupil Number	A12345678910	~
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Your School Assessments			
Your School Assessments Your Feelings About School			
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Social Workers will also need to complete appropriate sections at the PEP Meeting

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 !

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	Designated Teacher's Views		\bigcirc
	Designated Teacher's Views Overall Scaling	0	
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Don't forget the Scaling questions !

There is now a Parent/Foster Carer Section on ePEP

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Designated Teacher Section			
VID-19 summer term	Legal Status	C1 - Interim Care order	2
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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 !

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Preparation for next PEP

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

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

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INVITATIONS TO NEXT PEP MEETING From the list below, check the boxes for the people to invite for this PEP Meeting. Role/Relationship Contact number Invitation* U-Number First name Pamily name Role/Relationship Contact number Gend 3967 Pauline Cross Virtual School Team Gend 4092 Angela Mine Designated Teacher * 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	suncil - Home (My Tiles	ePEP Manager - Profession ×					
NVITATIONS 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 Send 3967 Pauline Cross Virtual School Team Image: Cross Virtual School Team Send 4002 Angela Mine Designated Teacher Image: Cross Virtual School Team * 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? Image: Cross Image: Cross <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>							
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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	Send	4092	Angela	Milne	Designated Teacher		
PENDING MEETING REQUEST	Name						1
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The Virtual School will then sign off the PEP

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(Year 7)	Next meeting time		
		E.g: HH:MM	
. Social Worker Section	Designated Teacher has not yet completed PEP	Mark completed	
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are information	Young Person has not yet completed	Mark completed	
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MART Targets			
e PEP Meeting			
ET Support Plan for SW & DT			
esignated Teacher Sign Off			

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

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School type:	Seco	ondary, Acade	my											
Date Added:	20/1	1/2019												
Date Entered Care	e: 01/1	1/2019												
Record Owner:	Paul	ine Cross												
Days in Care:	20 D	ays												
Core Social Work	er:													
Core Designated Teacher:	Ang	ela Milne												
Current Formal F	PEPs							Cor	npleted PEP	S				
Date Started	Target Date	Meeting Date	Year group	YP	sw	DT			Date Started	Completed Date	Last Meeting Date	Year group	RAG	
50 20/11/2019	10/02/2020	03/02/2020	Year 7	×	×	×	View PEP	47	20/11/2019	20/11/2019	28/11/2019	Year 7	Green	View
Rejected PEPs														
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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!