

Social Worker ePEP Flowchart

START HERE: Child arrives in care or in a new school/setting. Social worker to liaise with school and the Virtual School in order to arrange the first PEP meeting within 20 school days. The Virtual School will ensure an ePEP is set up.

Within 20 days...

First PEP Meeting Log on to the ePEP before the meeting (see PEP meeting guidance)

Convened by: Social Worker

Attended by:

- Designated Teacher
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff / Designated Teacher

Within 8 days...

Virtual School for Looked After Children and Care Leavers 0-25

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www.oxfordshire.gov.uk/virtualschool

If child changes school or leaves and re-enters care...

Subsequent PEP Meetings

Convened by: Designated Teacher

Attended by:

- Social worker
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff / Designated Teacher

The social worker should **update** the social care section of the ePEP before the meeting.

School has responsibility for updating and completing the ePEP

If the child remains in care the school continues to have responsibility for completing and updating the ePEP

ePEP signed off by DT and SW

When signed off by Virtual School, PEP documents should be sent to carers, and parents if appropriate

At children we care for reviews the Independent Reviewing Officer ensures

- 1) There is a PEP in statutory time lines
- 2) The school has made plans for

Max 6 months

Max 6 months...

ePEP signed off by DT and SW

When signed off by Virtual School, PEP documents should be sent to carers, and parents if appropriate

Within 8 days...

2nd PEP Meeting

Convened by: Designated Teacher

Attended by:

- Social worker
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff / Designated Teacher

The social worker should **update** the social care section of the ePEP before the meeting.

School has responsibility for updating and completing the ePEP