

## **PEP FLOW CHART**

**Child, young person becomes looked after  
Within 20 days a school place is obtained**

**I  
I  
I  
V**

**SW takes PEP file and meets with school, carers and child, with Health if necessary or advice from them to plan education. The first four pages are completed. Then the appropriate year page is started. Targets are set and date agreed for the next meeting.**

**I  
I  
I  
V**

**At least 2 weeks before the LAC review the PEP meeting with the same people reconvenes.**

**Celebrate the targets met from the last review.**

**Discuss issues and set new targets.**

**Set date for the next meeting**

**When a child becomes looked after the folder will be kept at school and schools will transfer the folders at transition phases.**

**If a child moves within an academic year the social worker is responsible for ensuring the PEP Folder is handed on to the next education provider, be it school or alternative curriculum.**

**Where schools have target setting days and parents evenings it is possible to do the PEP at that time providing the social worker, child and carer and anyone else involved is invited.**

**For Pre-school children the PEP should be kept with social worker who will then take it to school before the child starts school to ensure plans are made to make transition easy. The key people need to be invited to the planning are the carer, social worker, play-group or nursery teacher and the designated teacher of the school that the child will be moving on to.**

**A copy of the PEP should be sent to SW, IRO, carers and LAC Education Advisers**

## **Frequently asked Questions**

### **1) *This is a 47 page document I can't possibly fill all this in:***

The folder represents the child's education from 3-18. The actual amount to fill in each year after the initial sections is one double-sided page of A4. This page covers both PEP reviews in that year.

### **2) *Frontline workers in Education, Health and Social Services need training on PEPs.***

We will be offering training where it is requested.  
There will be a series of PEP workshops available in autumn across the County.  
The Local Area Offices will let you know when they are happening.

### **3) *What follow-up will there be? How will we know PEPs are working?***

LAC Education Advisers should be sent a copy of all PEPs. School Improvement Officers will be asking if PEPs have been completed.  
Educational Psychologists and Specialist Teachers will also ask to see the PEP when working with a LAC child.

The quality of PEPs will be monitored on a multi-agency basis.

### **4) *Who stores the folders?***

The folders will be kept in schools or Alternative Curriculum provision. Time should be made available for the child/young person to reflect on what they have achieved at least once a term.

Ultimately the folder belongs to the LAC.

### **5) *How can the PEP be personalised to suit all ages?***

The folder has open pockets so we encourage LAC to personalise them accordingly, by including photographs, certificates, pictures and examples of work they have done. It was not possible to use colour on pages, as many places do not have colour printers.

### ***6) This means even more meetings!***

The PEP should always have been carried out before LAC Reviews. This is part of the information that informs the full LAC Reviews.

Now the PEP is in concise format meetings should be faster.

If the child has a Statement of Special Needs the Annual Review should be carried out in the same meeting as a PEP review to ensure all relevant parties are involved and are working together consistently

### ***7) Will Other Local Authority Children (OLA) keep their folders?***

We have suggested in the guidelines that the folder should be recycled for children placed in Kent by other authorities.

However, in response to the concerns raised about this by schools, we are ordering enough folders for all LAC in Kent.

### ***8) How will folders be distributed?***

Schools will be given folders for each LAC.

LAC in alternative curriculum will have folders provided via their teachers.

Children on tuition will get their folder via their tutor.

Children newly looked after will get their folder via the social worker.

New OLA children can get their folder if designated teacher asks their Education LAC adviser.

The PEP and guidelines are being distributed to schools via the e Bulletin and can also be downloaded from ClusterWeb at the start of next term.

They are also available on Social Services shared drive.

### ***9) What if the child has more than two reviews because of changes or being newly looked after?***

Just photocopy or download pages needed.

If the folder gets very full because they have been looked after for a long time and it has many articles in the plastic pockets. Use another white folder and transfer the pages or sections needed.

### **10) *What if the boxes are not big enough?***

Remember to write with bullet points not prose.

If you download and save the PEP, the boxes can be expanded.

If the information is already documented elsewhere just photocopy it.

It is flexible just attach another page if necessary.

### **11) *Who needs copies?***

The Social Worker, copy for the folder, Carer and LAC Education Adviser

### **12) *What about confidentiality?***

No different from the old one it needs to be stored securely, as it is part of the child's record. However it does have to be accessible to the professionals working with the child.

### **13) *Why can't the folder be kept with carers?***

At this stage we have agreed to the folder being kept in school. This will be kept under review.

This decision was taken as school will be continually adding to the record as the LAC chooses to keep a record of events, work etc that they are proud of.

### **14) *Who is responsible for the folder when the child moves?***

The social worker is responsible, the folder should be forwarded onto new school or education placement.

If the child is to be adopted the social worker will remove some of the information, but the record of achievement will be given to the child and their adoptive parents.