



Designated Teacher User Guide for ePEP Online

Glossary of abbreviations

- CIC – Child in Care (this includes Year 13 care leavers)
- ePEP – Electronic Personal Education Plan
- DP – Designated Person
- DT – Designated Teacher
- SW – Social Worker
- VS – Virtual School
- LAC – Looked After Children

Overview

The ePEP system has been provided to assist education settings, children's social care professionals, carers and others responsible for their education to support CIC to make good progress in education and training. In addition the system provides a mechanism to gather important information and to assist all those involved to meet their statutory duties.

<i>Responsibilities</i>	3
<i>ePEP Mandatory Fields</i>	3
<i>The PEP Process</i>	4
<i>Logging in to ePEP</i>	5
<i>ePEP Home Page</i>	6
<i>Child's Profile Page</i>	7
<i>PEP Document</i>	9
<i>Young Persons View Section C</i>	11
<i>Target Setting</i>	14
<i>PEP Meeting</i>	17
<i>Early Years PEP</i>	18
<i>Post 16 PEP</i>	18

Responsibilities

As the personal education plan (PEP) is part of a child or young person's care plan, it is a social worker's responsibility to ensure that there is a PEP in place and review meetings occur. If the child or young person is in education or training, organising the meeting must be in collaboration with the education or training provider and the designated teacher (DT) or designated person (DP) within that provider.

An initial PEP meeting should be initiated within 10 days of a child entering care and **must** be held before the first statutory review, which takes place within 28 days of a child or young person being received in to care irrespective of, whether a child or young person is in education or training.

If a child or young person is not in education or training, please seek advice from the Virtual School (VS) before the PEP meeting.

A PEP meeting should be held to review the PEP three times a year, once every academic term (autumn, spring, summer), and if a child or young person in statutory education (reception to year 11) changes education provision.

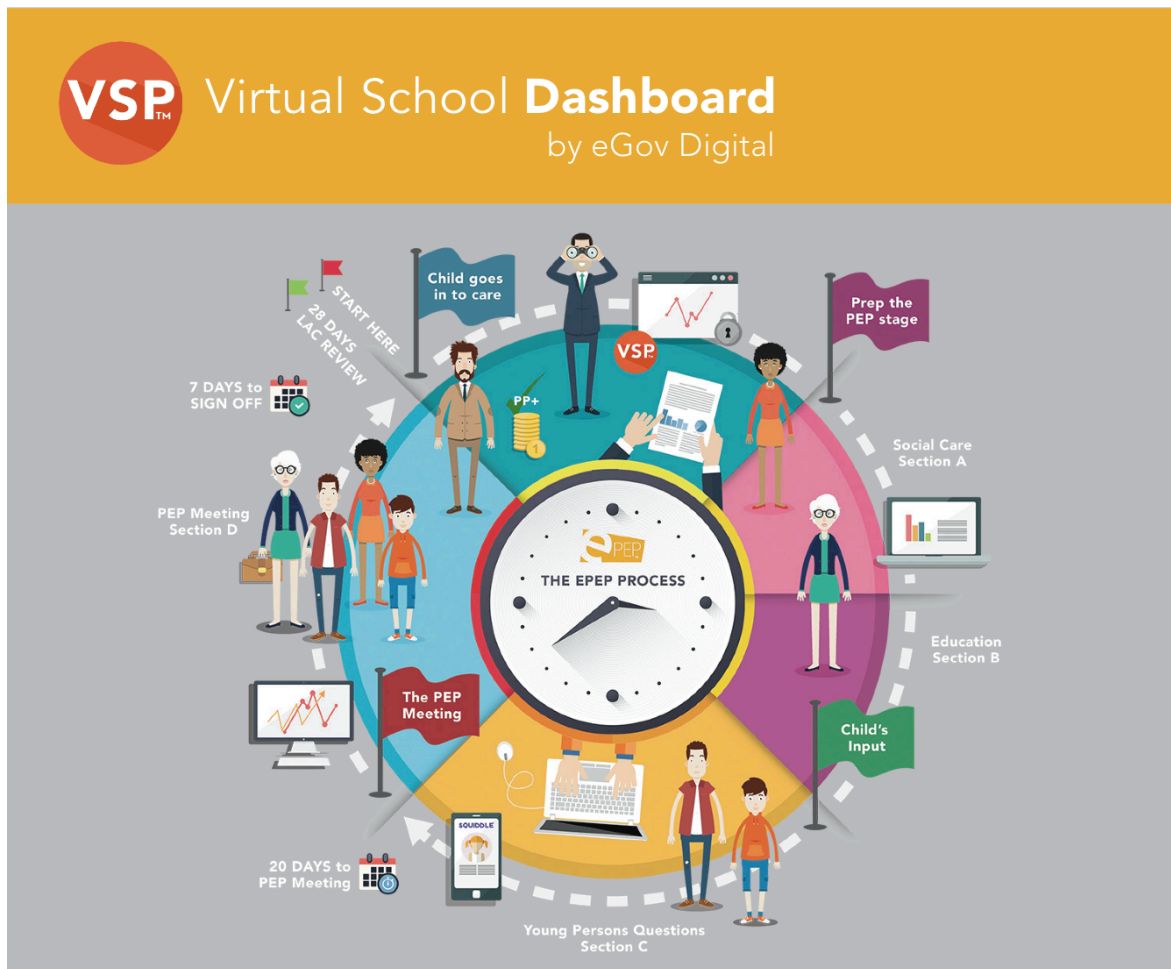
ePEP Mandatory Fields

The VS will have set a number of mandatory fields within the PEP document. This means that these questions must be answered in order for you to sign off your section. If you try to save a page without answering a mandatory question, the system will prompt you to answer this first.

On the PEP Sign Off page, when you press Mark Complete for your section, you will be notified of any outstanding mandatory questions. Please ensure that these are answered, as your PEP will not be signed off otherwise.

The PEP Process

The PEP Process is shown in the diagram below and is broken down into the following sections:



1. A child comes into care and the child's Core Data is added onto the ePEP system.
2. The SW should log into the ePEP system and initiate the PEP for the new LAC. This will send out invites to the attached professionals.
3. The SW completes their Section A of the PEP
4. The DT completes the education information in Section B of the PEP.
5. The Young Person enters their views into Section C
6. The PEP Meeting takes place and the PEP Meeting page within Section B is completed
7. The SW will mark their section as complete
8. The DT will mark their section and the YP section as complete

9. The PEP should be completed and submitted to the VS within 7 days of the PEP Meeting date.
10. LAC review then takes place within 28 days of the child coming into care

Logging in to ePEP

First of all you need to go to **epeponline.com** on your Web Browser. You must then enter your **email address** and **password** in the relevant boxes on the screen.

ePEP Passport

Registered Email

Password

[Login](#)

[No account? Sign up.](#) [Forgotten Your Email?](#) [Forgotten Your Password?](#)

If you are having problems with logging in or accessing this page, please contact our ePEP Support Desk on 0345 220 0132

If you have forgotten your email address or password then you can use the links provided on the Log In Screen. If you are still having problems accessing the system you will find a Support Contact Number. This is **0345 220 0132**.

ePEP Home Page

When you have successfully logged into the system, you will be taken to your Home Page. At the top of the Home Page you will find your navigation bar. You can use this to navigate around the ePEP system.

If you are a user that has a number of Looked After Children from different authorities that are using the ePEP system then you will see all of your children listed on your Home Page.

Actions

Your ePEP Learners from Dudley MBC

Username	Forename	Surname	Actions
U3547	Test	Eychild	View

Date started	Target date	Meeting date	Year group	View	PEP
21/06/2018	21/02/2018	14/02/2018	Age 3-4	View	PEP

Your ePEP Learners from Birmingham Council

Username	Forename	Surname	Actions
U5297	Test	Child	View

Date started	Target date	Meeting date	Year group	View	PEP
20/06/2018	18/07/2018	20/06/2018	Year 13	View	PEP

Clicking on the 'View' button will take you to that child's Profile Page. Clicking on the 'PEP' button will take you directly into the PEP document.

Child's Profile Page

The first things you will see are the **Key Indicators** at the top of the page. This shows you basic information about the child in an easy to read format. If you click on the **Pupil Premium Spend** tab this will show you a running target of Pupil Premium that has been approved by the VS for that child.

Key indicators				
Last PEP Date	Next PEP Due	Year Group	Premium Spent	Target Tracker
	30/10/2015	Year 7	GBP 0	View

Underneath the Key Indicators you will find the child's **Core Data Information** and also a list of users who have access to that child's record.

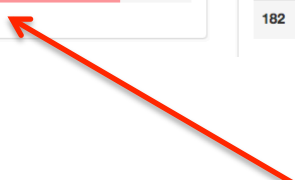
About James (U1015)	
Full Name:	James Locke
Date of Birth:	14/03/2003
UPN Number:	UPN12345678
School:	St Michaels
School type:	Academy
Date Added:	29/10/2015
Date Entered Care:	02/10/2015
Record Owner:	Amanda Administrator
Days in Care:	29 Days

Users with access to this record Add			
	Name	Role	Action
1008	eGov Digital	Administrator	Delete
1010	Sarah Social	Social Worker	Delete
1011	Tracy Teacher	Designated Teacher	Delete
1012	Callum Carer	Carer	Delete
1013	Ian Iro	Independent Reviewing Officer	Delete
1014	Amanda Administrator	Administrator	Delete

Some of your children will have PEP's already created. If there is nothing listed under **Current Formal PEPs** then please contact your VS. You will see a box for Current and Completed PEPs. To access the PEP form, please click the '**PEP**' button.

Current Formal PEPs						
	Date Started	Target Date	Current Meeting Date	Year group	SW Sign off Progress	DT Sign off Progress
1660	19/06/2018	21/06/2018	14/06/2018	Year 13	No	No

Completed PEPs						
	Date Started	Completed Date	Last Meeting Date	Year group	RAG	
1029	11/12/2017	19/06/2018	21/03/2018	Year 12	Good	View PEP
209	13/03/2017	13/07/2017	14/06/2017	Year 7	Good	View PEP
182	07/03/2017	13/03/2017	14/03/2017	Year 4	Good	View PEP



You will notice that there are some indicators next to the Current PEP. These indicators show who has/hasn't completed their PEP section. The example above shows that both the DT and SW have not completed. Once complete, these boxes will change to green.

After the PEPs, you have space to add **User Notes**. You may write here anything you feel is relevant to the child's information. The notes can be added through the **Actions** table. In the Actions table, you can also upload photographs or documents and also view Key Stage Results.

There is also a visual representation of the child's attendance record, which shows you their current attendance percentage, and a graph of all attendance entries.

Actions

- Photo Album
- Documents (0)
- Key Stage Results

- View User's Activity Log
- Edit User Notes
- Change Record Owner

PEP Document

When looking at the PEP document you will notice that it is split into four sections. These are:

- A. Social Worker Section
- B. Designated Teacher Section
- C. Young Persons Views
- D. Final PEP Sign Off

It is the responsibility of each user to complete as much of their section as possible **prior** to the PEP meeting. As a Designated Teacher, you are responsible for completing **Section B** of the PEP and should also supervise the child to help them complete their Section C.

Both the Targets and PEP Meeting Page are under Section B as it should be the **Designated Teacher who chairs the PEP Meeting**. We also recommend that Targets are entered by the DT prior to the meeting but then discussed and agreed by all of those who attend the PEP.

- **A. Social Worker Section**
 - Personal Information
 - Care Information
 - Education Information
 - Key Contacts
 - Social Worker Sign Off

Social Worker to complete
- **B. Designated Teacher Section**
 - Previous School/Settings
 - Attendance
 - Attainment Levels and Progress
 - SEN Status
 - SEND
 - Social, Emotional and Mental Health
 - Transitions
 - Part Time Timetables And Alt. Education Arrangements
 - Exclusions
 - Extra Support
 - 14-19+ Plan for Education, Employment and Training
 - SMART Targets
 - The PEP Meeting
 - Designated Teacher Sign Off

Designated Teacher to complete
- **C: Young Persons View**
 - Your School Assessments
 - Your Feelings About School
 - Your Feelings About Learning
 - Your Relationship With Your Teachers
 - Your Talents and Interests
 - Your Future Aspirations And Needs

Young Persons Views

Virtual School QA and Sign Off
- **D. Final PEP Sign Off**
 - Quality Assurance
 - PEP-Sign Off

The PEP may vary slightly between Key Stages, as not all pages are relevant to each Key Stage. However, the layout of the PEP always remains the same.

Once your section has been completed and the PEP meeting has taken place, we ask that you go to the **Designated Teacher Sign Off Page** at the bottom of Section B. Please click the Mark Complete buttons next to the Designated Teacher and Young Person. It is very important that this is completed, as this is how the VS are notified that you have completed the PEP and it is ready to be signed off.

PEP Sign Off

Social Worker has not yet completed PEP	Mark completed
Next meeting date	<input type="text"/>
Next meeting time	<input type="text"/>
	E.g: HH:MM
Designated Teacher has not yet completed PEP	Mark completed
Young Person has not yet completed PEP	Mark completed

Once the VS have signed off the PEP you will be notified via email and the ePEP system that this has been actioned. You will also receive comments from the VS and be able to view the RAG rating of the PEP. The next PEP will automatically be generated and you can start filling that information in whenever you are ready.

Young Persons View Section C

There are a number of ways in which Section C can be completed. You can:


- Type directly into **Section C** of the PEP
- Use the **interactive section** which pulls the answers through into Section C
- Use the **SEN widget symbols**

If you would like to use the interactive or SEN option then please follow the instructions below.

- When you are on the PEP form you will see a blue box in the top left called **View PEP Details**. Please click this button
- You will then be taken to the PEP details page. On the right hand side you will see a box called Young Persons Modules. In there you will see either a KS 1 & 2 option or a KS 3 & 4 depending on the age of the child. Please click the button and a new tab will open

Young Person's Modules

When adding your answers, please refrain from using symbols or special characters such as : or + as this will result in the answers not being saved properly.



Key Stage 3 & 4

- You will then see the interactive section. Please navigate through using the tabs on the left. All answers will save automatically and pull through into Section C of the PEP

Key Stage 1 and 2 Layout

exit

Your Feelings About School

What do you like about school?

My friends

ePEP
electronic personal education plan

- map
- open arcade
- next page
- previous page
- go to..

Key Stage 3 and 4 Layout

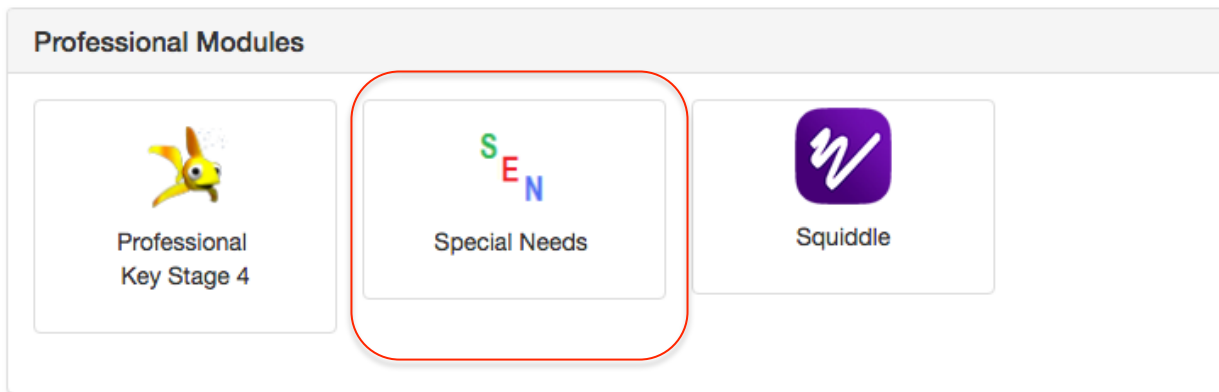
Your School Assessments

What achievements or certificates have I received this academic year?

ePEP
electronic personal education plan

- map
- game
- next page
- previous page
- go to..

- If you would like to use the SEN widgets then you will see a box called **Professional Modules**. In this box you will see a SEN button. Please click this and the widget symbols will open for you.



Are you happy in school?

Are you happy in school?

Liked a lot OK Did not like

What do you like doing in school?

What do you like doing in school?

Reading / writing Liked a lot OK Did not like

Numbers / shapes Liked a lot OK Did not like

- Please ensure you save the answers by scrolling to the bottom of the page and clicking **save**. You can also print this page to a PDF if needed

Target Setting and Pupil Premium

This section is essential to monitoring and improving the child's achievement at school. It is good practice to fill this section in before the PEP Meeting if you are aware of any targets that are going to be discussed. As you are about to learn, creating targets can be time consuming. Of course, new targets may be discussed at the PEP that needs to be added there and then.

There are 3 sections on the targets page:

Current Targets

Achieved Targets

Not Achieved Targets

When you want to add a new target, please click '**Add Smart Target**' which is the blue button on the right. A new window will appear titled Create a Target. The area of focus for the target is selected first.

You must then describe the target. Put as much information as you can into this section, as the virtual school will read this when looking at your funding request. If the target is a SMART target, describe that here also.

Select the key contacts that will be responsible for helping the child to achieve this target. Not everyone has to be included. Whoever has been selected to help the child will receive a message on their homepage.

You can describe the intervention in the most appropriate way for the target. The second section is Improvements Expected.

You will then need to comment further on how the target will benefit the child. List the relevant area for improvement, the child's current level and expected level after the target has been achieved.

Create a New SMART Target

Area of focus

What is the SMART target?

To be reviewed by

If any comments are needed

Current situation

Improvement expected

Intervention type

Actions

Who is responsible for supporting the young person to achieve this SMART target? Stephanie Taylor (Administrator)

FUNDING

No Funding One Off Funding

ON-GOING REVIEW OF TARGET

This can be completed at any time and will alert PEP reviewers to issues **within the target**. Achieved Not Achieved In Progress / Current

Any further comments

You must then choose whether the target will require funding or not. For any target where funding has been requested, you must fully describe how this will benefit the child, and justify the cost that has been put forward. The general source of funding will be Pupil Premium. If you wish to request additional funding, you can do this in the second section, where a secondary funding source must be selected (if available). If you do not require additional funding on top of Pupil Premium, leave this section blank.

At the end of the page there is a 'Save Target' button. If funding has been requested, there will be a second button, 'Submit Funding Request'. Clicking 'Save Target' will save your target onto the target board, but it will not request funding. In order to submit your funding request you must select '**Submit Funding Request**'.



Your target will then be saved onto the target screen in the correct area. Once funding has been approved by the virtual school you will be notified and the Pupil Premium spend will appear in the child's overview page.

Please ensure that you are reviewing any targets at the next PEP meeting and marking them as Achieved or Not Achieved where they will then move into the relevant section.

PEP Meeting

PEP documents and PEP meetings are strongest when all concerned work in collaboration to support the child or young person and their educational progress. It is vital that a child or young person understands the purpose of the meeting and is as involved as they are able to be and that their voice is heard and appropriately acted upon. Plans are more effective when a child or young person is fully engaged in them. There is a clear link between lack of appropriate engagement of children and young people in their plans and disengagement from education. **The VS is monitoring the attendance of children and young people at PEPs and whether their views have shaped and influenced their education plan.**

Arranging the next PEP should be done as part of the PEP meeting. PEPs cannot be signed off unless a date for the next meeting has been added. The date of a PEP meeting can be changed on a current ePEP at any time by going to the current PEP meeting page and selecting the blue “HERE” button contained in the sentence “Click HERE to reschedule the CURRENT PEP Meeting”. As not all involved parties have access to the ePEP system, internal notifications via the ePEP system should not be relied upon to send invites to a PEP meeting. Social workers should ensure that those they wish to attend are sent an email invitation.

Name of person completing this form

I hereby confirm that this PEP meeting has taken place.

Confirmation of PEP Meeting

Whoever records the PEP meeting on ePEP should ensure that they identify themselves in the box provided and press the light blue coloured button titled “Please Click here to confirm the PEP meeting has occurred”. This allows tracking of completed PEP meetings irrespective of the final PEP sign off and quality assurance by the VS.

Early Years PEP

If you are a DT for an Early Years child then you will notice some differences between the PEP forms. You access the PEP in the same way by clicking the PEP button. The layout remains the same so please complete your Section. The layout of the EY PEP can be seen here.

You will notice that for EY PEPs there isn't a Section C. We use the same format as the SEN symbols to capture EY children's views. You will find instructions on how to access this on pages 9 and 10.

- **A. Social Worker Section**
 - Personal Information
 - Care Information
 - Education Information
 - Social Worker Sign Off
- **B. Designated Teacher Section**
 - Academic Achievements
 - Previous School/Settings
 - Attendance
 - SEN Status
 - SEND
 - Social, Emotional and Mental Health
 - Transitions
 - Part Time Timetables And Alt. Education Arrangements
 - Exclusions
 - SMART Targets
 - The PEP Meeting
 - Designated Teacher Sign Off
- **D. Final PEP Sign Off**
 - Quality Assurance
 - PEP-Sign Off

Post 16 PEP

We also have a Post 16 PEP for Looked After Children. Again, there are some differences as not all of the pages apply for Post 16 children.

There is a Section C for the Young Persons Views to be entered here.

Please ensure that you Mark Complete for your section and the Young Person section once the PEP has been completed.

- **A. Social Worker Section**
 - Personal Information
 - Care Information
 - Education Information
 - Key Contacts
 - Social Worker Sign Off
- **B. Designated Teacher Section**
 - 14-19+ Plan for Education, Employment and Training
 - Attainment Levels and Progress
 - Social, Emotional and Mental Health
 - SMART Targets
 - The PEP Meeting
 - Designated Teacher Sign Off
- **B: YPs view on Learning**
 - Your Future Aspirations And Needs
- **D. Final PEP Sign Off**
 - PEP-Sign Off