# Social Worker 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.

## *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.

### *The PEP Process*

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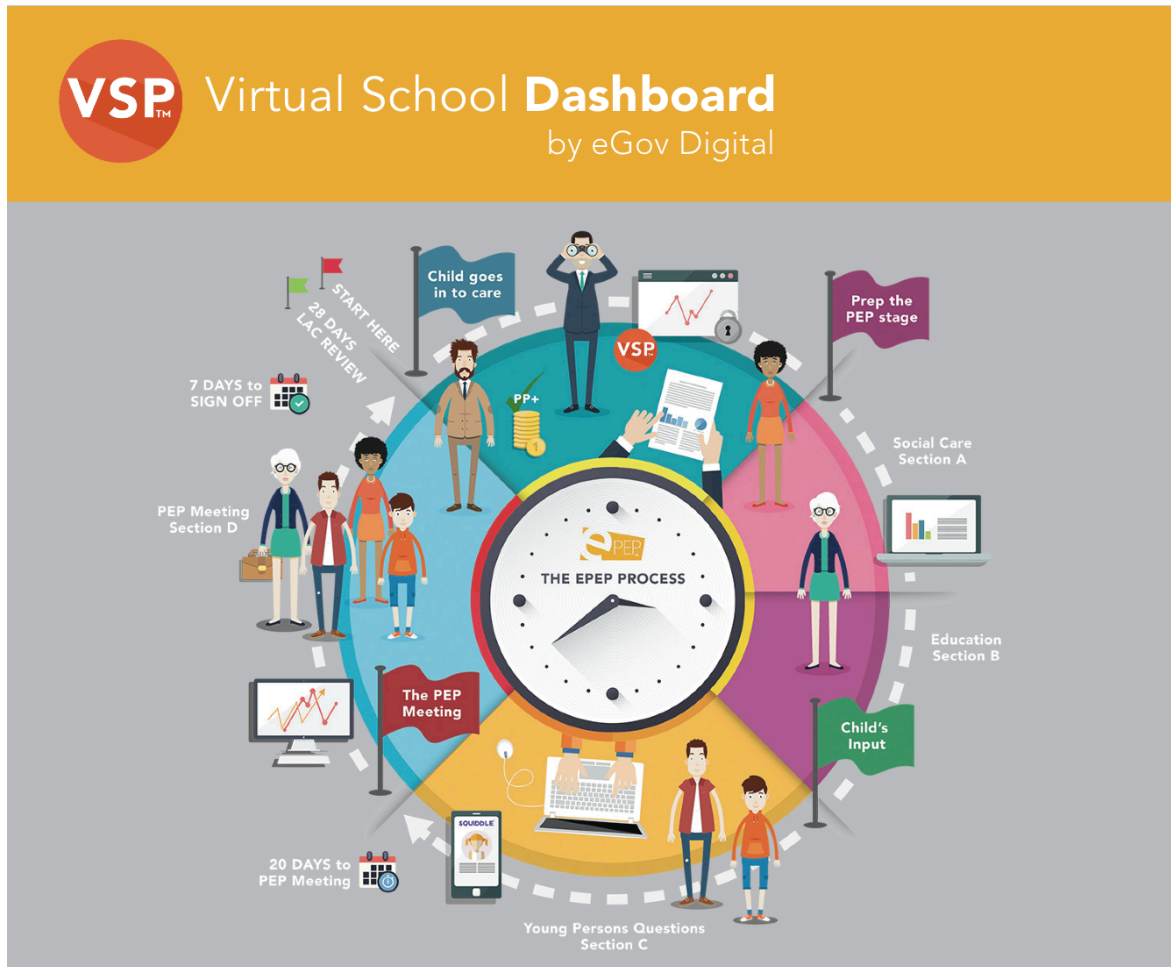


1. A child comes into care and the child's Core Data is added onto the ePEP system.
2. The SW should log into the ePEP system and initiate the PEP for the new LAC. This will send out invites to the attached professionals.
3. The SW completes their Section A of the PEP
4. The DT completes the education 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.



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.***



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.



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.



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.

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## 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 | View PEP |

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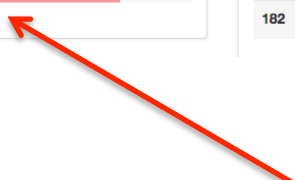
You will notice that there are some indicators next to the Current PEP. These indicators show who has/hasn't completed their PEP section. The example above shows that both the DT and SW have not completed. Once complete, these boxes will change to green.

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

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## *Creating a PEP*

If a child does not have a PEP on the system then it is the responsibility of the Social Worker to set this up. In order to create a PEP, please go to the Current Formal PEP box on the child's Profile Page. You will see an **'Add'** button.

The child's key Stage and Year Group will be automatically populated. The date initiated will default to the date the PEP is being created. The target date for completion will automatically adjust to 7 days after the PEP Meeting date.

**Create a PEP**

| | |
|---|---|
| Question Group | Key Stage 3 |
| Date initiated | 09/10/2015 |
| Target date for completion: **One week after the PEP Meeting** | 06/11/2015 |
| Year Group | Year 7 |

Further down the page you can add the details of the PEP Meeting.

**Date and Time** for the meeting are **mandatory**.

Adding a location is good information for your invitees to have. It can just be the name of the school, of something more detailed.

**DATE FOR MEETING**

No invitations will be sent if meeting date is left blank

| | |
|---|---|
| Date | 30/10/2015 |
| Time | 11:00 |
| LOCATION OF THE MEETING | St Michaels |

What are the reasons for this meeting?

- ☐ New Admission to Care
- ☑ Review Process
- ☐ Change of Care Placement
- ☐ Change of School Placement

Any other reasons:

Select the correct reason for the meeting. If one is not listed, write a reason in the text box below.

Invitations need to be sent to all the users who are required to attend the PEP Meeting. It is also useful to have a Name and Number for the person who is initiating the PEP Meeting. Your invitees will then be able to contact you directly if they have any problems attending

## SENDING INVITATIONS FOR THE PEP MEETING

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

If your name is not in the list below, make sure you are granted access to this YP

| | User id | Name | Role |
|---|---------|------|------|
| ☐ | 1008 | eGov Digital | Administrator |
| ☑ | 1010 | Sarah Social | Social Worker |
| ☑ | 1011 | Tracy Teacher | Designated Teacher |
| ☑ | 1012 | Callum Carer | Carer |
| ☑ | 1013 | Ian Iro | Independent Reviewing Officer |
| ☑ | 1014 | Amanda Administrator | Administrator |

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

| Name | Sarah Social |
|------|--------------|
| Number | 07795 968512 |

If you are happy that all of the details are correct, click 'Create PEP'! You will be taken to the child's overview screen where you will see a green 'Successful!' bar.

### *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 Social Worker, you are responsible for completing **Section A** of the PEP.

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

### Early Years PEP

If you are a SW 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 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

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*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

Pearls ●●●

### Your Feelings About School

**?** What do you like about school?

My friends

map
open arcade
next page
previous page
go to..

ePEP
electronic personal education plan

## Key Stage 3 and 4 Layout



X

### Your School Assessments

**?** What achievements or certificates have I received this academic year?

map
game
next page
previous page
go to..

ePEP
electronic personal education plan

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- 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.



**Professional Modules**

Professional Key Stage 4 | Special Needs | Squiddle
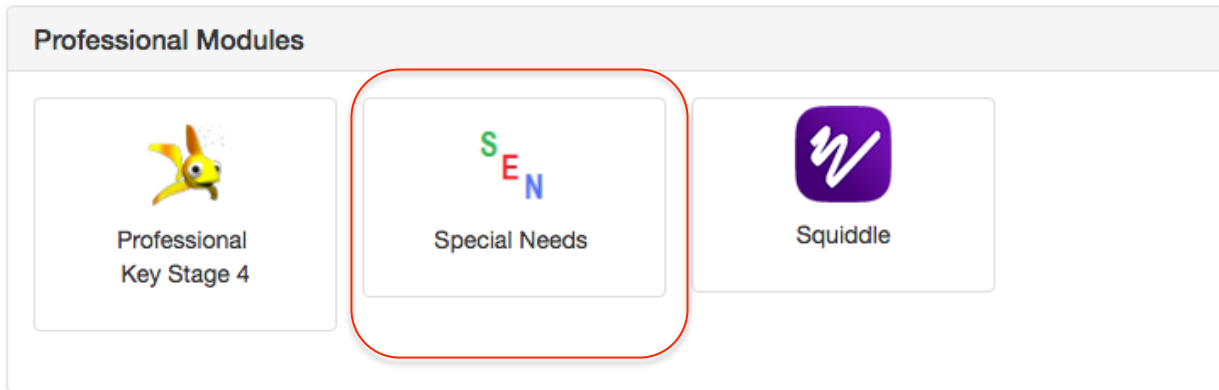


**Are you happy in school?**

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

*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.*

### 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.

### PEP Sign Off

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.



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.

## *PEP Quality Assurance*

Once the PEP has been submitted, the VS will then QA the PEP, give it a RAG rating and Sign Off the PEP.
You will have access to view the QA page to see the scoring from the VS. The layout of the QA page is shown below.

| Quality Assurance | | | | | |
|---|---|---|---|---|---|
| Overall Rating | Select | | | | |

**Personal Education Plan**

| | Outstanding | Good | Requires Improvement | Inadequate | Not Applicable |
|---|---|---|---|---|---|
| **Education Experiences** | ○ | ○ | ○ | ○ | ○ |
| **Literacy Progress** | ○ | ○ | ○ | ○ | ○ |
| **Literacy Attainment** | ○ | ○ | ○ | ○ | ○ |
| **Mathematics Progress** | ○ | ○ | ○ | ○ | ○ |
| **Mathematics Attainment** | ○ | ○ | ○ | ○ | ○ |
| **Review Process** | ○ | ○ | ○ | ○ | ○ |
| **Target Setting** | ○ | ○ | ○ | ○ | ○ |
| **Use of Pupil Premium Plus Funding** | ○ | ○ | ○ | ○ | ○ |
| **Off-Site Provision** | ○ | ○ | ○ | ○ | ○ |
| **Transition** | ○ | ○ | ○ | ○ | ○ |

Please click here to see the descriptors for the above sections

Young person has participated in the process with evidence of views, wishes and feelings recorded and considered    ○ Yes  ○ No

Further Comments and Observations

The four RAG ratings are:
- Outstanding
- Good
- Requires Improvement
- Inadequate

The RAG will be chosen by the VS based on the quality of the PEP. If you click on the blue link where it says click 'here', you can view the descriptors used by the VS to QA the PEP so this will give you some insight into what they are looking for within the document.