

The PEP process for Suffolk Children in Care

The ePEP document

The PEP document (ePEP) is the responsibility of the school. Suffolk social workers do not have a login to the Welfare Call ePEP. (A PDF copy of the completed PEP is uploaded onto an internal SCC drive for the child's social worker at the end of each term.)

The ePEP records everything the school puts in place each term to enable the child to make progress. It is designed to be 'living, evolving, comprehensive' document (DfE, 2014) which is added to and updated throughout the term.

The targets for each term should be set at the **beginning of term**, with provision put in place to support the child to achieve these targets.

We set the same ePEP deadline for all children which is usually two weeks before the end of term. (Completion of the ePEP is not dependent on a PEP meeting; the two dates are entirely separate.)

Actions from the PEP meeting should be recorded in the ePEP and reviewed in the next PEP meeting.



What links the ePEP and the PEP meeting is the child and their voice. The child's needs and views should be at the heart of all discussion and planning.

The PEP meeting

The PEP meeting is the responsibility of the social worker. There should be at least two PEP meetings in the year, ideally at the mid-point between each CiC Review which are usually held every six months.

There can be a range of meetings linked to the PEP document but what we refer to as the person-centred PEP meeting should involve the child. Typically, the meeting will take place in school and involve the child, their carer, someone from the school and their social worker (and parent if appropriate). The expectation is that this meeting is arranged and led by the social worker.

PEP meeting notes should be shared by the social worker with the school and the child's carer and/or parent if appropriate.

The child's targets and information about their education provision and progress should form part of the discussion at the PEP meeting.

There is no set template for the PEP meeting but examples are available via the Virtual School webpages.