The Post-16 PEP process for Suffolk Children in Care

The Post-16 PEP document

The Post-16 PEP meeting

The PEP document is the responsibility of the Post-16 Provider. Completion of the PEP document is not dependent on a PEP meeting.

The PEP document records everything the Post-16 Provider puts in place each term to enable the young person 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 young person to achieve these targets.

We set the same PEP deadline for all children/young people which is usually two weeks before the end of term.

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

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

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 the PEP document but what we refer to as the person-centred PEP meeting should involve the young person. Typically, the meeting will take place in their Post-16 provision and involve the young person, their carer, someone from the Post-16 provider 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 post 16 provider and the young person's carer and/or parent if appropriate.

The young person'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.

Suffolk County Council

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