

## The Shropshire PEP process for Key Stage 5: Guidance for Practitioners

Thank you for supporting each one of our young people to have a good quality termly PEP as an integral part of their Care Plan.

### PEP for New into Care - or young person is new starter at a Provider.

The SW arranges PEP date & invitations so meeting takes place within 20 working days of entering care or of starting the new provision (10 days in an emergency). VS Link delegates PEP form to the DMS & SW in advance of meeting and plans to attend.

### Review PEP

The date was set at the previous meeting. SW checks if any extra people need to have an invitation. VS Link provides advice & will prioritise attendance at the meeting where additional support is needed.

### Before the Meeting

### The DMS will prepare for the meeting, including the following:

- Support the young person to answer their questions.
- Ensure information such as attendance, attainment data is prepared & ready for the meeting.
- Discuss / review targets with tutors / pastoral practitioners ready for the meeting.

(If the young person is not in education or training the VS Link prepares the PEP & the yp questions)

### The SW will:

- Ensure that all parties are invited to the meeting (including a Teams link where needed)
- If interpreter is needed, arrange this & provide Teams link & booking ref number to agency in title.

The DMS Chairs the meeting & ensures that there is a high-quality discussion of the young person's Care Plan, their needs, development, progress and views. The DMS ensures the Meeting Summary gives a robust picture of discussions and actions. The yp is encouraged to participate but may want support to have their views and wishes shared. (If the young person is not in education or training then the VS Link chairs and completes the PEP)

### During the Meeting

All the adults supporting the young person ensure the PEP is a productive meeting for them.

The next PEP meeting date is arranged and added in the box on Meeting Summary page.

The DMS uses the Quality Checklist to ensure the PEP is completed to a 'Good' standard within **10 working days** of the meeting. The SW will send out invites / 'TEAMS' links for the next PEP.

### After the Meeting

The VS quality assure the PEP against the Quality Checklist. If the PEP is 'Needing Development' the VS will re-assign the Form to SW/DMS so the improvements can be made swiftly and re-submitted as 'Good Quality' within 2 working weeks.

It is the responsibility of the DMS to share a copy of the PEP with the young person. It is the responsibility of the SW to share a copy with parent/carers. The PEP is kept secure on the Council LCS system in Forms.

*DMS is Designated Member of Staff at the Provider / SW is Social Worker / VS is Virtual School / YP is young person.*

If you have any questions about the Shropshire PEPs please contact [virtualschool@shropshire.gov.uk](mailto:virtualschool@shropshire.gov.uk)