

ePEP Quick Guide for Designated Teachers



Login

1. Go to eGOV.UK.COM
2. Click on **Login to ePEP Single Sign-on**
3. You will be taken to the ePEP Single Sign-On Page
4. Click on the green **'First time registration'** button at the bottom of the screen
5. Enter your details as requested on the screen
6. Click on register
7. A validation email will be sent to you from the ePEP Online system. Please validate your details by clicking on the link in the email and entering your email address and
boxes at the top of the screen
8. Confirm that you agree that by logging into the system you accept that you:
are the user of the system
have permission to access the SSO ePEP Service
accept the acceptable use policy
accept the conditions of the service
accept the use of cookies on this site
9. Click on **Register**
10. Click on **Login**
11. Enter the selected characters from your memorable word as requested
12. Click on **Login**

ePEP Support Desk telephone number: 0333 772 0944

Responsibility

The PEP is the joint responsibility of the Local Authority and education settings.

The Social Workers (SW) statutory duty is to initiate a PEP as part of the care plan; and they should develop and review the PEP with other relevant professionals. Social Workers should be present at PEP meetings.

The Designated Teacher's (DT) statutory duty is to develop the PEP, make sure targets and actions are effective and lead on this as required within school. Other relevant staff should contribute. Designated Teachers should lead PEP meetings once the Social Worker has initiated it.

The Virtual School statutory duty is to ensure there is an up to date high quality PEP in place for all children in care. They should ensure the PEP is focussed on educational outcomes. The Virtual School work with the SW and DT to facilitate PEP completion and review targets and actions.

DfE Stat. Guidance '*Promoting the Educational Achievement of Looked After and Previously Looked After Children*' pp. 24-26 (2014) and pp.15-19 (2018)

For a PEP to be compliant with statutory guidance it must:

- Be initiated within 10 working days of the child or young person first coming into care. It should be available for the first statutory review of the care plan (20 work19 (2018)i20.1 (r)-1m Tc 0 Tw 20 Fom()TjEM/T pcmh9.9

Before the PEP Meeting

- Once you have agreed a date and time for the initial PEP meeting with the child's social worker you will need to notify the allocated Virtual School Worker so that the PEP can be set up on the system

It is the responsibility of the DT before the PEP meeting to support the child to complete their module:

- On your Home Page click the **View** button next to the child's name to see the child's overview page.
- Click on the **Young Person's Module** to access the child's illustrated question bank. Please support the child to complete this. Use the SEN/Optional Child's View Questions if appropriate.

You should also enter the child's educational progress information before the next PEP meeting:

- On your Home Page click the **PEP** button next to the child's name.
- Complete all relevant questions in **Section B**. You can move between sections by clicking on the headings in blue on the left-hand side. Always click the **Save** button at the bottom of each page before moving onto another section. It does **not** save automatically.
- Set draft targets in section D by clicking on **Targets** on the left-hand side and then on the blue **ADD SMART TARGETS** button.

- **SAVE** the target(sbe bbe1A1.0 14.033 0 (.d())Tj0.002 0011 Tw47.228 0 TdN)oG12.2 (8)-3.3 (o)-3.6 (n)5.osnle tirgs

At The PEP Meeting

Role of Birmingham Virtual School (BVS) Advisor:

- Will support with any queries with the set-up of the of the PEP Meeting
- Will support and advise on the completion of the ePEP Pages prior to the meeting if required
- Will attend the PEP meeting to support and facilitate with the PEP in complex situations. The BVS Worker does not attend all PEP Meetings
- If in attendance at the PEP meeting, the BVS Worker will offer advice and guidance and will support with facilitating the meeting

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