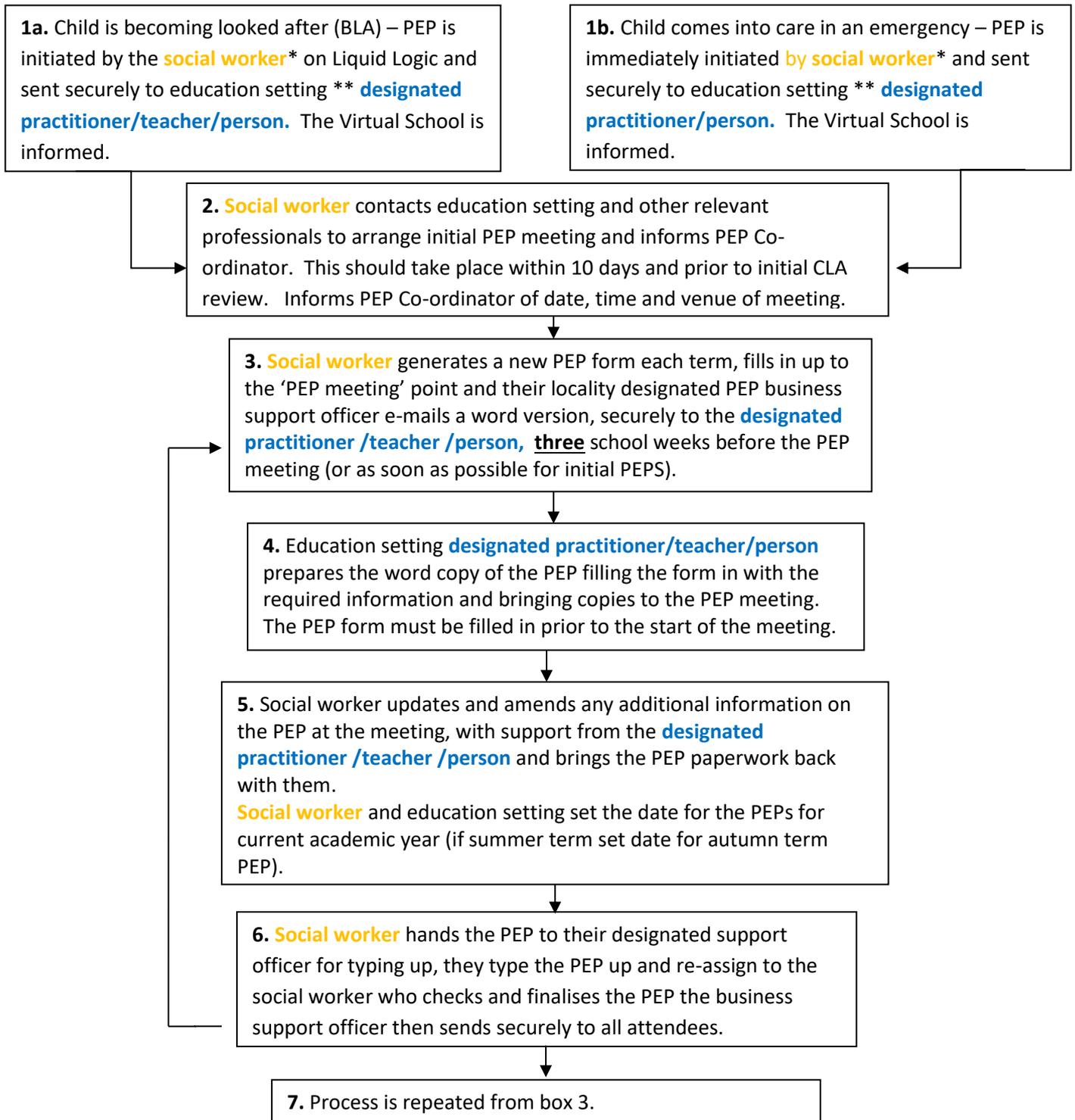


## PEP Process Flow Chart



- \* For 16+ it will be the Leaving Care Worker/PA if 18+
- \*\* For young children not yet in an Early Years setting the PEP should be sent to the Health Visitor and foster carers (and parents if appropriate) so they can prepare the information needed for the meeting. Social worker prepares any information they may hold about the child's development. The above process is followed but without education setting input.
- When The Virtual School identify the need to quality assure a PEP, the PEP co-ordinator will contact the relevant social worker to arrange to attend the next PEP meeting.
- When a social worker has any concerns about the quality of a PEP they should raise this through the relevant locality education adviser.
- When the PEP process has been followed and evidence can be shown that there is a specific issue then this can be escalated to the locality PEP Co-ordinator to follow up.