

### **PEP Completion Flow Chart**

**SOCIAL WORKER** initiates PEP process by arranging a date for the PEP meeting and ensure all relevant parties are invited. Invites to be sent to relevant PEP Coordinator/Lead. **ALL PEP DATES NEED TO BE RECORDED ON WELFARE CALL**

**SCHOOL** starts the PEP document on Welfare Call– support from PEP Coordinators is available where needed. NB: PEPs need to be signed off by the Designated Teacher

PEP meeting takes place – discussions around the PEP document and any additional placement or education needs or changes.  
Social Worker logs into Welfare Call to check details and has the choice to amend any comments.

**SCHOOL** will review and add any additional comments from relevant parties that were made at the meeting. Once PEP document is complete on Welfare Call, school submit, attaching any relevant documents.  
The PEP document needs to be received and quality assured within 10 working days of the meeting taking place.

PEP coordinators will quality assure the PEP and Virtual school will review PP+ requests. This will be done using the quality assurance criteria and each document RAG rated. If PP+ requests need clarification PEP coordinators will contact schools for further information. Feedback will be provided to school and social worker. **If the PEP does not meet the quality assurance criteria, funding may not be given.**

Once feedback has been provided by PEP coordinators, the PEP will be authorised on Welfare Call.

Interventions are then to be put into place rather than waiting for funding to be sent to schools.

PP + requests are forwarded to Finance team to process for journal schools and Admin team for cheque book schools.

**VIRTUAL SCHOOL** will email schools to inform them of PP+ payment