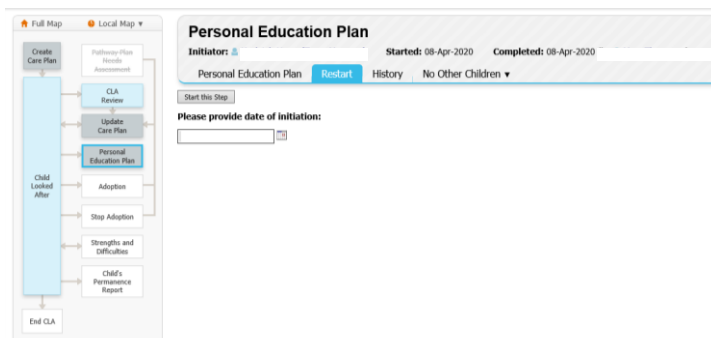


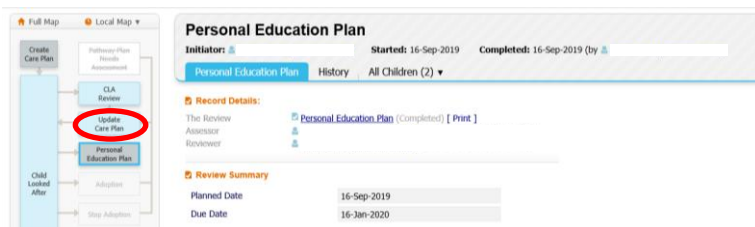
Social Worker Guide to PEPs and LCS

Generating the task on LCS

- If a child is just becoming Looked After, then a task should be automatically generated within your tray.
- If a child is already Looked After (and a PEP has already been completed) then the task itself will require restarting. The 'date of initiation' should be when professionals have been contacted to arrange a PEP meeting:



- There could be a number of tasks that prevent the 'Restart' option from appearing - the main one of these is around Draft Plans. If there are any plans that require updating, this will prevent you from restarting this task:



- Please note, that if a young person has become Looked After from a previous plan (CP or CIN) then there could also be Draft Plans that are sitting within these areas that have not been completed.
- When Restarting a PEP, there may be several family members consolidated from the original referral. You can separate the family members at this point by unticking any other family members selected:



- PEPs are individual to each Looked After child, these should be restarted on each child individually.

Completing the task

- The PEP task can be accessed via you tray or through the CLA section of the full map.
- The same 'Copy Forward' function applies:

- This can pull through information from forms such as the Placement Plan completed for the child.

- It is important that the correct PEP type is select and that this corresponds with the date that the PEP was completed:

- If a PEP is undertaken in April, this will be a summer term. This is regardless of whether a spring term review has taken place.

- You will need to ensure 'Actual Date of Meeting' is the same as the date on the PEP document. The system will also make you complete the Planned Date field.

- Writing marked in **red** are mandatory fields to be completed. The PEP document needs to be attached at the end of the form:

- Any documentation that is linked or made reference to within the PEP document should also be attached (this includes the child's views and the school data pack)

- When working through the other sections of the form, information may have copied forward from the child's Placement Plan.

- The completed PEP documents should be uploaded through this form and **not** directly into the child's Documents.

- If you select “Link to the form’s subject” this will also upload it to Documents automatically so it can be found easily under that tab in the future.

- If a child is below statutory school age, you will still have a PEP task to complete. The following fields should be completed to reflect this:

- Once the PEP is attached (or the task is completed for a non-statutory school age child), then this can be finalised:

- This will then send the task over to The HIVE Team for authorisation. They may reject the task for more information or if the PEP has been recorded incorrectly.

The PEP documentation is continually kept under review. If there is any feedback regarding the forms being used or suggestions in how this can be change, these can be sent to:

PEPsANDPUPILPREMIUMREQUESTS@northtyneside.gov.uk