

Step by step guide to personal education planning procedures for social workers

This document identifies the key operational actions to be undertaken by the child/young person's social worker, as lead professional, to ensure the TPEP system is completed, both efficiently and in a timely manner, leading to improved outcomes for children in care. It should be read in conjunction with the Barnsley Personal Education Planning Policy and the Barnsley Pupil Premium Plus Policy.

When a review is due				
	Action	Who	Timescale	Comments
1	Business support notifies school that a review is due and provides a copy of the review of education outcome form.		A fortnight before	
2	School completes the review of education outcome form prior to the meeting.	DT		
3	Most recent TPEP is provided for the meeting	DT	At meeting	
4	Education plans are reviewed as part of statutory review.	IRO		
5	Review of education outcome form is attached to IRO chairs report and uploaded TED	IRO	Within 7 working days of the review	
6	Following the review, the SW updates the care plan and attaches the updated TPEP if changes have been made to the child/young person's record on TED.	SW	Within 5 working days of the IRO's notification of the outcomes	NB the <u>TPEP must be uploaded as a plan</u> on the TED records and dated in line with the Care Plan to ensure it is easily retrievable and stored adjacent to the Care Plan. When attaching the document, choose 'plan' when prompted to do so. Name the document 'Updated autumn/spring /summer TPEP' as appropriate.
7	The SW emails the updated TPEP to school, foster carers and any partners to the plan, as appropriate	SW	Within 10 days of review	As the plan will be an evolving document that is added to, <u>this step is essential</u> in ensuring the school can continue to add to the TPEP as part of the monitoring cycle.