

Step by Step Guide to Personal Education Monitoring 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 child remains in care				
	Action	Who	Timescale	Comments
1	Virtual school requests updated termly education monitoring report from school in the first two weeks of the new term	Data team	Within first two weeks of term	Dates for data collection are set each year all school informed of when these are to take place
2	Designated Teacher completes school section of the TPEP including evaluation of previous terms use of any pupil premium funding and plans for use of Pupil premium plus funding.	DT	7 – 10 days	
3	School returns TPEP to Virtual School.	DT	At the end of the 7-10 day period	Where this does not take place EA will follow up to secure a return.
4	Virtual Headteacher quality assures TPEP, agrees payment of PPP and notifies the school that the plan has been approved. (where a plan does not meet criteria VHT will request the school make changes prior to approval, see full policy).	VHT	Within 7-10 days of receipt of TPEP from school	School is notified that PPP has been approved at this point in the process in order that interventions or support can be implemented without delay.
5	The approved updated plan is emailed to SW.	EA		
6	SW updates the child voice and carer contribution section of the form.	SW	Within 7-10 days of receipt of approved plan from EA	Supporting materials for completing this task are available on the R drive
7	The SW uploads the updated plan to the child/young persons record on TED.	SW		NB the <u>TPEP must be uploaded as a plan</u> on TED to ensure it is easily retrievable When attaching the document choose "plan" when prompted to do so. Name the document " Updated Autumn/spring /summer TPEP" as appropriate
8	The SW emails fully completed 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 which 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.