

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 Child / Young Person Enters Care				
	Action	Who	Timescale	Comments
1	Notify the child/young person's educational setting that they have entered Local Authority Care.	SW	Immediately	
2	Virtual School receives a TED notification that the child/young person has come into care.	TED system	Mon after child/young person comes into care	Notifications are received each Monday morning and form part of the Virtual School action planning meeting for that week.
3	Education Advocate (EA) initiates TPEP and pre-populates the form with historic data and forwards the form to the school for completion.	EA	Within 48 hours of TED notification	
4	Education Advocate emails social worker to inform them TPEP has gone to school and provides previous school information for PEP sections 1 and 2 of care plan.	EA	Within 48 hours of TED notification	
5	Designated Teacher (DT) completes school section of the TPEP including plans for use of Pupil premium plus funding .	DT	7 – 10 days	
6	Social worker completes section 1 and 2 of the PEP section of the care plan.	SW	7 – 10 days concurrent with step 5 where possible	For efficiency this task can be completed while the SW is waiting for the school to complete their section of the TPEP.
7	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.
8	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 5 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.

10	The approved plan is emailed to SW.	EA		
11	SW completes the child voice and carer contribution section of the form.	SW	Within 5 days of receipt of approved plan from EA	Supporting materials for completing this task are available on the R drive
12	The completed form is agreed as part of the First Statutory Review meeting.	SW	At Stat Review	Where timescales are tight the child voice and carer contribution could be completed at the review however this is better done prior to the meeting in an informal setting.
13	The SW uploads the agreed plan to the children record on TED.	SW	In line with Care Plan completion timescales	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 " Initial TPEP"
14	The SW emails the final agreed 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.