PEP Flow Chart

SOCIAL WORKER initiates PEP process by arranging a date for the PEP meeting and ensuring all relevant people are invited.

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SCHOOL completes the PEP document prior to the meeting - support from PEP Coordinators is available where needed. **NB: PEPs need to be signed off by the Designated Teacher**.

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PEP meeting takes place - discussion around PEP document and any additional placement or education needs or changes.

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SCHOOL will review and add any additional comments from relevant parties that were made at the meeting. Once PEP document is complete school will email Social Worker and **PEP ADMIN MEMBER** (**pepcompletion@halton.gov.uk**) for typing up onto CareFirst 6.
The PEP document needs to be received within 5 days of meeting taking place.

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Once the PEP meeting has taken place **SOCIAL WORKER** need to email **pepcompletion@halton.gov.uk** with a list of meeting attendees.

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For missing education information, **PEP ADMIN MEMBER** will email school / designated teacher. If there is no response after the second email (1 week) requesting information then PEP Admin member will email Virtual School PEP Coordinator.

For other missing details, **PEP ADMIN MEMBER** will email social workers. If there is no response after the second email (1 week) requesting information then PEP Admin member will email Principal Manager and Virtual School PEP Coordinator.

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PEP ADMIN MEMBER will save a copy of the original PEP onto the child's Electronic Social Care Records (ESCR) then forward a copy of the completed PEP to the Headteacher of Virtual School, PEP Coordinator, Social Worker, School / Designated Teacher.

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VIRTUAL SCHOOL will review PEP and PP+ requests.
If PP+ requests need clarification, PEP Coordinators will contact school for more information.

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

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PP+ requests are forwarded to Finance team to process for journal schools.

PP+ requests are forwarded to Admin team to process for chequebook schools.

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VIRTUAL SCHOOL will email schools to inform them of PP+ payments.