



Personal Education Plan Quality Assurance Policy

Hillingdon Virtual School recognises it needs to ensure that its Personal Education Plans (PEPS),

- a) Follow statutory guidance
- b) Provide a true and reflective working document of where the child is currently in their education or training, how they are progressing, and what strategies/interventions are needed in order to accelerate their progress from their current position.

Lead Practitioners will undertake a termly sample of PEPs focussing on the areas they lead on using the PEP QA documents.

Twice a year HVS will undertake peer review of our PEPs. This will become a team meeting agenda item, with members of the team asked to bring 2 PEPs per meeting with a particular focus on our priorities for the year, PEP targets and use of PPP

VS managers will review a minimum of 25% of the caseload of each VSO/VSP they line manage, including any previously rated amber PEPs over the termly PEP cycle. Managers will review a higher proportion in the first month of a team member starting and this will be modified dependent on the quality of the documents submitted.

Where VS staff are not meeting expected standards, managers will use one to one supervision to discuss the document, using the QA template as the basis for conversation. Actions will then be agreed to bring about the required improvements and followed up in subsequent meetings. If necessary, further training/shadowing of VS staff may be offered to model PEP meeting delivery and ensure the correct questions are being asked to generate the required information and plan appropriately. Where progress is not made following additional support, standard council capability processes will be followed.

The VSH will also report to social care managers on non-attendance of social workers at PEPs and failure of social workers to update their relevant section in EPEP to ensure that all professionals feed into the process regardless of who has responsibility for the final document.

Once a term, managers will moderate a sample of each other's PEPs in order to cross check quality and ensure the QA criteria is consistently interpreted.

The pro-formas below are designed to aid with peer review and line management QA.

[PEP QA Master - EYFS.docx](#)

[PEP QA Master - SSA.docx](#)

[PEP QA Master - Post 16.docx](#)

The rating on the pro-forma is designed to enable data on the quality of our PEPs to be gathered and stored to support strategic development of HVS. Data on PEP completion and quality forms part of performance and quality framework for the VS and the headlines will be reported to the Corporate Parenting Board, Lead Cabinet Member and Senior Leadership team on a regular basis.

Review Date – 26/09/2023

Next Review Due – 26/09/2024