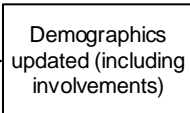
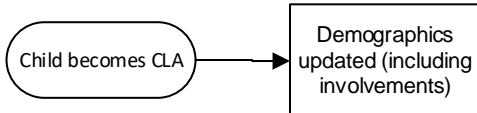
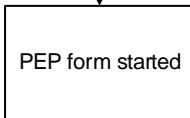


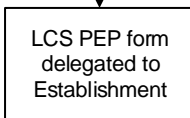
Social Worker



LCS Task: CLA (existing task)
In Social Workers individual task tray



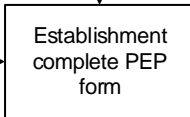
LCS Task: Personal Education Plan (form)
In Social Worker individual task tray



Professional Portal (PP) Task: Personal Education Plan
Establishment receives email regarding PP task
Due date entered during delegation (2 weeks after PEP meeting date)
Day of PEP meeting establishment receives automatic reminder email to complete PEP form



Establishment

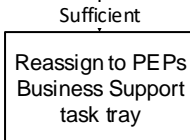


LCS Task: Personal Education Plan (form)
Social Workers individual task tray
Notification alert received in task tray and alert appears on PEP form task

Social Worker

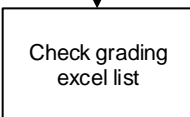
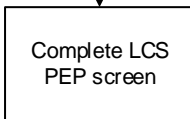


Not sufficient - re-delegate with comments

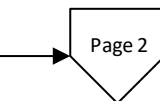
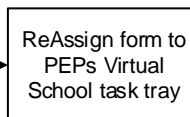


LCS Task: Personal Education Plan (form)
BSO group task tray

BSO

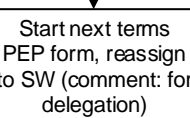
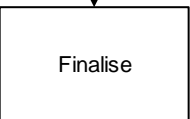
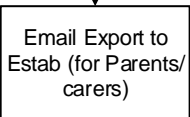


Grading required

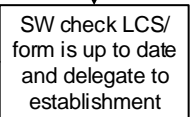


LCS Task: Personal Education Plan (form)
Task in Virtual School Consultants group task tray

Estab already graded

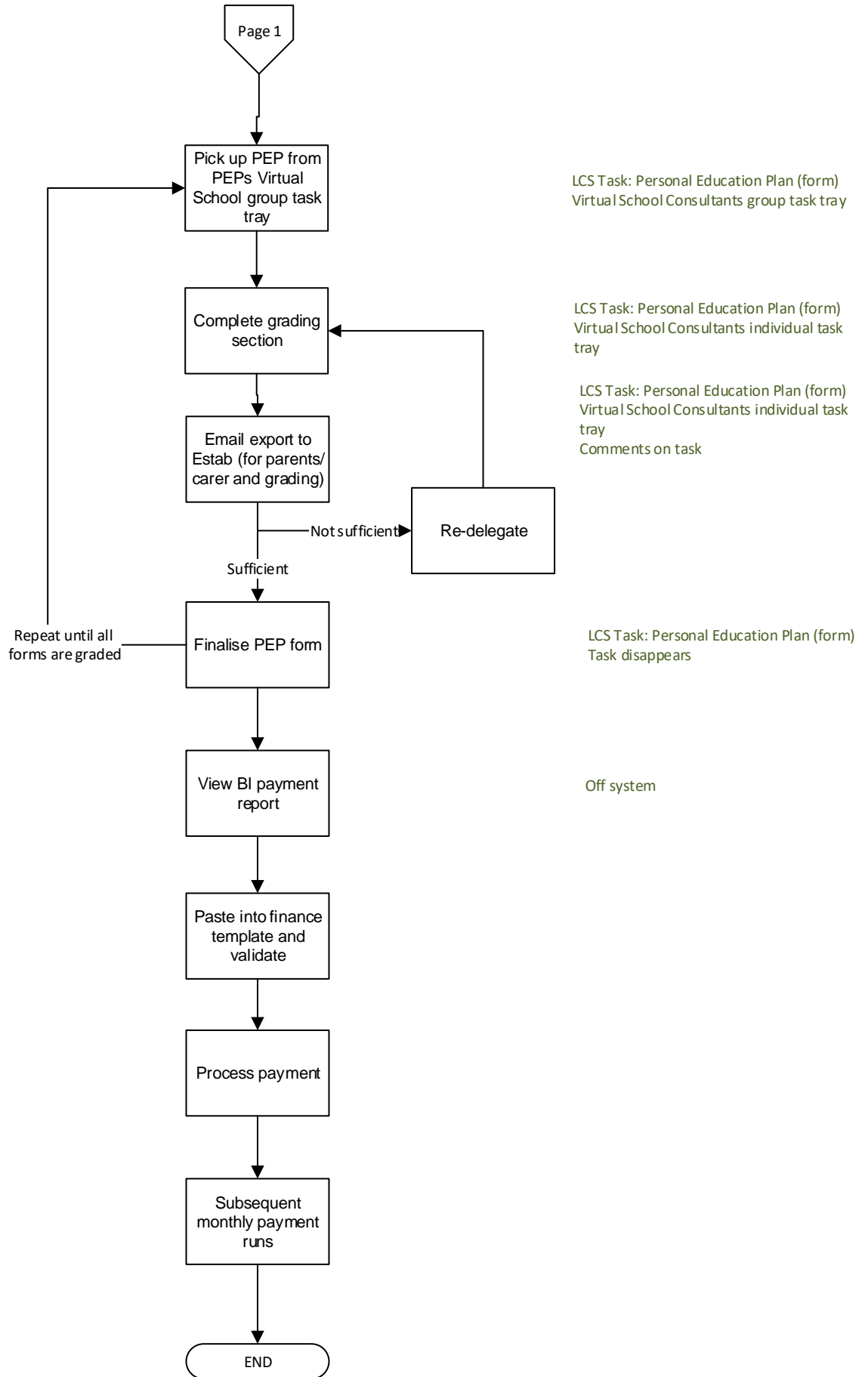


Social Worker



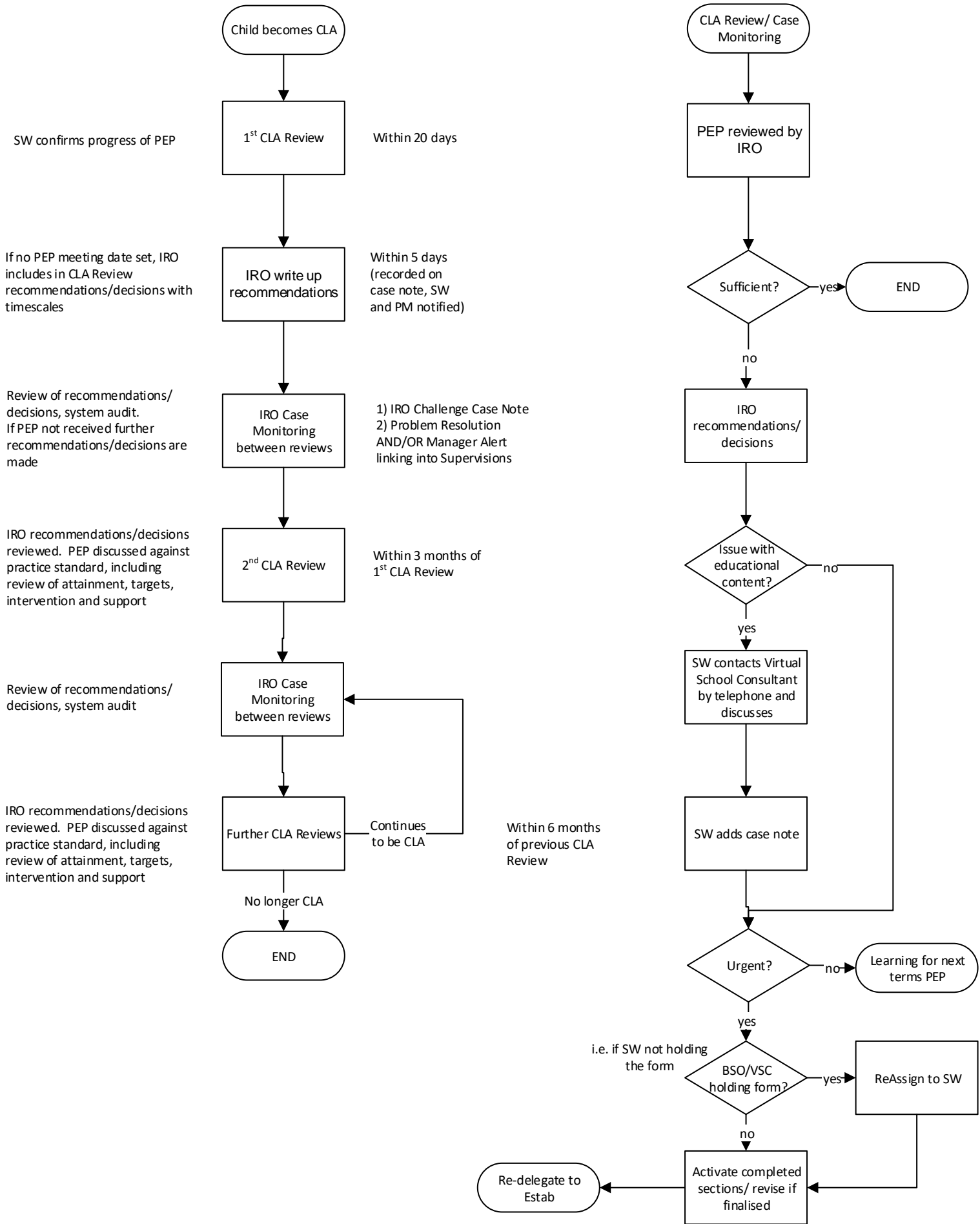
LCS Task: Personal Education Plan (form) - next terms
Task in Social Workers individual task tray
PP Task: PEP form (next terms)
Establishment receives email regarding PP task
Due date entered during delegation (2 weeks after PEP meeting date)
Day of PEP meeting establishment receives automatic reminder email to complete PEP form

Virtual School Consultant

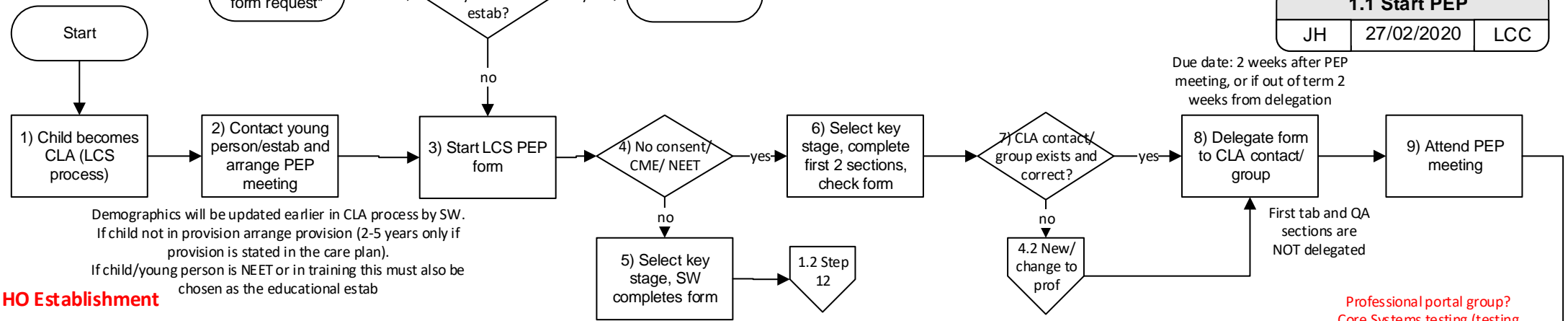


BSO

The role of the IRO is to quality assure the corporate parenting process

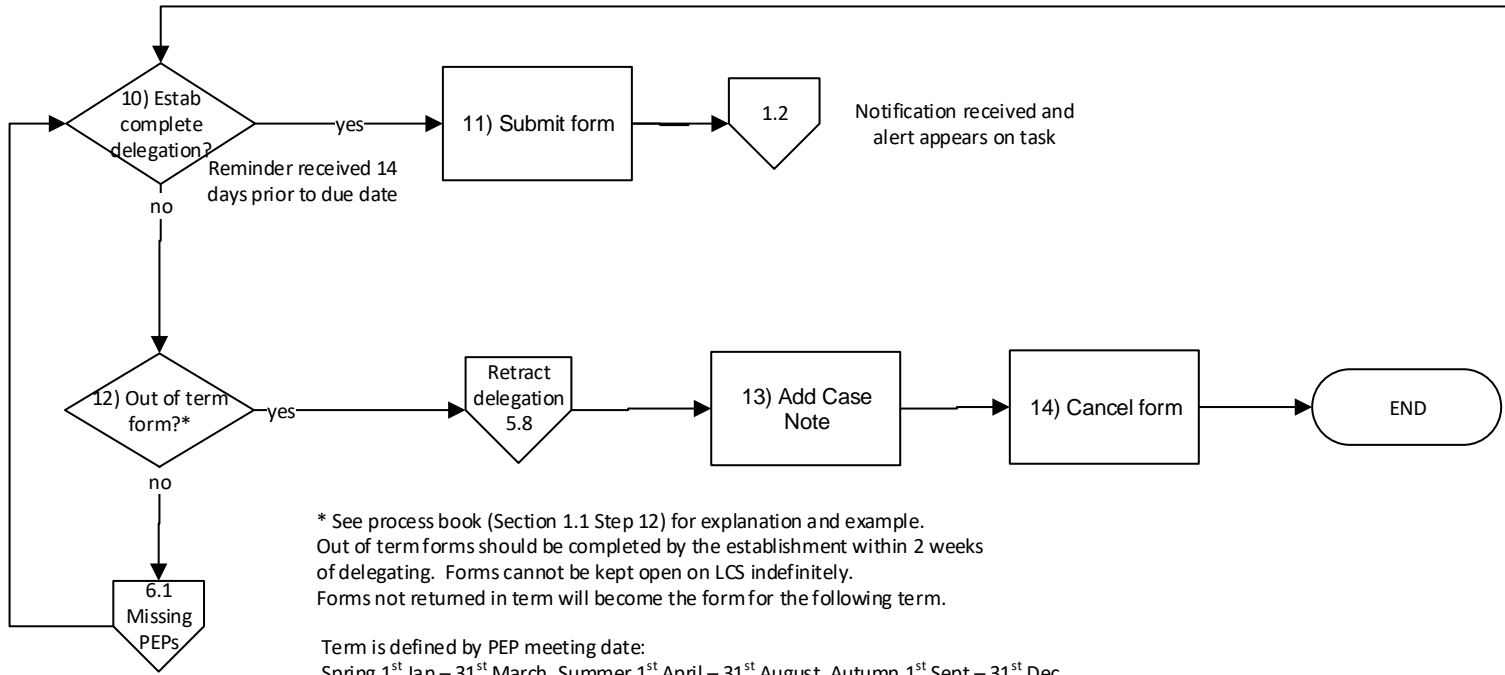


Social Worker



HO Establishment

HO Social Worker

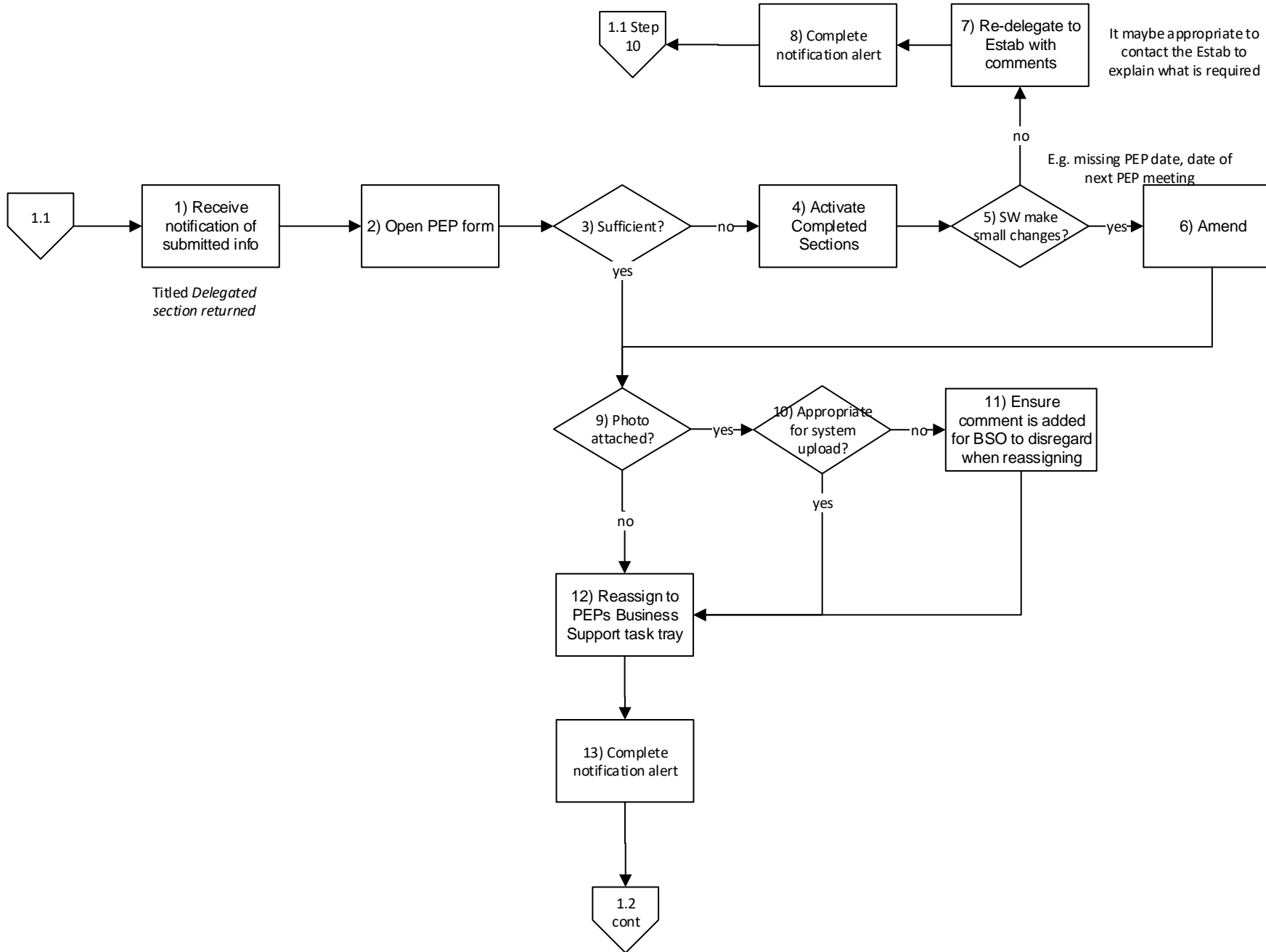


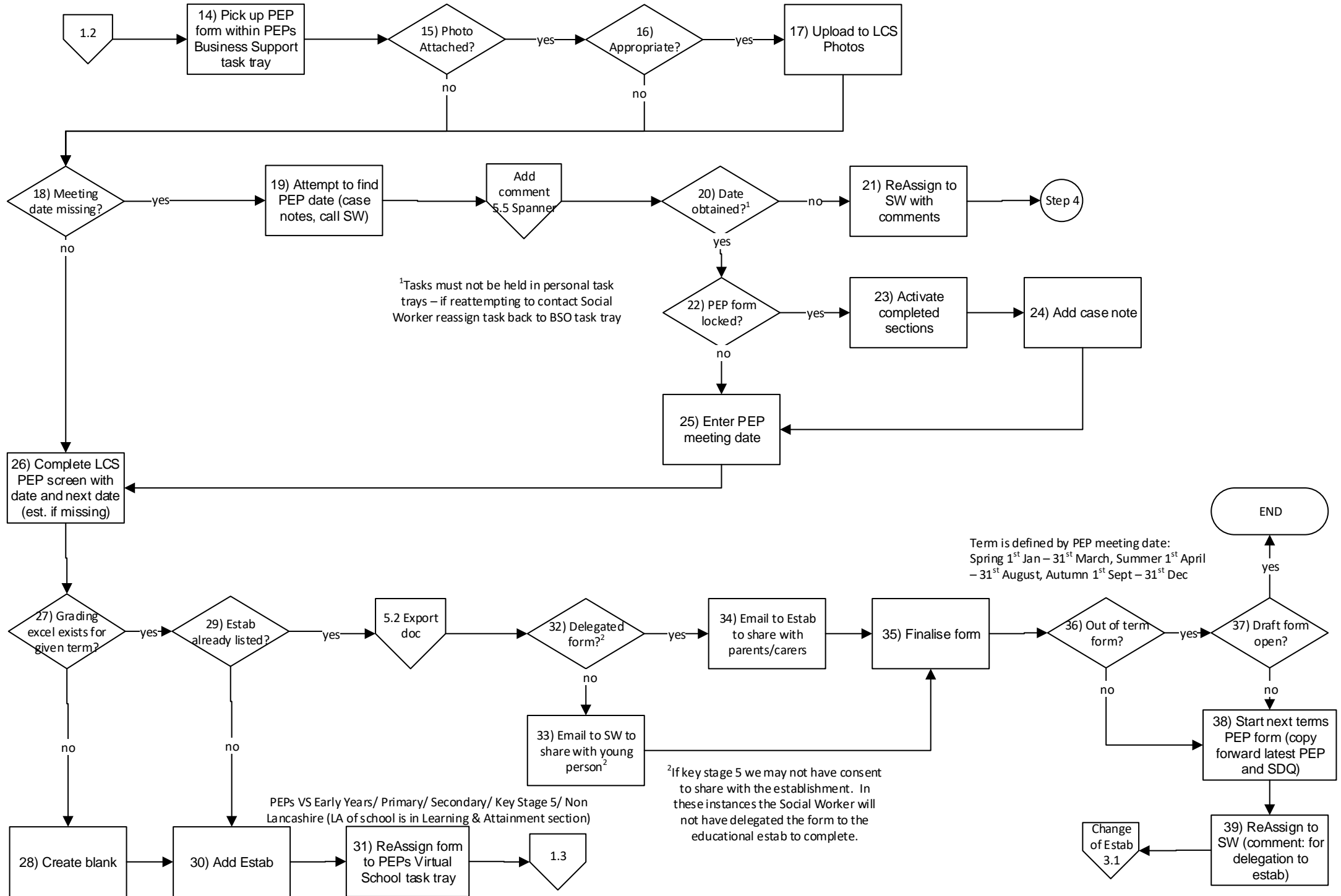
* See process book (Section 1.1 Step 12) for explanation and example. Out of term forms should be completed by the establishment within 2 weeks of delegating. Forms cannot be kept open on LCS indefinitely. Forms not returned in term will become the form for the following term.

Term is defined by PEP meeting date:
Spring 1st Jan – 31st March, Summer 1st April – 31st August, Autumn 1st Sept – 31st Dec

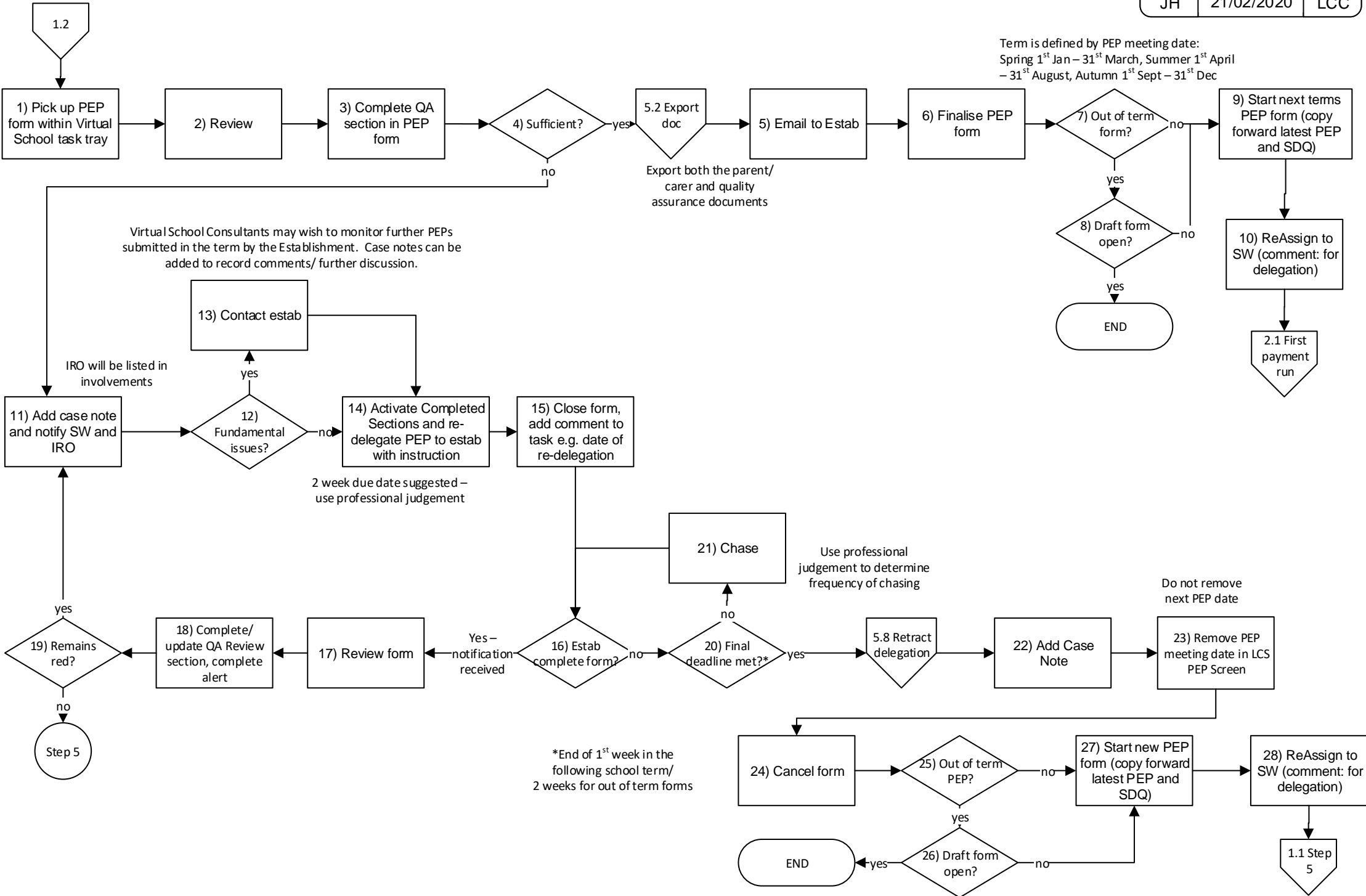
PEP forms should be returned by establishments within 2 weeks of the PEP meeting taking place.

1.2 PEP received		
JH	24/02/2020	LCC



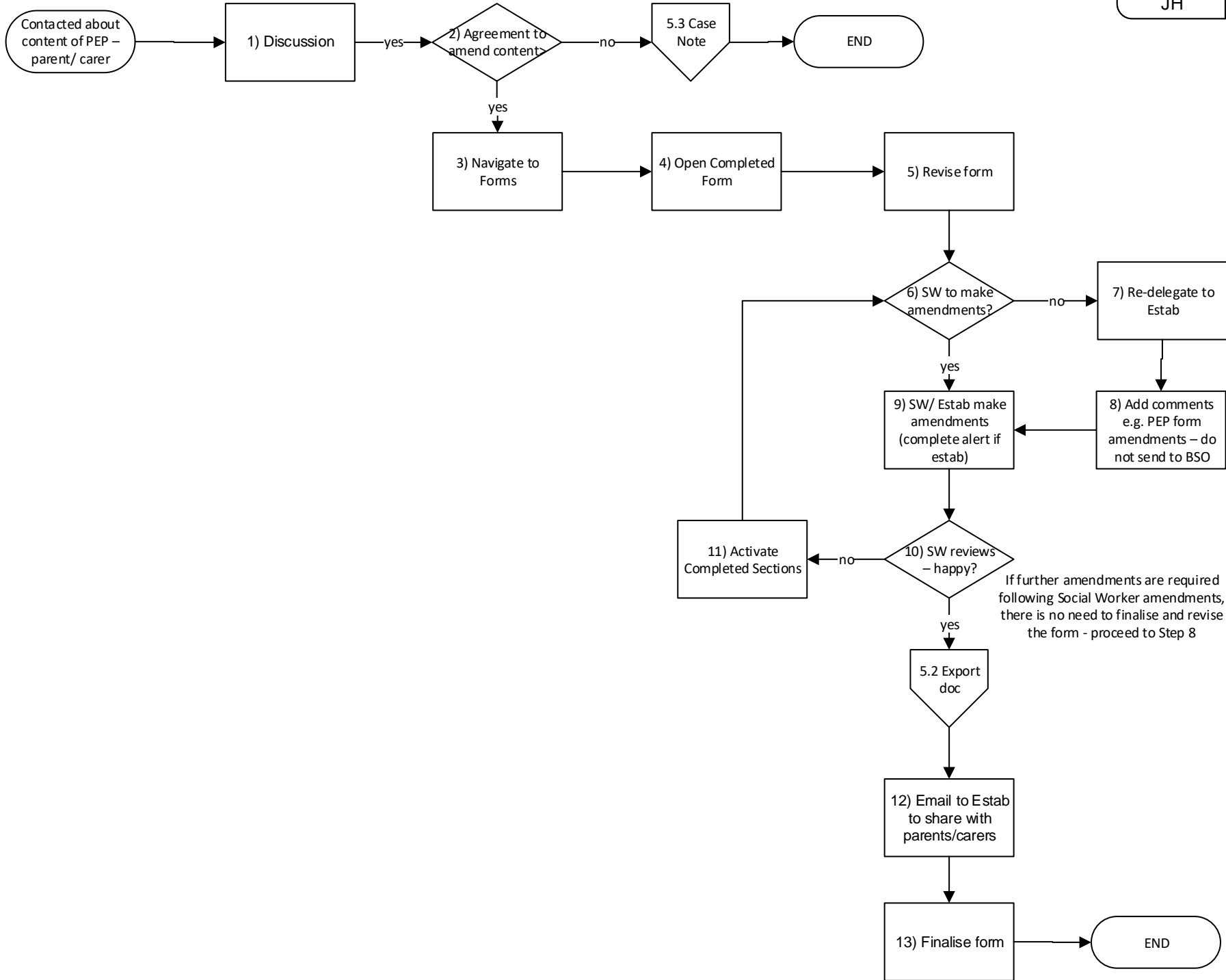


Term is defined by PEP meeting date:
 Spring 1st Jan – 31st March, Summer 1st April
 – 31st August, Autumn 1st Sept – 31st Dec



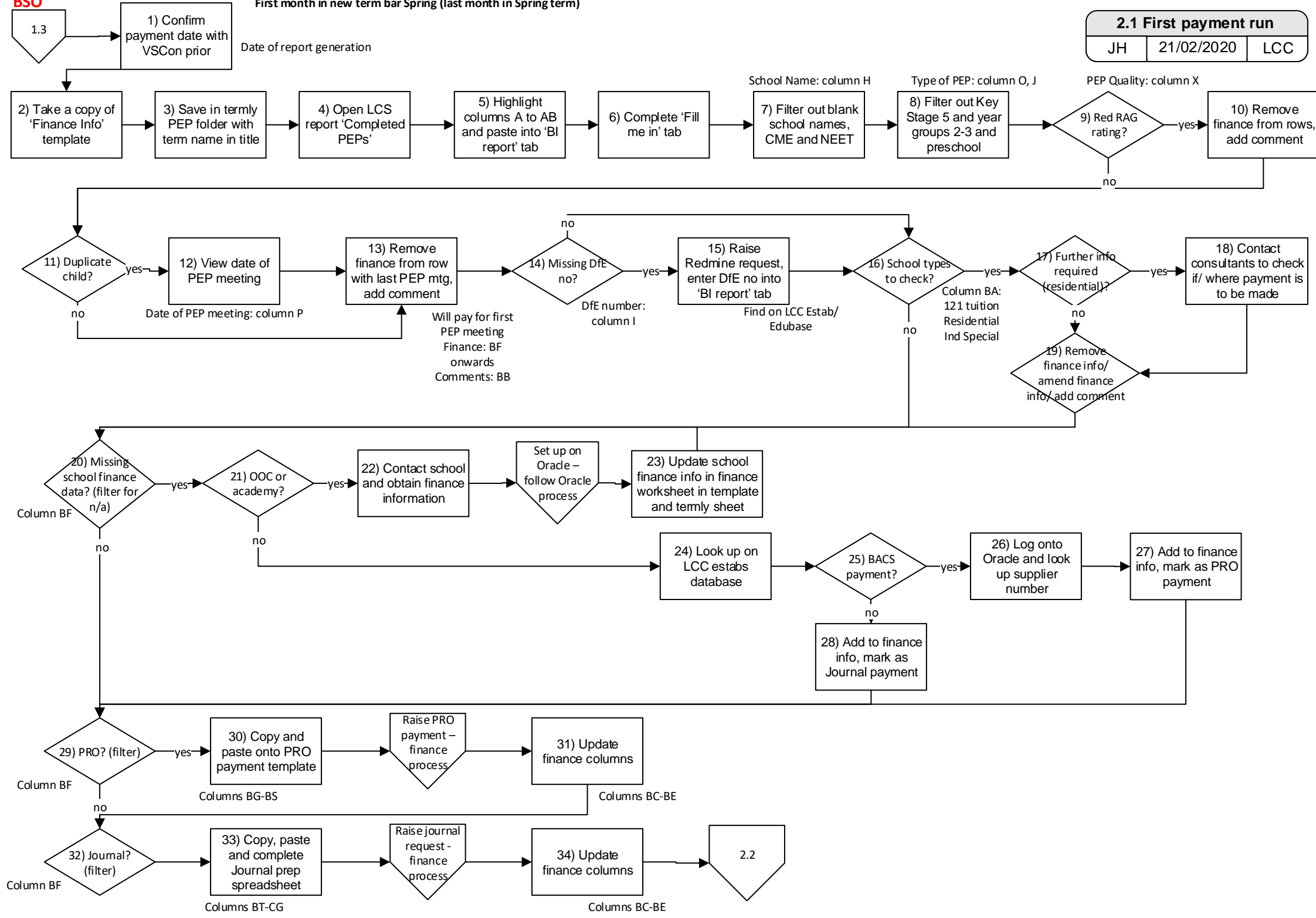
Social Worker

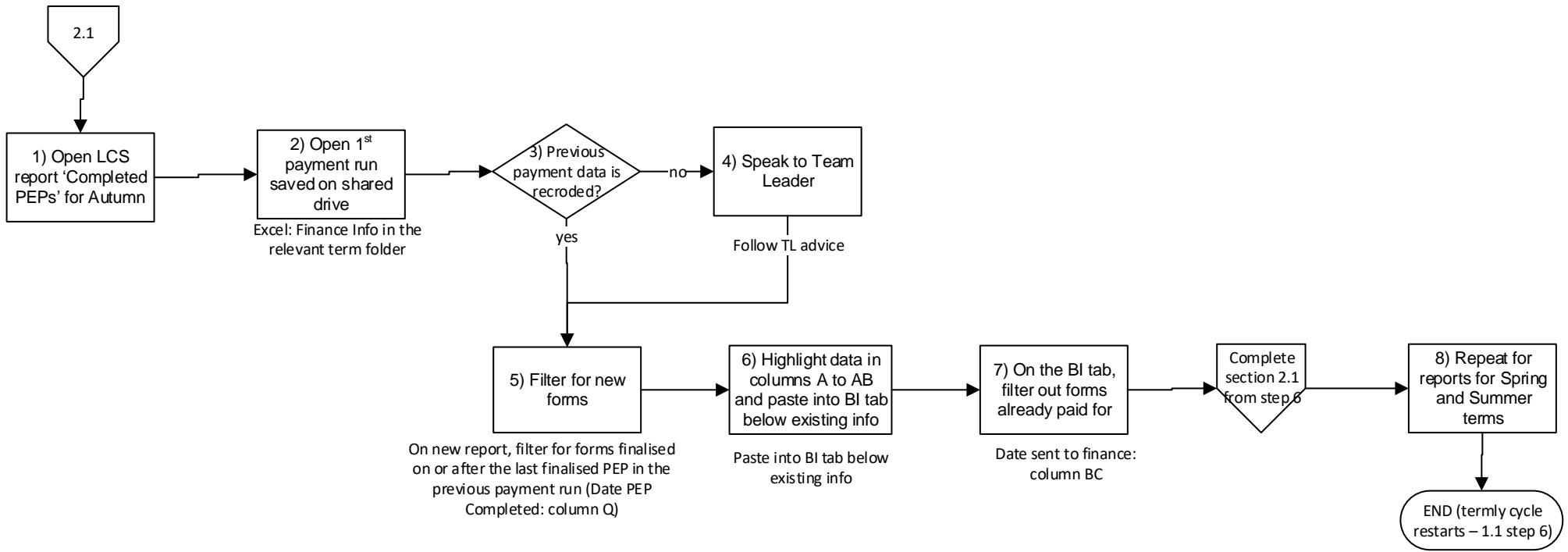
1.4 PEP form amendments needed		
JH	14/02/2020	LCC



If further amendments are required following Social Worker amendments, there is no need to finalise and revise the form - proceed to Step 8

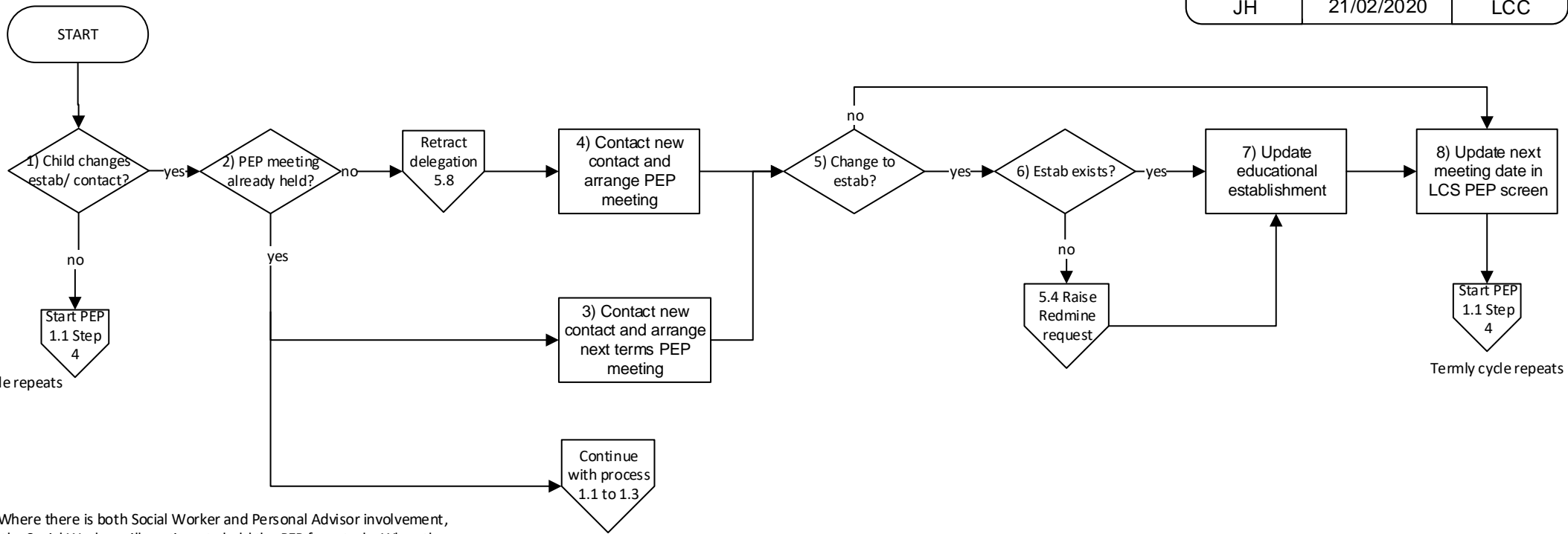
2.1 First payment run		
JH	21/02/2020	LCC





Social Worker

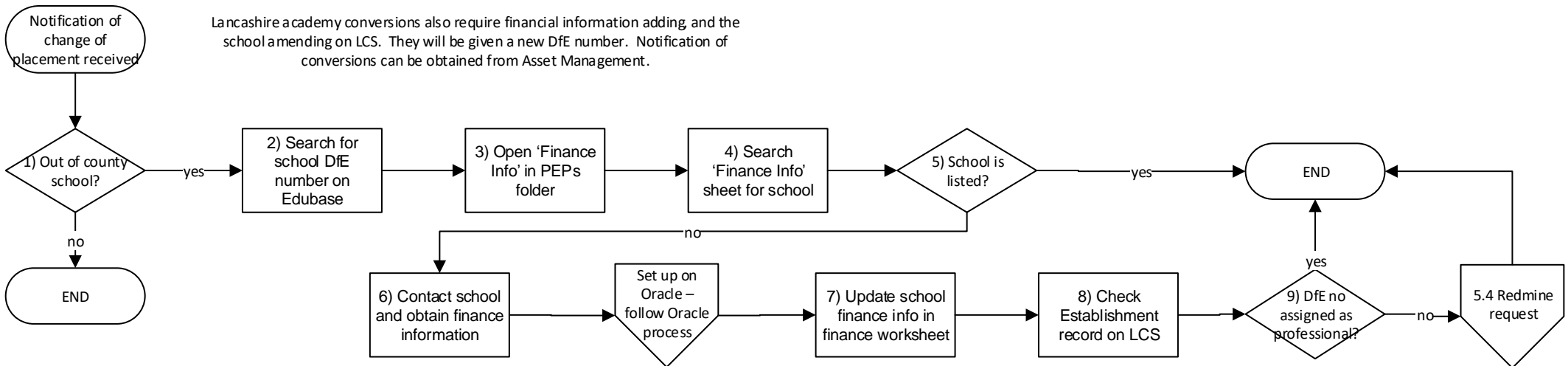
3.1 Change of establishment/ contact		
JH	21/02/2020	LCC



Where there is both Social Worker and Personal Advisor involvement, the Social Worker will continue to hold the PEP form task. When the child is no longer CLA, PEP forms will not be completed, instead education will be monitored through the Pathway Plan.

BSO

Lancashire academy conversions also require financial information adding and the school amending on LCS. They will be given a new DfE number. Notification of conversions can be obtained from Asset Management.



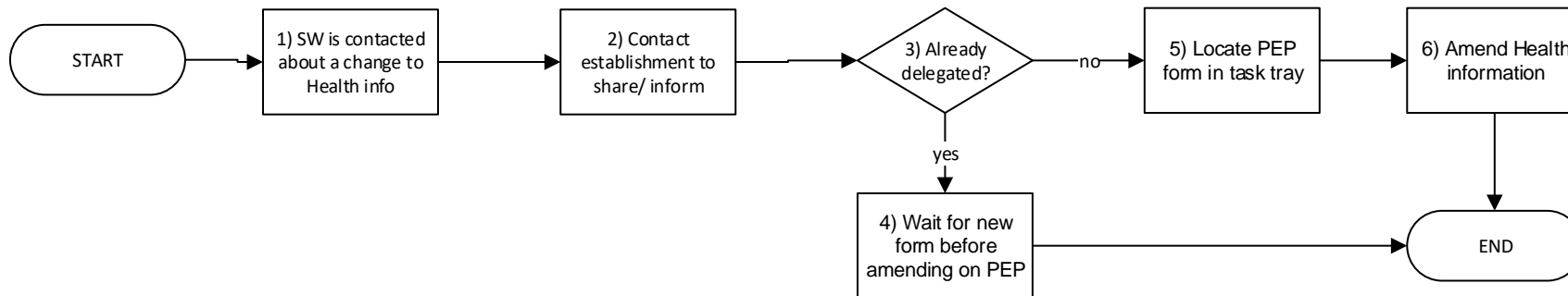
Change of Establishment/ contact



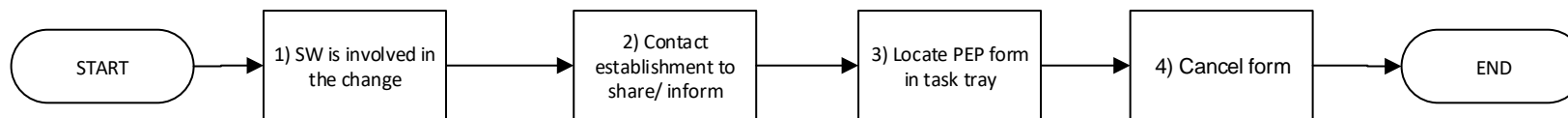
Change of placement

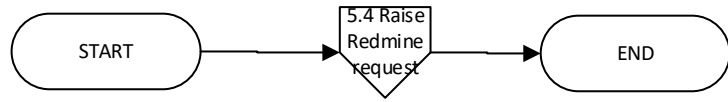
A new PEP is not required for a change of placement. LCS will be updated through the existing CLA process.

Change of Health information



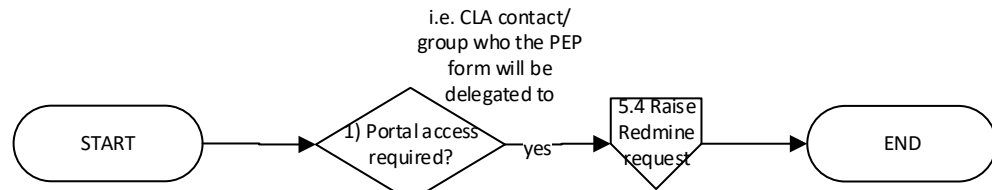
Child ceases to be CLA



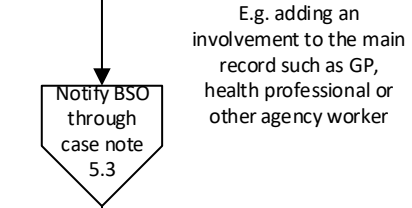


Ensure that it is made clear in the request that this establishment will be delegated to through the **LCS** Professional Portal

Social Worker



No – new non-portal professionals or
changes to existing professionals details



HO BSO

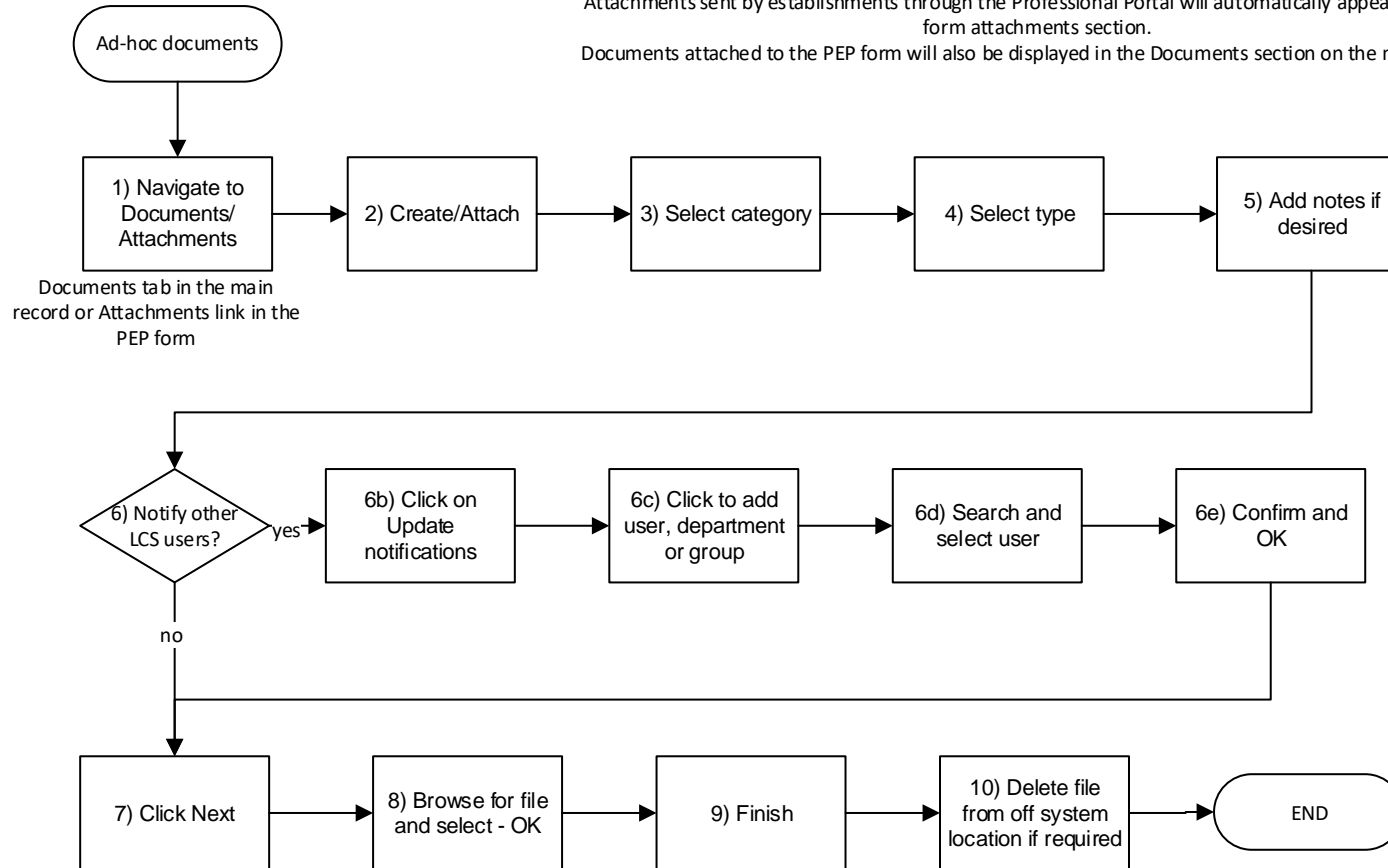
4.2 New/ change to professional details		
JH	27/12/2019	LCC

Social Worker/ Virtual School Consultant

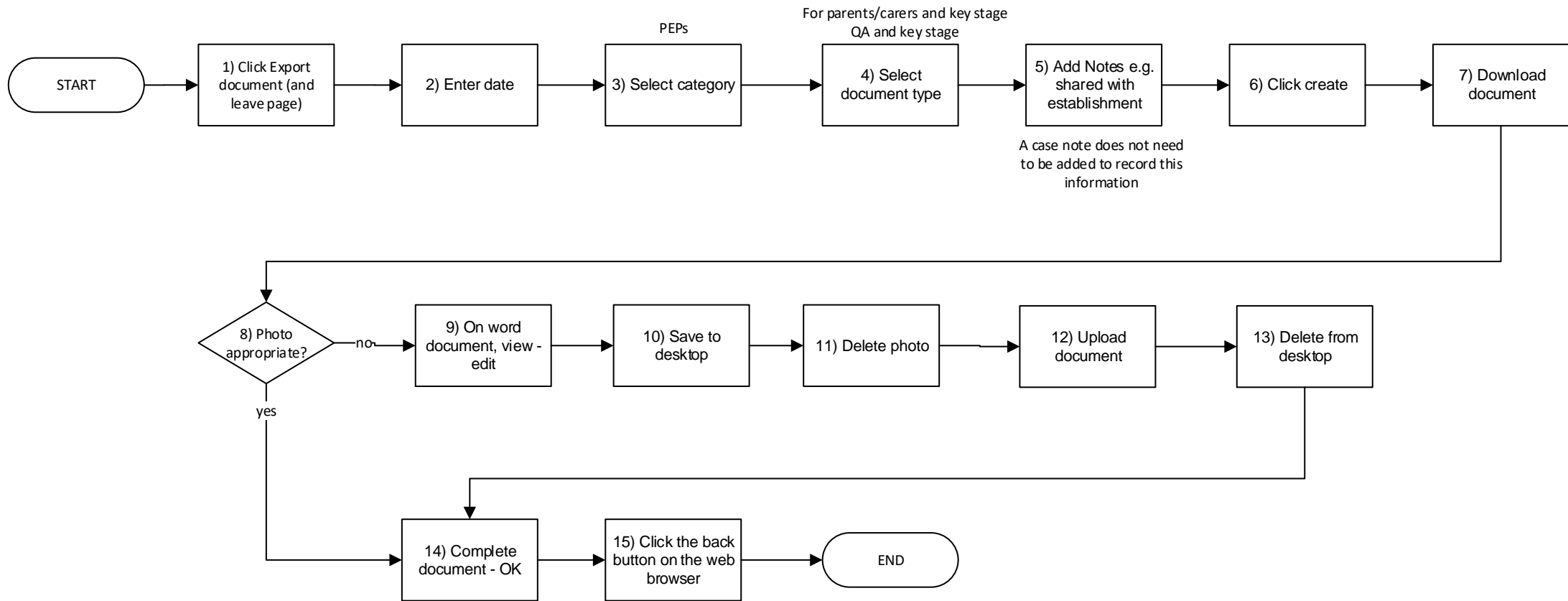
Documents specific to the PEP should be attached to the PEP form. This is likely to only occur at key stage 5 where there is no consent and the Social Worker is completing the form instead of the establishment. Attachments sent by establishments through the Professional Portal will automatically appear in the PEP form attachments section.

Documents attached to the PEP form will also be displayed in the Documents section on the main record.

5.1 Upload documents		
JH	06/12/2019	LCC

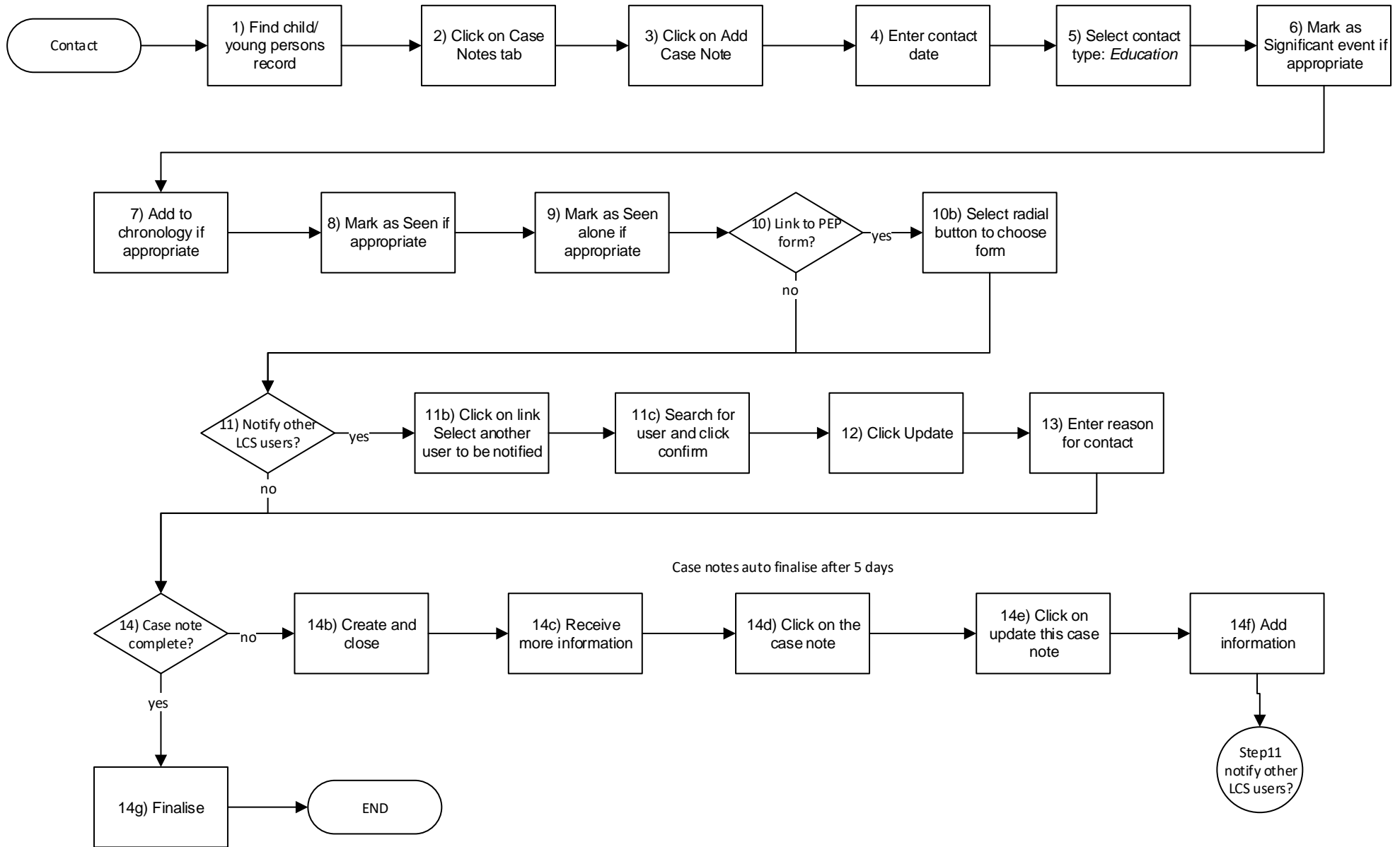


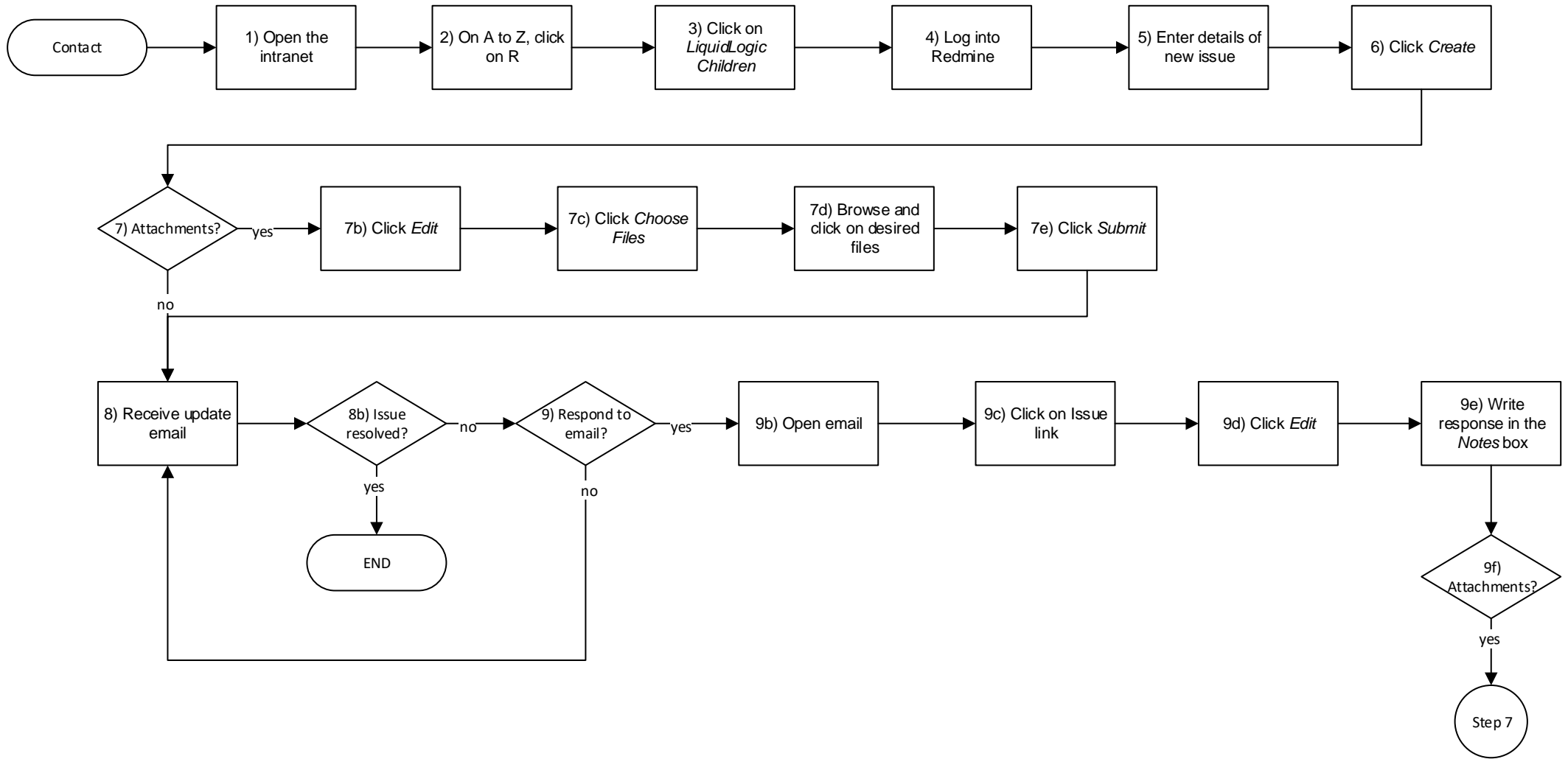
5.2 Export document		
JH	06/01/2020	LCC

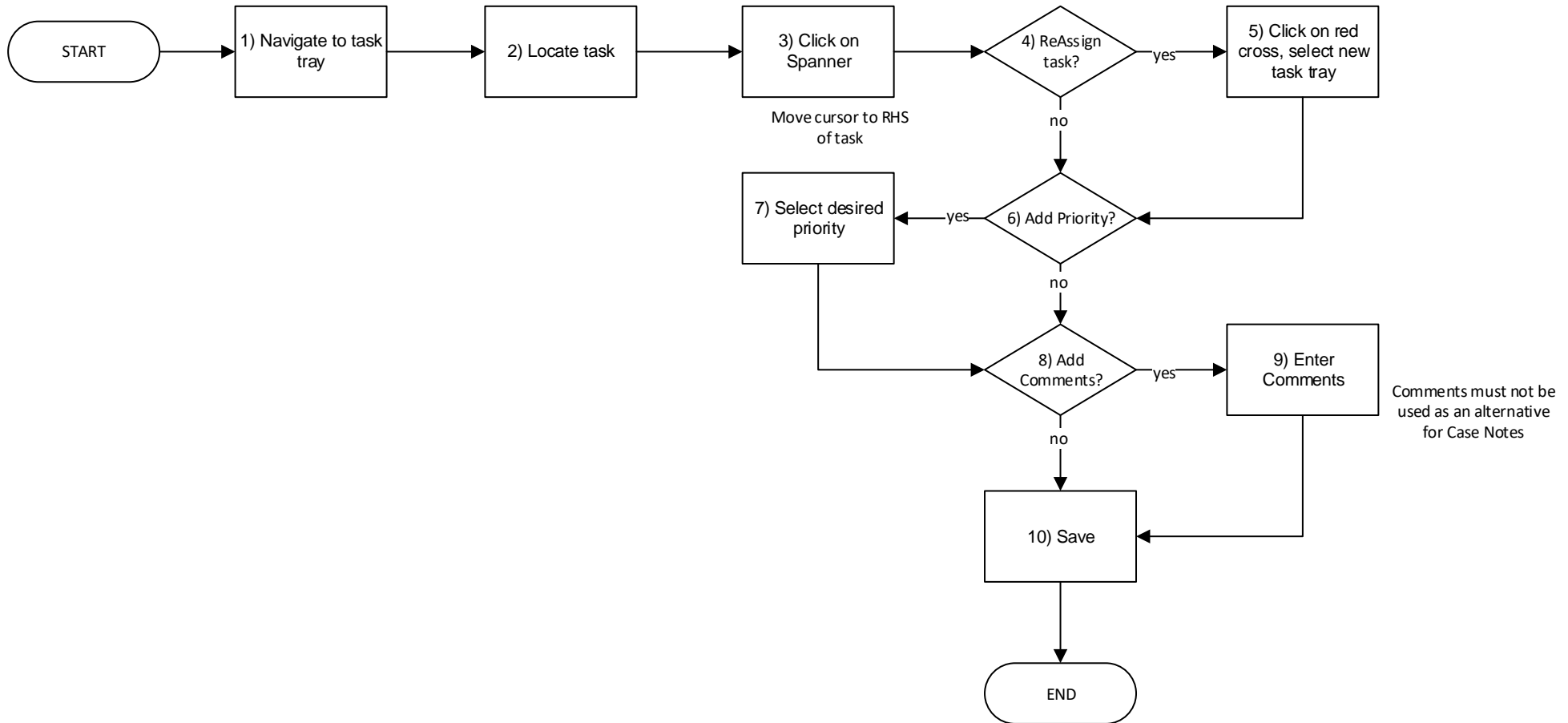


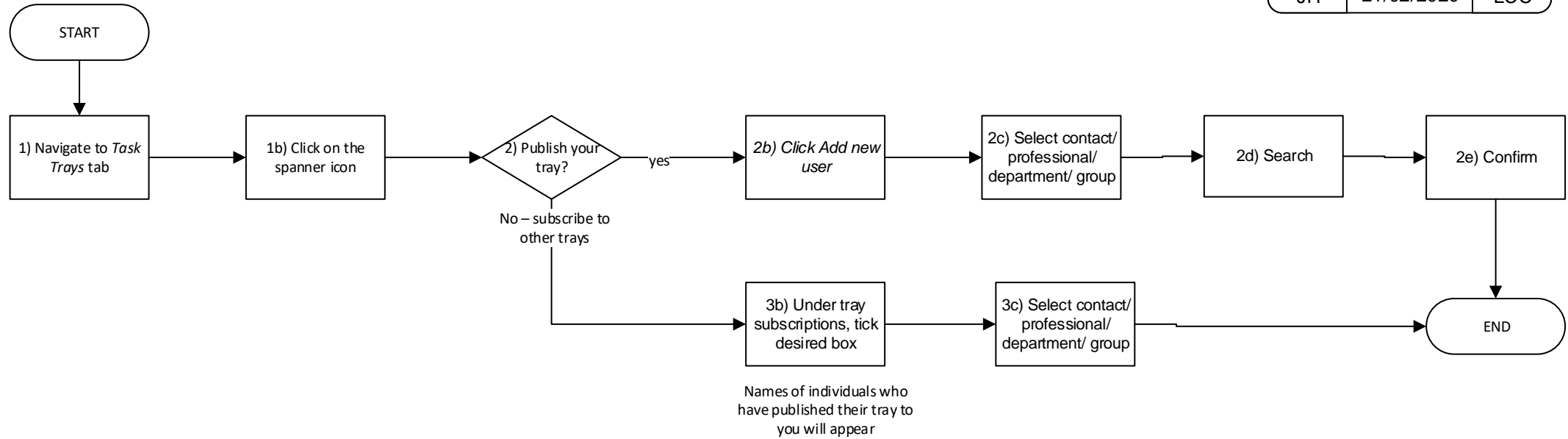
All contact (and attempted contact) regarding a case that is not recorded within the standard workflow should be recorded as a Case Note. Case notes should be reviewed when cases are reallocated prior to new worker involvement.

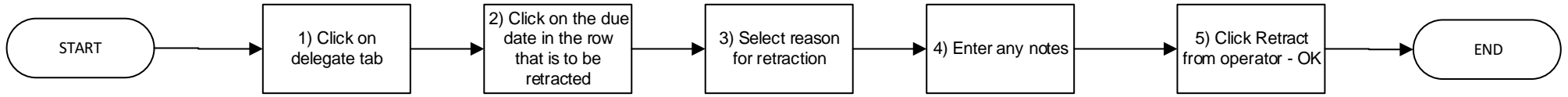
5.3 Case notes		
JH	22/11/2019	LCC

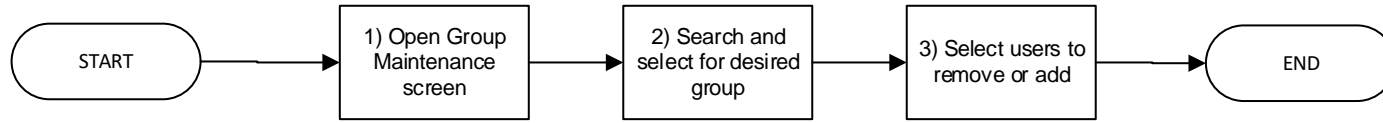


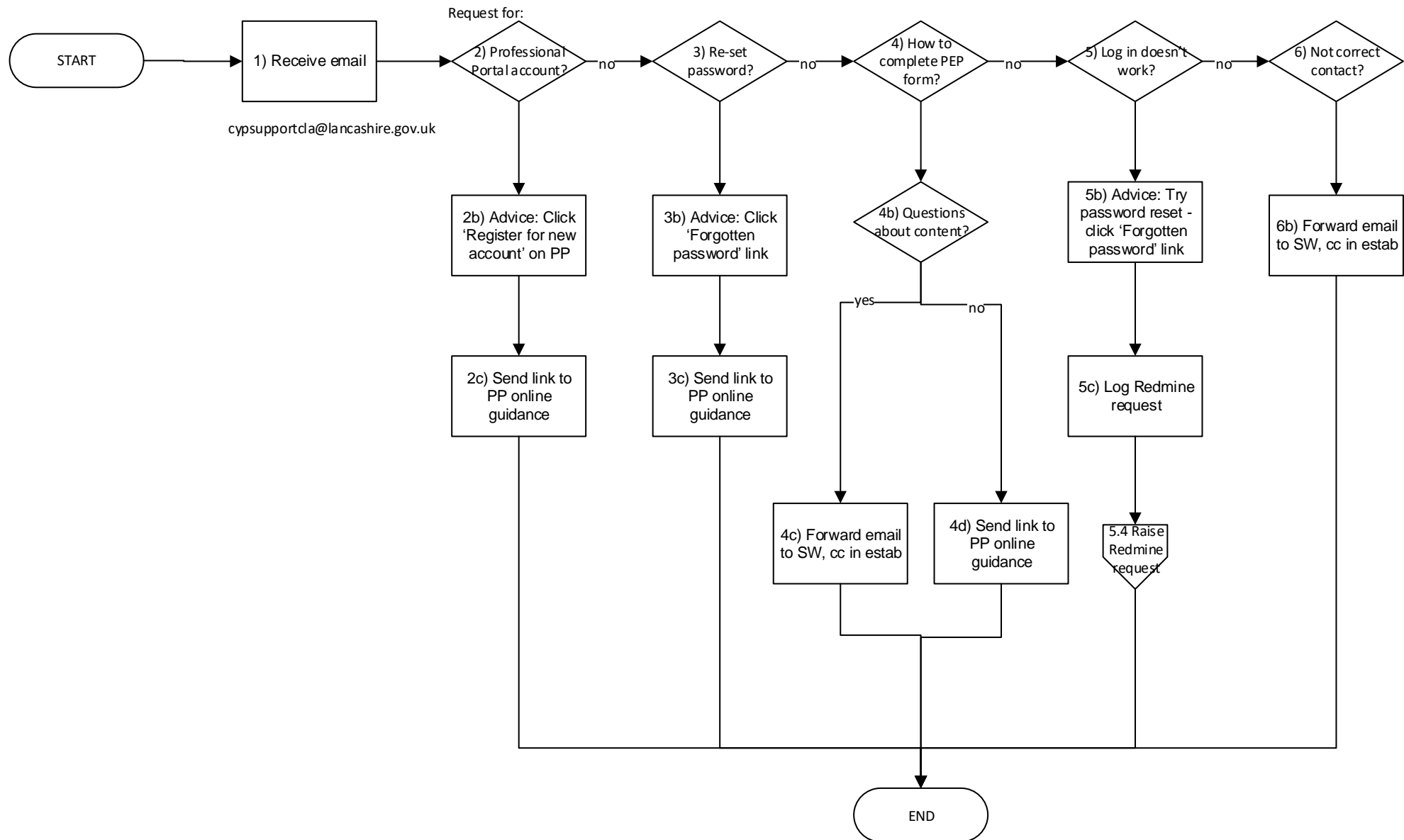












Social Worker

6.1 Missing PEPs report		
JH	06/02/2020	LCC

