

MVS PEP Process 2020-2021 for Social Workers and Schools

Pre school – 18yrs

C/YP becomes looked-after by Medway.

Was it an emergency placement?
 Y → PEP must take place within 10 school days.
 N → PEP must take place within 20 school days.

Social Worker to arrange PEP with the Designated Teacher, Foster Carer and member of MVS
The PEP meeting takes place in school usually between SW, Designated Teacher, Foster Carer and young person. This may be via TEAMS

Is the C/YP currently enrolled in school?

Social Worker to arrange a meeting with Virtual School within 24 hours.

Social Worker to arrange PEP with the Foster Carer and Medway Virtual School

Social Worker to complete / update their sections
 See the key below for the correct document to use.
 Save the PEP document using the child's initials and PEP date

Social Worker to open the work step in Mosaic.
 To start a work step click and select 'Start Work'

Social Worker to complete / update their sections (x3 pages)
 See the key below for the correct document to use.
 Save the PEP document using the child's initials and PEP date

Designated Teacher completes their sections of the PEP (Learning Historical Record, Current Levels, AEN Needs, Teacher Comments and PP+ request at least 5 days before the meeting and returns the document to the Social Worker.

Social worker to email MVS for the Historical Data if this has not been entered: virtualschool@medway.gov.uk

Social Worker to bring the amended PEP to the meeting and use it to record attendees and contact details, meeting discussion, the review of the targets, the new targets set.

Social Worker to record any actions on the PEP and record the date of the next meeting, PEP meetings are to take place 3 times per year – Autumn, Spring and Summer.

Social Worker to email the completed document to the Designated Teacher via secure email at the end of meeting.

Social Worker to upload the PEP within the Mosaic work step within 3 working days of the meeting.
 Select next actions –

- Next PEP Meeting
- PEP Analysis required

Send the Mandatory request to PEP Virtual Worker:
Required PEP Virtual Worker to review before closure
 To save and close click **X**

MVS PEP terms
 Summer – April to July
 Autumn – September to December
 Spring - January to March
 Due to the financial year all pupil premium requests will need to be sent to MVS before the 23rd March.
 You must never send personal, sensitive or confidential information to an outside organisation unless it is sent securely.

PEP documents
 All PEPs have been set up by MVS for Autumn 2020-2021; this is then updated by the Social Worker and the school through the academic year (Spring, Summer PEPs)
If a child is new to care please contact virtualschool@medway.gov.uk if you have not received the initial PEP

- Nursery (N1) to Year R - EYFS
- Year 1 to Y11 - YG PEP
- Y12 – 18 years – post 16 PEP

 Please save the PEP document using the child's initials and PEP date.
Always remove passwords before uploading the documents to Mosaic