

HARROW EDUCATIONAL WELFARE SERVICE EDUCATION & LOOKED AFTER CHILDREN INFORMATION SHEET TWO

A Child Coming into Care: Regarding Educational Notification & Organizing PEP Meetings

- 1. When a child is taken into care the appropriate staff school should be notified within 24-hours of this event. If the accommodation of a child occurs during the school holidays notice of this should be sent to the school and the appropriate Senior Teacher (NB. The Designated Teacher for LAC at the school should also be made aware of a child of the care status).*
- 2. Part of the contact with school staff should be about gathering prospective dates, on which, the Initial Personal Education Plan (IPEP) could take place within the time-scale. The dates should also be discussed with the PEP Coordinator for LAC & the LAC-EWO (in the Educational Welfare Service) to ensure they can attend. The PEP Coordinator for LAC will chair the IPEP Meeting and set appropriate educational targets and tasks. The IPEP document should be sent to the school within 3-days of the child coming into care, so that the Designated Teacher can complete the inappropriate sections in accordance with the guidance on the form.*
- 3. The Social Worker should agree date for the IPEP meeting ('completion meeting') at the school within 5 working days.*
- 4. The IPEP should be completed within 28-days (and 3-days before the first Child Looked After Review (CLA Review)). This includes distribution of the approved IPEP document to the participants who were at the completions meeting and a copy for the Independent Reviewing Officer (the IRO).*
- 5. Where a child is taken into care during a school holiday, notice should be sent to the appropriate school staff and EWS colleagues as above. The appropriate staff at the school should be contacted by phone to arrange an IPEP as soon as school resumes.*
- 6. During term-time the Initial PEP should take place with 28-days of a child coming into care and should occur before the First CLA Review which occurs within 28-days. The reason for this is that it should inform the first CLA Review about educational issues.*
- 7. The first PEP Review should take place within 3-months of the IPEP and before the second CLA Review, which also takes place within 3-months of the First LAC Review.*
- 8. The second PEP Review should take place within 6-months of the first PEP Review (i.e. second PEP) and before the corresponding LAC Review, which also occurs within 6-months of the second CLA Review.*

The Pattern of PEP & LAC Reviews in summary is:-

- (a) Both within 28 days of the child coming into care with the IPEP being completed before the first CLA Review, so that the PEP informs this Review.*
- (b) Both within 3 months of the respective (IPEP & First CLA Review dates) with the Review PEP being complete before the next CLA Review).*
- (c) Both within 6 months with the Review PEP being completed before the CLA review.*

Exceptions with PEPs:-

1. It might be agreed between the Designated Teacher for LAC and the Social Worker after the first PEP review, that the nature of the issues require that the second Review PEP should occur with a period of far less than 6-months (e.g. 3-month), because of the nature of the issues raised in the first PEP Review (i.e. after 3-months). (NB. If this is likely to be the case, the social worker can consult with the PEP Coordinator for advice as to whether an issue is such, that a shorter review period is appropriate.

2. If a child's PEP has to be substantially altered. For example a child has to change school part way through a PEP review period. This would trigger a new review PEP, which should be booked as soon as possible (i.e. with 5 days).

Equal Access ('Diversity Matters'):-

It is important that children (and parent, if attending a completion meeting) are able to express themselves through the medium of their own native language. This is particularly important were the medium of English would be problematic with regard to understanding and fully participating in a PEP meeting. Please remember to check, if there is a requirement for an interpreter to be at the meeting and book one while beforehand. Further, did not forget to ask about any dialect issues as this may affect the usefulness of the interpreter to the participant in a meeting.

Monitoring the Interim Effectiveness of IPEPs or Review PEPs:-

Monitoring of the effectiveness PEPs in general should be undertaken in every 6-weekes as part of the social work supervision process. This is to ensure that recommendations agreed at the completion meeting have been implemented within the agreed time-scale. Further, such monitoring will explore any difficulties in implementation of agreed task and identify whether the Designated Teacher, LAC-EWO, PEP Coordinator or all of the aforementioned need to be consulted with regard to particular issues that have arisen shortly after the PEP meeting.

EWS Support and Advice to Social Work Practitioners:-

Although, the PEP Coordinator normally, sets initial targets in the Initial PEP and would solely attend this PEP, there may be circumstances, relating to a Review PEP that might make it appropriate for the PEP Coordinator to attend with the social worker to negotiate and advise. Please consult with the PEP Coordinator as appropriate with regard to this. Also, where attendance is an issue please consult with the LAC-EWO (Debbie Alexander), for advice.

Moreover, if there are any uncertainties about LAC education issues, please consult with the PEP Coordinator/LAC-EWO as appropriate. We will endeavour to assist with advice.

<p style="text-align: center;">Anthony Folami Personal Education Coordinator For Looked After Children. (PEP Coordinator for LAC) Tel: 0208 736 6938 Ext 6938</p>	<p style="text-align: center;">Debbie Alexander Looked After children's Educational Welfare Officer (LAC-EWO) Tel: 0208 736 6949 Ext 6949</p>
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