

Planning procedures for Post-16 Children Looked After

Personal Education Plans (PEPs) are statutory for CLA up to 18 years old.

In Cumbria, the post-16 PEP is called "My Future Plan."

The plan is a statutory document and is an integral part of the young person's care plan.

Who completes the plan?

The lead for completing the plan is the young person's **Social Worker** or **Personal Adviser**. If the young person is attending a school or college, the process is supported by the **Designated Person for CLA** in school or college. The Virtual School are available to offer support and may attend meeting wherever possible.

If the young person is not in education, employment or training NEET or does not want to participate in the plan the Social Worker or Personal Adviser completes the plan to record what support is in place for the young person.

The Inspira Personal Adviser should be involved in the plan for all young people.

When to start the plan

This plan is started in **September/October** (or whenever the young person comes into care) and is reviewed in the Spring and Summer Term.

How to complete the plan

Section A - needs to be completed for **all** young people.

Pages 3 and 4 cover the key information that those working with the young person should have access to. This will be provided by the social worker. The Virtual School can provide a record of qualifications for the young people who were looked after during Year 11.

Section B

should only be completed with young people who are in education, employment or training and **includes sections for the termly reviews**. The education/training provider should be part of the process. The final page addresses future planning and should be considered at each meeting.

Section C

is for young people who are not currently accessing education, employment or training and should offer direction to the support needed. **This also includes a section for the termly reviews**. The final page addresses future planning and should be considered at each meeting.

Quality Assurance and Distribution of PEPs

Within 5 days after the PEP meeting the completed Future Plan is sent to the Virtual School using the school portal "Returns to the LA" "**PEPs Virtual School Team**" or send securely to PEPS.VirtualSchool@cumbria.gov.uk The Virtual School are responsible for uploading the PEP onto ICS.

Only when this has taken place is the PEP counted as complete.

Support for the process is available from the Virtual School Team:

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