**Procedures for Bournemouth Virtual School**

1. PEPs

* Initial PEP form to be completed if a PEP cannot be arranged in time for the first LAC review.
* PEPs need to be completed at least termly to inform the Looked after Children’s review. At present 3 termly evolving PEPs are completed. A full PEP should be completed if any changes in care or school placements have taken place.
* Consultation forms need to be sent to Social Workers, Foster Carers/ Parents and Young People at least a week prior to the PEP meeting being held.
* PEP templates to be e-mailed to Designated Teachers in schools at least a week prior to the PEP meeting being held.
* A transition meeting should be held alongside the Summer term PEP for year 6 Young People who will be transitioning to Secondary School. The Designated Teacher from the Secondary School should also be invited to the PEP meeting.
* A member of the Post-16 LAC and Care Leaver team should be invited to a Spring or Summer term year 11 PEP, especially where destinations are not known.
* All completed PEP documents to be e-mailed to the LAC IRO for the Independent Reviewing Officers inbox and LAC Admin inbox. Copies of PEPs to be sent to all those present. PEPs must be anonymised if sending out to birth family. Completed PEP documents must also be e-mailed to the Virtual School Senior Business Support Officer to facilitate data tracking and monitoring.
* SEND reviews to be combined with PEPs where possible.
* Pathways Worker and Post-16 Lead to be sent a copy of the last PEP in year 11.

1. Casework

* Electronic chronologies and case recordings to be completed for each child.
* All casework correspondence (e.g. case recordings, records of telephone calls, meeting notes, e-mails etc) to be electronically filed by admin, via C&YPS dedicated inboxes.

1. Case lists

* As case lists are now stored electronically, Caseworkers should highlight any changes in yellow to enable admin to update PSS and any other system. Admin will regenerate the case list each month on the spreadsheet.
* Caseworkers must ensure all information is up to date on their case list.

1. Other procedures

* GCSE results day – all GCSE results from schools are collated and placed in the LAC folder (on the L-drive). LAC team to be e-mailed the GCSE results.
* Exclusion information to be sent to C&YPS LAC Education who will then forward this information to LAC IRO co-ordinator.
* Looked after Children call to be used for tracking attendance and exclusions.
* Yellow forms to be completed in the Summer term for all of your Year 11 students to enable the worker in the holidays to collate the GCSE results. Completed yellow sheets to be forwarded to the Post-16 team.
* E-mail C&YPS LAC service support if any changes or additions need to be made to the Designated Teacher contact or Examinations Officer lists.
* Ensure Designated Teacher and OOB Designated Teacher contacts lists are up to date.
* Mileage – to be completed electronically every month before the 12th and submitted to the line manager to approve. All mileage to be put through as private car. When accompanied by a colleague the number of members of staff in your car should be included, as extra mileage allowance is given.
* You cannot claim for meals etc when out of borough unless it is before and after a certain amount of time. Please see Bournemouth intranet.
* Complete your timesheet daily. This will ensure you complete your hours. If you go over your hours you can take this back as flexi leave. Please request this from your line manager. Our core hours are 10-4pm and although we work flexibly you must be in the office during this time.
* Holiday requests if full time please complete this on E1st.
* Ensure you attend LAC team meetings as well as LAC Education team meetings.
* There are various types of meetings held – PEPs, case meetings, team around the child meetings, SEN reviews, LAC reviews, Admissions meetings, reintegration meetings, placement planning meetings, provider meetings etc...
* There is a green legal file which holds all information regarding current legislation.
* Hire Cars – these should only be booked via LAC Education budget in exceptional circumstances. As PEPs are the statutory responsibility of Social Workers they should be hiring cars on our behalf if they are unable to attend PEP meetings.
* Pupil Premium – this is paid termly to schools. This is currently £500 per term. Schools need to complete a form to show how they are spending their allocation to receive the extra payment of £400 and any other additional money they require.
* Additional pupil premium – LAC Education Caseworkers need to complete this form for Suzie to sign if any extra pupil premium is needed for the child on your case load. This is usually used for resources outside of the schools remit – Forest School, Horse Course, extra 1:1 tuition. Please find this form in active forms.

1. Post-16

* Meeting with Bournemouth and Poole college in the Summer term to inform of those young people who will be attending in September and any support needs they may have.
* To ensure all young people have applied for the FE bursary. Bursary forms saved in LAC drive. All colleges require written confirmation of the Young Person’s LAC status.
* Meeting in college to find out results from last academic year.
* Regular contact and updates to be held with college throughout the academic year.