



# Online personal education plan

Giving vulnerable children the educational opportunities they deserve with innovative software

We've developed an online Personal Education Plan (PEP) tool that helps local authorities to seamlessly bring together the key people in the educational life of a child in care in a dynamic, collaborative process. This ensures the best possible outcomes for the looked after child and that the money available to develop the child is spent wisely, based on all available information.

## Why up-to-date information is essential for an effective PEP

Virtual School teams at local authorities are responsible for ensuring that children and young people in care have their educational needs met, including their welfare and emotional wellbeing. Central to meeting this responsibility is the maintenance of a Personal Education Plan (PEP), a document which is mandated for all children and young people in care up to the age of 18.

Several parties must work together to co-create this document: the Virtual School team who act as a corporate parent and co-ordinates the PEP compilation and review, a designated teacher who can speak to the child's educational progress and needs at school, and a social worker who focuses on emotional and social aspects of the child's development. The voice of the child is also important: their dreams and aspirations, their needs and struggles are heard and responded to through the PEP process.

PEPs are constantly evolving and are reviewed three times a year to assess progress against targets that have been set. Reviewers assess whether the child's emotional and academic needs and aspirations are being met. Also considered are academic progress, attendance, risk factors for the child and any exclusions. The review assesses what the local authority has achieved considering the financial investment it has made in the child.

The PEP should be an exercise in collaborative information sharing, monitoring and decision-making that benefits the child or young person. Unfortunately, there are often challenges with information sharing in the creation of physical "hard copy" PEPs. Each party submits their contribution individually and may not be aware of all the contributions of others as the document is circulated, meaning decisions must be taken and recommendations made without all the information to hand. The process can be cumbersome and time-consuming. Patterns in the data that indicate problems or opportunities may not be spotted until it's too late.

It's therefore vital to find ways to make PEPs dynamic, accessible and real-time sources of information for all stakeholders.



### 10 days

The **time limit** within which the initial PEP should be initiated when a child enters emergency care



### 80,000+

The total number of **looked-after children** in England and Wales as of 31 March 2020



## Capita's online PEP management software

**We've developed an online tool to help local authorities manage their statutory PEP requirement for children and young people aged 2 to 18 years.**

The secure, digital solution makes it possible for the team around the child, together with the child or young person themselves, to co-produce the plan from anywhere they have an internet connection via a smartphone, tablet, laptop or PC.

You can ensure access rights are always appropriate by limiting the information professionals can record and access, based on their role. The software enforces General Data Protection Regulation rules and only stores data that it has permission to hold.

Improved collaboration means that professionals have well-managed, convenient access to the information they need. They're better placed to provide the most appropriate support, including promoting educational progress by putting together actionable targets which are regularly reviewed by all to drive better outcomes and help the child fulfil their potential.

The system meets all statutory requirements and more. It monitors trends in school attendance, exclusions and attainment. It tracks progress against targets set and measures the impact of funding.

Personalised dashboards help team members to monitor PEP progress against the statutory timeframes. The system ensures that problems are swiftly identified so that intervention and support can be provided.

The online PEP is Software as a Service (SaaS) Solution, meaning that it creates no additional IT overheads for your local authority. It is highly scalable: you can add as many users as you want without worrying about bandwidth, servers and other constraints. It's easy to implement and you can be up and running almost instantly. It's also constantly evolving, and features and fixes can be released rapidly to drive more value for you, quickly.





# Key benefits of the online PEP management software

## Greater efficiency with a more streamlined process



**Uses your existing data sources:** pulls through information from your education database and from the previous PEP to pre-populate the document



**Saves time**, vastly reducing data entry requirements by not having to key in information multiple times



**Facilitates** a more constructive meeting conversation and provides a mechanism to schedule the next meeting



**Real-time collaboration:** instead of needing to pass documents from one person to the next, everyone has instant access to what they need.

## Improve outcomes for children and young people



**Enables a shared understanding** of the needs of the child or young person to enable the right support to be given at the right time



**Provides information** which encourages professionals to be more proactive and drives better outcomes e.g. monitoring trends in school attendance, attainment and exclusions



**Encourages the child or young person to speak up**, providing crucial insight to professionals, because the PEP is easily accessible and they're not alienated by having to continually repeat themselves



Helps the child or young person **reach their life potential** and fulfil their aspirations by making it easier for targets to be set, monitored and reviewed.



To find out more about how Capita One's Online PEP management software can help you to support young people in care, reach out to one of our education experts today.