Dear Colleague,

**Introduction of Somerset’s electronic Personal Education Plan (ePEP)**

I am pleased to tell you that Somerset has commissioned an online Electronic Personal Education Plan (ePEP) for all Children and Young People in the Care of Somerset County Council. The ePEP is available to all schools, both within and beyond Somerset, where our children and young people are on roll.

This web-based solution has been commissioned from Welfare Call Ltd. with whom we have worked closely to design an ePEP that provides the information we need to help you support our children and to meet our statutory duties.

If you currently have a child on roll who is in the care of another local authority that uses a Welfare Call ePEP, then your existing credentials will also give you access to the Somerset ePEP. If that is not the case, you will shortly receive an email from Welfare Call explaining how to log in to the secure ePEP site. It will be followed by a second email containing initial access details including how to create your own secure password.

We suggest you log in to the ePEP as soon as you receive your credentials; you will find a list of all the children in your educational provision who are Looked After by Somerset County Council. Each name will be linked to an ePEP. At this stage the child’s details will be added and there will be some sections pre-populated from local authority data sources with other clearly marked sections for completion by schools/settings or by social workers.

Most of the required information can be added before the meeting. You can access the ePEP at any time and work on it when it suits you. You can delegate the ePEP to a colleague for completion if that is felt to be more appropriate, although you will retain overall responsibility. There is also the opportunity to upload supportive documentation such as certificates, photographs or multimedia information. This enables the ePEP to not only track progress, but also capture memories for the future.

On the Welfare Call website, there are easily accessible support documents to guide you through the process and also phone links to Welfare Call who will be able to help with any specific technical queries. The Virtual School can also be contacted via thevirtualschool@somerset.gov.uk with any general queries about the ePEP process.

Completing the ePEP for the first time may take a little longer than usual but once the document is submitted all relevant sections will be carried through for the next meeting, meaning that targets and other actions for review will be pre-populated which will save time.

Once the form has been completed by the named Designated Teacher it can be automatically submitted online to the Virtual School for quality assurance and final comments. The Virtual School will enable the completed ePEP to be made available to other meeting attendees, including the Social Worker. Further invitations for the next agreed PEP date will also be distributed.

This ePEP solution is fully secure and meets the new general data protection regulations (GDPR), as well as providing a secure communication channel between DTs and Somerset Virtual School. We will be happy to provide further details should you require them.

Thank you in advance for your efforts as we work, in partnership, to deliver our collective roles and responsibilities as Corporate Parents. I hope that you will find the ePEP a step forward in how we support our children looked after, and how together we help them grow, learn and develop.

Yours sincerely,

**Emily Walters**

**Virtual School Head**