ASSET®

QUICK GUIDE TO P4S (PEP FOR SUCCESS)

1 CHILD BECOMES LOOKED AFTER

- Lewisham Virtual School receives an alert from LCS of a New CLA and imports the information onto the ASSET platform.

- Lewisham Virtual School grants access to the professionals linked to the Child Looked After.

2 THE INITIAL PEP AND ACCESSING P4S PLATFORM

ASSET

- The social worker initiates a PEP and sends invites via ASSET, checks the 'Pupil' details in the basic information module then clicks on 'Submit'

4 THE PEP MEETING

- The DT chairs the PEP meeting and completes the meeting module – excluding the SW Comments section, then clicks on 'Complete'

- A completed PEP on ASSET will show all module buttons on the left change from white to purple with a white tick, ready for Lewisham Virtual School to quality assure and sign off.

3 PREPARING FOR THE PEP MEETING

The DT pre-populates the PEP by completing the following sections:-

- Data
- Pupil Voice
- 14-16 / 16-19
- SEND
- Targets & Actions

Information can be updated at the meeting live on the platform. If not, the update should be completed no longer than 7 working days after the meeting.

If the child has an EHCP the annual review can be combined with a PEP meeting.

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