

Virtual School IRIS EPEP 'Quick Guide' for Social Workers

*"The virtual school provides aspirational, responsive support for children. **The quality and oversight of personal education plans have been strengthened since the last inspection and are now of a consistently high quality.** Children are encouraged not only to succeed academically but to pursue their interests and talents."*

Inspection of Gloucestershire local authority children's services 9 June 2025 to 20 June 2025

You can access our EPEP training recording for Social Workers and IROs here: [Early Years EPEP Training 2025-26 | Virtual School](#)

PEP Access and Exporting PEPs

- Use email link from IRIS to activate your account for the first time.
- Once activation is complete, access your IRIS account using this link: [Looked After Call - Admin](#). Login: email address and password you created during activation.
- Once logged in, click PEP tab at top of page.
- Use drop-down filter menu (blue bar, top of page) to search for young person's PEP.
- Select grey 'Status' (far right side of page) to access the current PEP and historic PEPs. The current active PEP shows on left hand side of the page (a numbered box for each page of the PEP). 'Other PEP(s) on record and related documents' on the right side of page list historic PEPs. Green-completed PEP/Yellow-Superseded/Overridden PEP).
- To open the active PEP, click the page numbered boxes (left side) to view.
- To export the active PEP as a PDF select 'PEP: Actions' drop-down menu (top left), Export active PEP. A download will appear for you to save to Liquid Logic or share.
- From the bottom of any page in the PEP select 'PEP Home' to take you back to the view described above.

Before the Meeting

- Make sure you have sent the meeting invitation to all attendees.

Complete Section 1-PEP Meeting

- Add the date of the next CLA review.
- Check the social worker details are correct.

Complete Section 2-About Me

- Check all details in this section are complete and up to date.
- Check SDQ score is within 1 year. If out of date, add a more recent one by clicking 'add new' and entering the updates (do not overwrite an existing score/date).

Complete Section 6-Record of Discussion

- Add social worker views for 'what's going well' and 'areas of concern'.

Complete Section 8-Transition

- For 'any other year group' proposed school moves, ensure a school move protocol form has been completed and returned to Virtual School Education Adviser for Virtual School Head approval. The School Move Protocol form can be found on the Virtual School website (see link below).

During the Meeting

Section 1-PEP Meeting

- Arrange the next PEP meeting date and send out invites to relevant attendees.
- Provide 'additional information', i.e. any planned changes of social worker.

Section 2-About Me

- Confirm all details are up to date.

Section 3 -My Education

- If attendance is below 90%, discuss and agree responsibilities and an action plan for improvement-including push and pull factors and young person's views.

Section 6-Record of Discussion

- Discuss and share positives and any areas of concern.
- Recap key points and outcomes from discussions, linked to targets.
- Ensure the Remarkable Me moment is recorded in the young person's Life Story book.

Section 7-Outcomes and Interventions

- Review the previous targets and outcomes.
- Discuss and agree any Pupil Premium Plus requests linked to this term's targets. Consider PP+ for the following term to ensure continuity of support. Consider PP+ for an attendance incentive (if appropriate).

Section 8 –Transition

- Discuss and agree any potential/upcoming transitions and support for change of education setting.
- Confirm you have completed a School Move Protocol form (if applicable).

After the Meeting

Once the PEP is signed off as complete by the Virtual School Education Adviser, please export the document as a PDF and save to files/share as required. Note: the PEP contains identifying/sensitive information and should be thoroughly checked before sharing.

Responsibilities and Permissions

- The allocated social worker and DT/school representative must attend the PEP meeting for it to be a compliant PEP.
- The allocated social worker is responsible for arranging the PEP meeting (within statutory timescales) and sending the invites.
- A new to care young person must have their first PEP within 20 school days of entering care.
- The school designated teacher (DT) is responsible for chairing the PEP meeting and completing the education sections of the PEP document.
- The Virtual School and school **do not** have permission to share/send out the completed PEP document. This must be actioned by the allocated social worker.
- The Virtual School **cannot** apply for school places (neither can a foster carer). This must be completed by the holder of PR.
- If there has been a school move, the social worker must call a PEP meeting within 25 school days of the start date at the new school.

Help and Support

Issues with your IRIS account? Please email virtualschooladmin@gloucestershire.gov.uk.

Need education related help or advice? Please contact the young person's allocated Virtual School Education Adviser, in the first instance, or virtualschooladmin@gloucestershire.gov.uk.

Website Link (for training, support, policies and forms): [Virtual School](#) | [Virtual School](#)