

Bath and North East Somerset
**Personal Education Plans and the
Professional Portal**

Virtual School for Children in Care

Professional Portal

The Professional Portal is a secure system for sending or 'delegating' forms such as PEPs to external professionals.

Professional Portal

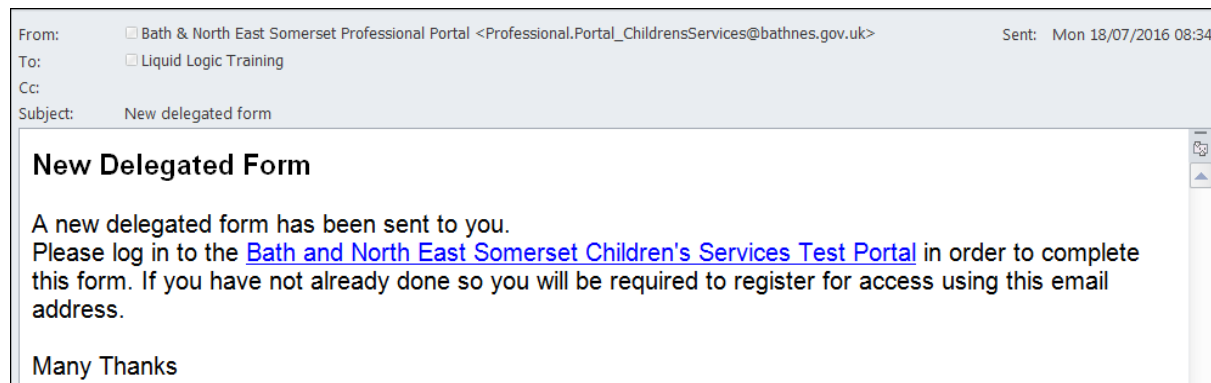
- When a PEP has been delegated to a designated teacher they will receive an email:



From	Subject	Received	Size	Categories
 Bath & North East Somerset Professional Portal	New delegated form	Mon 18/0...	2 KB	

Professional Portal

- Within the email is a link to the Professional Portal login in screen



Professional Portal

- The first time you access the Portal you will need to register for an account

Bath & North East Somerset Council

Secure Login - Step 1

New to Bath and North East Somerset Children's Services Test Portal? Register for an account on the right.
Already using Bath and North East Somerset Children's Services Test Portal? Sign in below.

Existing Users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Sign in](#) [Cancel](#) [Forgotten Password?](#)

New Users

If you're new to Bath and North East Somerset Children's Services Test Portal, sign up for an account here

[Register for new account](#)

Professional Portal

Bath & North East
Somerset Council

Register a New Account - Step 1

Forename

Surname

Next

Cancel

Professional Portal

Bath & North East
Somerset Council

Register a New Account - Step 2

Email Address

Password

Confirm Password

Back

Next

Cancel

Password Policy

Your password must meet the following requirements:

- It must be at least 8 characters long
- It must contain at least one letter
- It must contain only letters, digits, and the following special characters: !@#\$\$%&*

Professional Portal

Bath & North East
Somerset Council

Register a New Account - Step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **Back** if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your Spam/Junk Email Folder.

Code

Back

Next



Cancel

Please send me a new code

Professional Portal

- Each time you log in you will automatically receive a separate email with a code
- The code expires after 10 minutes and you will need to log in again to get a new code
- This two factor authentication is to ensure the Professional Portal is secure and users are the owner of the email account

Professional Portal

From	Subject	Received	Size	Categories
 Professional.Portal_ChildrensServices@bathnes.go...	Please verify your email address	Mon 18/0...	1 KB	

Dear Pro Portal Test,

Thank you for using Bath and North East Somerset Children's Services Test Portal! Please enter the following code on the email verification page:

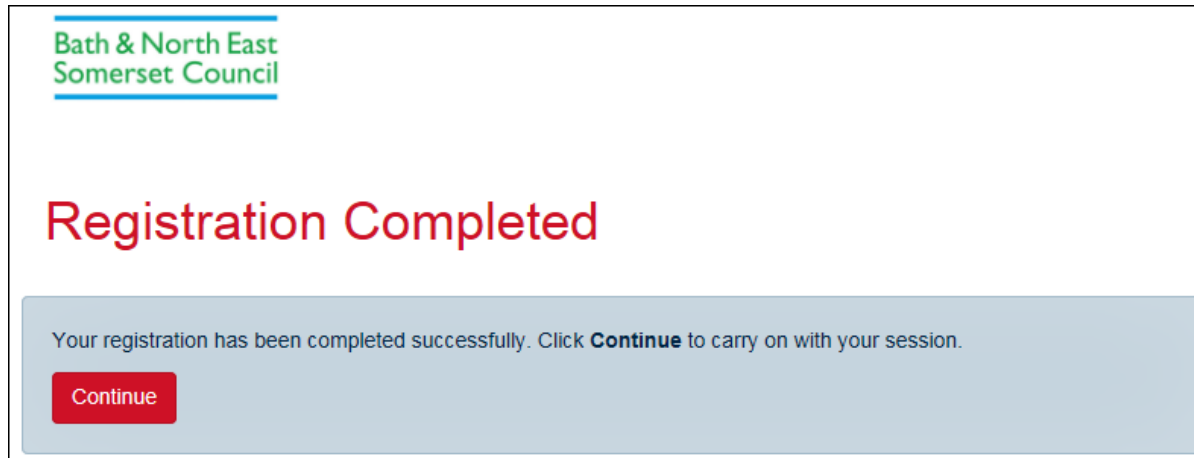
3894 7186

Kind regards

Bath and North East Somerset Children's Services Test Portal Support Team

Professional Portal

- Once you have added this code click **Continue**



Professional Portal

- If you want somebody else in your school to complete the PEP please contact the Virtual School and ask for the PEP to be delegated to them.

Please complete all sections after the 'Care Information' section

Information such as targets will be copied forward into the next PEP.

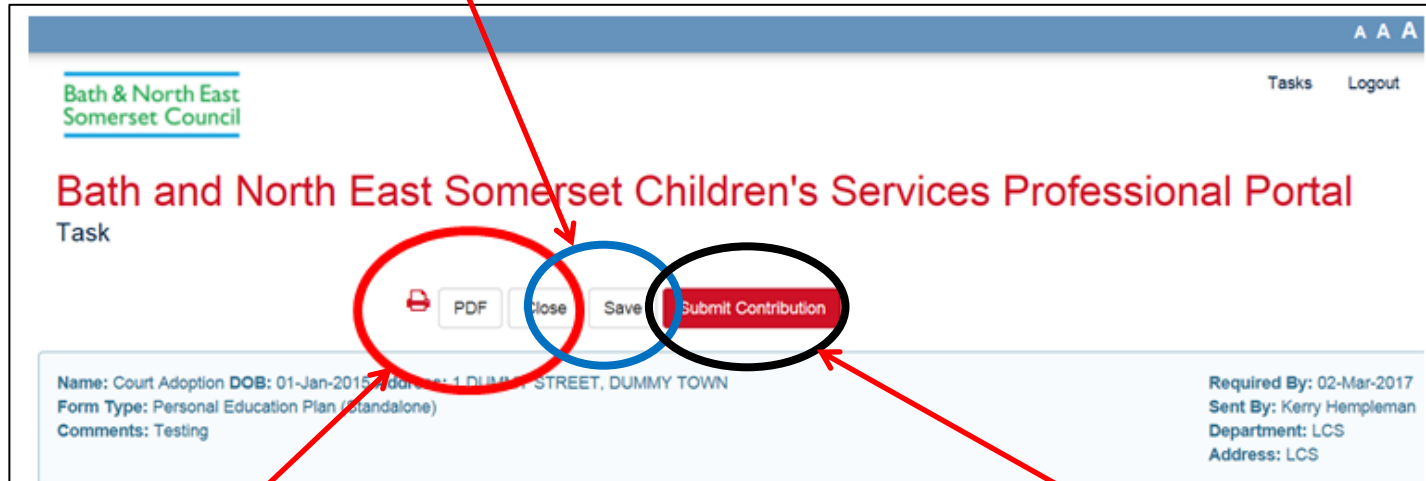


Personal Education Plan

Saving and printing PEPs

1. Click 'Save' every 10 minutes as you work

Important!
Please save and store PEPs securely in line with your school's data protection policies.



The screenshot shows the Bath & North East Somerset Council Professional Portal. The main heading is "Bath and North East Somerset Children's Services Professional Portal" with a sub-heading "Task". Below this, there are four buttons: "PDF", "Close", "Save", and "Submit Contribution". The "PDF" button is circled in red, the "Save" button is circled in blue, and the "Submit Contribution" button is circled in black. Red arrows point from the first and third numbered instructions to these buttons. Below the buttons, there is a form with the following details: Name: Court Adoption, DOB: 01-Jan-2015, Address: 1 DUMMY STREET, DUMMY TOWN, Required By: 02-Mar-2017, Sent By: Kerry Hempleman, Department: LCS, Address: LCS, Form Type: Personal Education Plan (Standalone), and Comments: Testing.

2. Click 'PDF' to save the completed PEP to your school's PC.

3. Click 'Submit Contribution' to send the PEP back to the Virtual School. You cannot change it after this!

Professional Portal

Contact us if you have any queries:

➤ 01225 396932

➤ Virtual_School@bathnes.gov.uk