Student PEEPs procedure: flowchart for Staff

LSM meets with student to start drafting the PEEP. Co-ordinates with **Facilities Manager, Resource Managers**, the student's **School** and other **Departments** as appropriate, to draft the PEEP.

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Once drafted, the **LSM** will meet with the student to review the PEEP in its entirety.

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A trial run of the PEEP is undertaken to ensure the PEEP is suitable and workable for the student.

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Once the PEEP is finalised, the **LSM** will inform the **Learning Enhancement & Support Manager (Disability & SpLD)** and seek formal sign off.

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The **LSM** will submit a copy to the **LSS Planning, Development and Administration Manager**, who will save it in the correct file location. The **PDA Manager** will keep a spreadsheet of student PEEPs and provide this for the **Facilities Manager** and COG meetings as required.

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Relevant departments/individuals will also be issued with information contained within the PEEP, in accordance with the student's consent to share personal sensitive information, as identified in the PEEP.

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The campus **Facilities Manager** will ensure that a copy of the PEEP is included in the Emergency Grab Bag held at Campus Reception.

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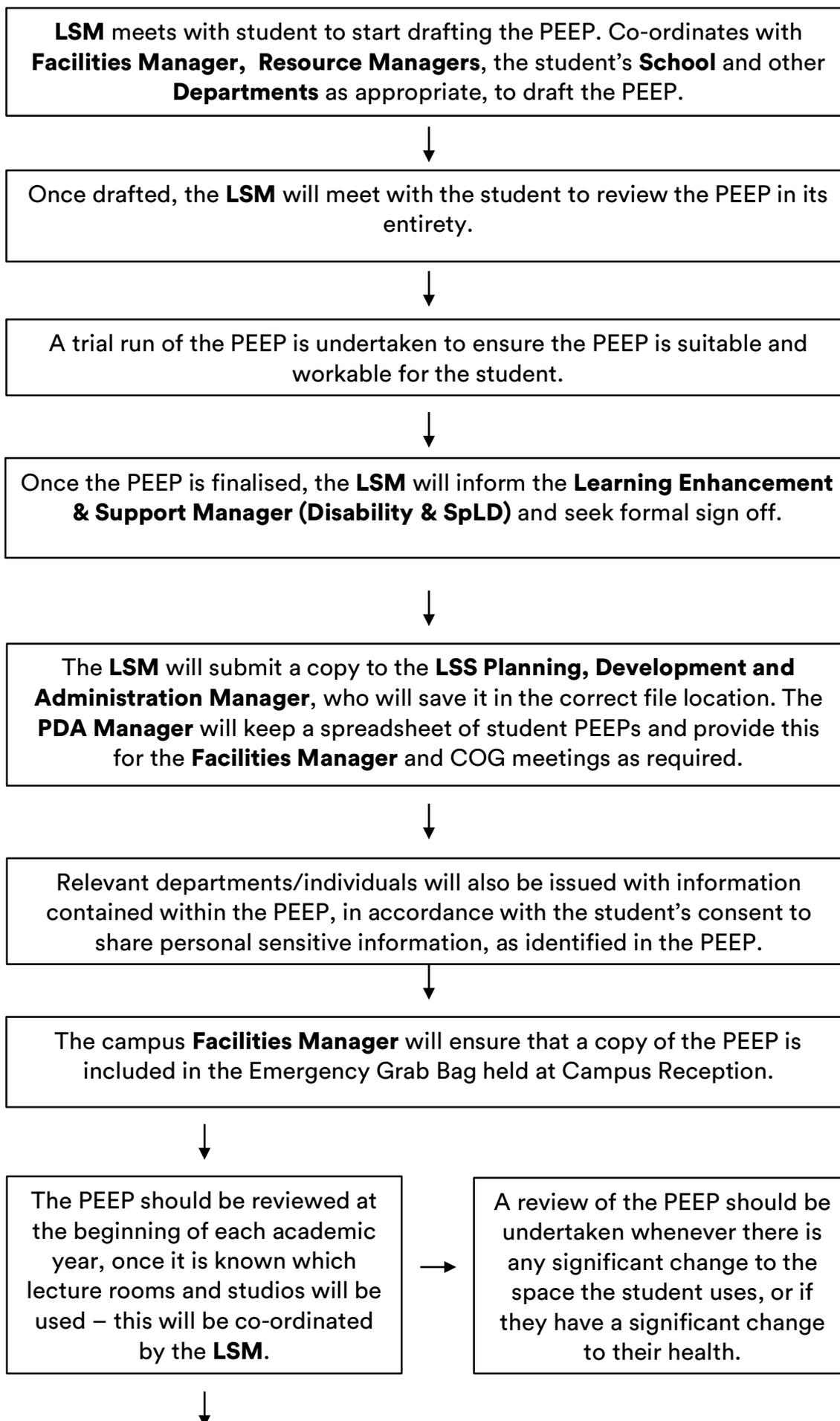|		
The PEEP should be reviewed at the beginning of each academic year, once it is known which lecture rooms and studios will be used – this will be co-ordinated by the **LSM**.	→	A review of the PEEP should be undertaken whenever there is any significant change to the space the student uses, or if they have a significant change to their health.

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Library & Student Services

The campus **LSM** will send an updated list of current and old PEEPS to the **Facilities Manager** at the end of each academic year, so that old copies located in the Grab Bags can be destroyed. **LSMs** will also ensure that all other copies of historical PEEPs are destroyed annually.

PLEASE NOTE: The full PEEP will need to be completed within **two weeks** of the student enrolling onto their course or else they may be prevented from accessing areas of their campus.

If a PEEP can't be completed with a student within this time period, it may mean that they are not able to continue to use the identified building and/or specific areas in the building or campus. This would be drawn to the attention of their **Head of School** and **Course Leader** by the LSM and proceedings under the rules for student conduct regulations may be invoked.