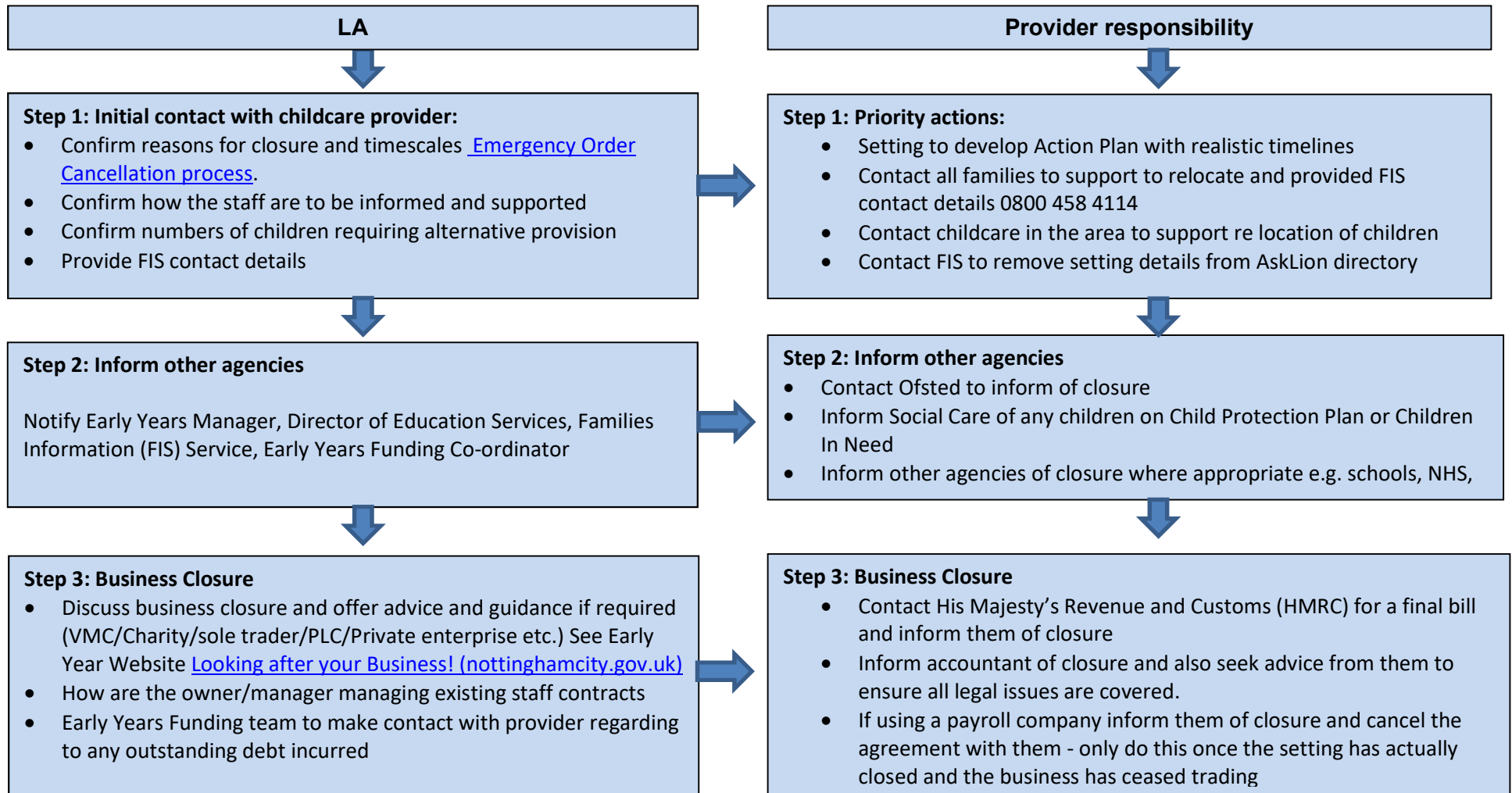


Early Years

Closure of Childcare Settings

LA informed of childcare closure:



Early Years

Closure of Childcare Settings

Step 4: CSA

- Use CSA to inform local childcare providers and ensure no displacement of existing childcare
- Clarify childcare gaps in the area of closure
- Carry out scoping exercise for new buildings and premises
- Contact childcare in the area to discuss expansion

Step 4: Document Retention Periods

- For Early Years funding requirements refer to: [Provider Agreement Retention Schedules](#) (clause 7.2)
- Retention periods are usually dictated by legal requirements, or in their absence, by industry norms or needs of the business.
- Under general data protection regulation (GDPR 2018) Data protection act 2018 See documents in closure folder. These documents are not intended to replace legal advice.



Additional support/more detailed information

Provider Fact Sheet: Points to consider in the closure if a setting:
<J:\CC 0 to 7 Years\All PVI - PSF setting information\PSF\1.PSF Support Processes\Emergency Closure>

Step 5: EYPP Equipment/DAF/EY SEND Funding

- EYPP funded equipment - if the equipment was purchased for a specific child, this piece of equipment can be offered and gifted to their current/new setting for continuity of care
- Alternatively, the LA encourages that such equipment be gifted in good faith to another setting rather than sold.
- Unspent DAF: Money to transfer to new setting if appropriate
- Unspent EY SEND Funding: setting to complete [funding transfer form](#)

N.B. All setting owned equipment – the Early Years team can support the provider to relocate equipment if this is requested.