# **Early Years**

## **Closure of Childcare Settings**

#### LA informed of childcare closure:

# LA

#### Step 1: Initial contact with childcare provider:

- Confirm reasons for closure and timescales Emergency Order Cancellation process.
- Confirm how the staff are to be informed and supported
- Confirm numbers of children requiring alternative provision
- Provide FIS contact details

#### Step 2: Inform other agencies

Notify Early Years Manager, Director of Education Services, Families Information (FIS) Service, Early Years Funding Co-ordinator

## **Step 3: Business Closure**

- Discuss business closure and offer advice and guidance if required (VMC/Charity/sole trader/PLC/Private enterprise etc.) See Early Year Website Looking after your Business! (nottinghamcity.gov.uk)
- How are the owner/manager managing existing staff contracts
- Early Years Funding team to make contact with provider regarding to any outstanding debt incurred

### **Provider responsibility**



- Setting to develop Action Plan with realistic timelines
- Contact all families to support to relocate and provided FIS contact details 0800 458 4114
- Contact childcare in the area to support re location of children
- Contact FIS to remove setting details from AskLion directory

#### Step 2: Inform other agencies

- Contact Ofsted to inform of closure
- Inform Social Care of any children on Child Protection Plan or Children In Need
- Inform other agencies of closure where appropriate e.g. schools, NHS,

#### **Step 3: Business Closure**

- Contact His Majesty's Revenue and Customs (HMRC) for a final bill and inform them of closure
- Inform accountant of closure and also seek advice from them to ensure all legal issues are covered.
- If using a payroll company inform them of closure and cancel the agreement with them - only do this once the setting has actually closed and the business has ceased trading

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#### 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

## 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 4: Document Retention Periods**

- For Early Years funding requirements refer to: <u>Provider Agreement</u> 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.



#### 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.