We are aware that some settings that have been closed in recent weeks but have been looking at ways to re-open for families in need of childcare. For those who are currently **not** open, please complete this COVID-19 Recovery Plan and send a copy, by email, to family.info.service@westsussex.gov.uk with your setting name and “Recovery Plan” in the subject title. This will enable us to review the barriers that you have identified and support you to re-open as soon as possible.

This process is being put in place in order for us to be able to meet our sufficiency duty and to satisfy ourselves that public funds are being used appropriately. In exceptional circumstances, and when all other options have been exhausted, local authorities may consider using their flexibility to redistribute FE funding in a clearly focused and targeted way from providers who have closed. We will use your COVID-19 Recovery Plan to identify where support can be given to you to re-open and support your long-term sustainability as well as ensure that families have access to sufficient childcare.

This form is only for Early Years settings that are not currently open w/c 15 June 2020.

|  |  |
| --- | --- |
| Setting Name:  |  |
| Address: |  |
| Ofsted URN: |  |
| Contact Name: |  |
| Date Completed: |  |

**Outcomes of Risk Assessments and Action Plans – Identified Barriers:**

(Where there are no barriers identified, please state ‘none’.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Factors** | **Barriers identified** | **Action required****(to remove barrier)** | **Action log/outcome** | **Date** | **Review/Next Steps** |
| Staffing |  |  |  |  |  |
| Premises |  |  |  |  |  |
| Parental Demand |  |  |  |  |  |
| Sustainability |  |  |  |  |  |
| Access to resources |  |  |  |  |  |
| Other barriers (please state and include actions taken/planned) |  |  |  |  |  |

|  |  |
| --- | --- |
| Have you discussed your COVID-19 Recovery Plan with your EYCA? | Choose an item. |
| When are you planning to re-open? | Choose an item. | Date:  |

Your EYCA will be in contact with you to offer support and you may be asked to provide supporting evidence.

Please return your completed COVID-19 Recovery Plan to family.info.service@westsussex.gov.uk stating your setting name and “Recovery Plan” in the subject title. Thank you.