**Guidance for completing the Proforma Provision Map**

As you are aware, section 42 of the Children and Families Act (2014) outlines the duty to secure special educational provision and health care provision in accordance with an EHCP. In the attached synopsis of the guidance on temporary legislative changes relating to coronavirus, you will see the time-limited duty to use “reasonable endeavours” to secure or arrange provision in an EHCP. For some children this will mean that some/all/none of the provision outlined in the EHCP can be provided at this time and therefore the provision may need temporarily to be different to that which is set out in the EHCP.

Instead, the law states that we must use “reasonable endeavours” to secure or arrange provision and the law acknowledges that what constitutes reasonable endeavours will vary and depend on the needs of each child and the local context. The DfE has suggested that we consider the following: What? Where? How? When? How? When? By whom?

It has been noted that we are advised to “keep a record of the provision it decides it must secure or arrange.” This involves confirming with parents what is replacing the specified provision and reviewing such provision.

Therefore, in an effort to assist with this record-keeping, we have devised the attached simple template on which you can record the provision offered by your setting.

You may consider this as a framework to help you with this recording and may wish to extend the columns or add in the initials of the person delivering or indeed the dates. It is not our intention to be prescriptive but rather offer you this template. Should you be offering further provision, please add it in but the key is to be keeping a record of what children and young people are accessing during this time.

Although this entails more work, I am sure you will appreciate that this may protect your settings should any challenges be forthcoming following this period.