|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of provision:  Person reporting:  Date reported made:  Early years team member recording: | | | | |
| Who has been diagnosed with corona virus?   * Staff * Child * Staff * Child * Visitor | When was the diagnoses made?  By whom?  When was the person last in the Early Years Provision? | Were the children in a bubble or smaller group when in the setting?  Have all contacts – children, staff and visitors been identified for possible isolation? | Which organisations have been informed?   * PHE * Ofsted * RIDDOR (if advised by DfE) * Landlord (is the building council owned?) * Social care if the coronavirus effects the child accessing the provision | What are your next steps?   * Deep clean * Replace any PPE used * Review risk assessment * Parents/staff consultation * Review covid-19 agreements |
|  |  | Have you considered other provisions children maybe attending Clubs, childminders etc | If the setting is advised to close you need to add here the name of person advising the closure and their department (this will ensure that funding is not interrupted) |  |

Any report made to the Early Years and Childcare service will be shared with:

* Head of Early Years and Childcare service
* Assistant Director (Interim) Education & Skills
* Executive Director of Children’s and Adult Services

This record is to support you in any confirmed coronavirus cases so when you email [publichealth@hounslow.gov.uk](mailto:publichealth@hounslow.gov.uk) and contact the DFE designated line for reporting a positive case you will have all the information you need.

Some key considerations taken from DFE Guidance: [*What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID-19) in an early years setting*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958657/What_to_do_if_a_child_or_adult_is_displaying_symptoms_or_is_a_confirmed_case_of_coronavirus_COVI.pdf) *Updated February 2021*

**Managing confirmed cases of COVID-19 in the setting**

Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).

You must call the DfE helpline on 0800 046 8687 and select the option for reporting a **positive** case. This team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. They will also work with settings in this situation to guide them through the actions they need to take. Based on the advice, settings should send home those people who have been in close contact with the person/child who has tested positive, advising them to self-isolate for 10 full days since they were last in close contact with that person when they were infectious.

Close contact means:

* face-to-face contact including being coughed on or having a face-to-face

conversation within one metre

* skin-to-skin physical contact for any length of time
* being within one metre for one minute or longer without face-to-face contact
* being within 2 metres of someone for more than 15 minutes (either as a

one-off contact, or added up together over one day)

The DfE advisory team will provide definitive advice on who must be sent home.

To support them in doing so, they recommend settings keep a record of:

* children and staff in specific groups/rooms (where applicable)
* close contact that takes places between children and staff in different groups/rooms

A template letter will be provided to settings, to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate unless the child or staff member who is self-isolating

subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection ([Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) Updated 23 June 2021).

Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on Testing and tracing for coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>).

**Notify Ofsted**

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.