Process for reporting positive cases of Covid-19

Schools and Early Years and Childcare Settings

Note: PVI Early Years and Childcare Register Providers must follow Steps 1 to 4

Schools should follow Step 2 and Step 3

Step 1 for PVI Early Years and Childcare Register Providers only

Phone the **Department for Education (DfE)** Helpline: **0800 046 8687**

In **all positive cases** including those where you are advised that no further action needs to be taken you **must follow all steps below**

Step 2 Schools and PVI Providers

Notify Warwickshire Public Health using the link below

PVI providers will need to scroll down to **'other'** on the drop down menu

https://forms.office.com/Pages/ResponsePage.aspx?id=BqqwiCdZu0uok4nMJxOsgpelu vab2VBPrs3QTlafSHFUOURLUVpKOVpYNjkyU0NTRlhVMUpQOVhXMi4u

Step 3 Schools and PVI Providers

Notify the local authority:

PVI EY & Childcare providers should email: **earlyyearsadvisors@warwickshire.gov.uk**

Schools should email: **Education-Corona@warwickshire.gov.uk**

Step 4 Early Years and Childcare Register Providers only

Providers who are registered on the Early Years Register and/or Childcare Register are legally required to notify Ofsted of positive cases. (Schools do not need to notify Ofsted.)

Providers must report to Ofsted within 14 days of a confirmed positive test for COVID-19:

- any confirmed cases of COVID-19 (coronavirus) in the setting, either in children or staff
- if the setting is advised to close as a result

Tell Ofsted if you have a COVID-19 incident at your childcare business:

https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business