**Covid 19 confirmed cases – Local Authority (LA) notification template – Childcare Providers**

**\*\*\* Please note – this document will be used for monitoring and reporting purposes**

Setting to notify LA of **confirmed cases only** by completing this form and sending it to:

[Dean.fenton@rotherham.gov.uk](mailto:Dean.fenton@rotherham.gov.uk)

[Christopher.stones@rotherham.gov.uk](mailto:Christopher.stones@rotherham.gov.uk)

[Andrew.guest@rotherham.gov.uk](mailto:Andrew.guest@rotherham.gov.uk)

[earlyeducation@rotherham.gov.uk](mailto:earlyeducation@rotherham.gov.uk)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name and Post Code of Setting** | **No. of confirmed cases -**  **Staff** | **No. of confirmed cases - Children** | **Covid**  **Test Date** | **No. of contacts - staff** | **No. of contacts - children** | **No. of children on roll** | **Will the setting have to close / re-opening date** | **Action Taken following contact with:**  DfE COVID helpline: 0800 046 8687 (for 1 case)  Public Health England (Health Protection Team) Tel: 0113 386 0300 (for 2 or more cases) \* out-of-hours number: 0151 909 1219  Ofsted\* - [https://www.gov.uk/guidance/report-a-serious-childcare-incident](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Freport-a-serious-childcare-incident&data=04%7C01%7CAileen.Chambers%40rotherham.gov.uk%7Ce970027e986f4c1b2e3508d88d5241dd%7C46fbe6fd78ae47699c1dbcea97378af6%7C0%7C0%7C637414731732458610%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PbmTN%2FGRT6orAQFBWCP%2FJN%2BgRWrxFA6FrP7U7tBFeto%3D&reserved=0) |
|  |  |  |  |  |  |  |  |  |  |

**\*Ofsted – reporting of Coronavirus (COVID-19) cases**

Please report:

·         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

You should report this as an “Event likely to impact on the smooth running of the setting”.

Ofsted will require the following information:

·         the date when cases were first suspected

·         the date when cases were confirmed as positive

·         the total number of children attending the setting at the time of the suspected case

·         the total number of staff working at the setting at the time of the suspected case

·         the date the setting is closing from, and when you intend to re-open (if applicable)

·         if you have notified the case to Public Health England via the [Department for Education helpline](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcontact-dfe&data=04%7C01%7CAileen.Chambers%40rotherham.gov.uk%7Ce970027e986f4c1b2e3508d88d5241dd%7C46fbe6fd78ae47699c1dbcea97378af6%7C0%7C0%7C637414731732468607%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Q9JeOxgYuctdqnyOJNC%2Fqnt0GuYVnPU3aCO%2FM9WYg2o%3D&reserved=0)

·         the advice provided by the DfE helpline, if applicable:

·         if you have advised the local authority (yes or no)

·         any other action taken