

Reporting a confirmed case of COVID-19

If you have a confirmed case of COVID-19 in your school or setting, you **must** email educationcovid19@oxfordshire.gov.uk with the following information:

Name of school/setting:	
DfE/URN:	
The number of positive cases	
Is the positive case a staff member?	
Is this staff member working from home?	
Is the positive case a pupil? If so what year group/combined year groups?	
Is this a pupil who is participating in remote learning?	
Date of onset of symptoms, or date of test if Asymptomatic	
Was a lateral flow test taken?	
Date the pupil/staff member was last in school/setting, last date of contact:	
Number of staff who will need to self-isolate and staff roles e.g. TA, teacher, caretaker, nursery assistant – please advise, date they will return to school/setting	:
No of pupils who will need to self-isolate (and year groups) – and the date they will return to school/setting	
How many students, in total, are in the year group/s affected	
Are you linking with any professionals who work with vulnerable children in your school or setting?	
Have any changes been made to risk assessment/ processes following the positive case (learnings)?	
Any other information that you wish to share	
Schools Email schoolclosed@oxfordshire.gov.uk if there is any type of school closure (full or partial year group / bubble closure). Also report positive cases using the online attendance form daily return .	
Early Years / Childcare If you have a setting closure (full or partial closure / bubble affected) email FIEnquiries@Oxfordshire.gov.uk . All registered childcare providers in England must use Ofsted's online notification form to notify	

<p>Ofsted of significant events, including reporting confirmed cases of Covid-19.</p> <p>If you are considering or have a permanent closure/sustainability issues email covidearlyyears@oxfordshire.gov.uk inbox. A member of the team will contact you and go through the non-COVID-19 closure form and/or discuss possible grant funding.</p>	
<p>If you require any additional support, please provide a contact name and direct phone no.</p>	

Contacting the Local Authority (LA)

If you have a confirmed case of COVID-19 in your school/setting you **must** report your information to Educationcovid19@oxfordshire.gov.uk

If you wish to speak to a member of the team, please provide a direct phone number, they will call you as soon as they are able to do so. The team contains both School Improvement and Public Health colleagues.

Contacting the DfE COVID-19 Helpline

You can call or email the helpline **if you require advice** about single or multiple cases of COVID-19 and for assistance with undertaking risk assessments.

Email: dfecoronavirushelpline@education.gov.uk

Telephone: 0800 046 8687 (choose option 1 to notify of a case)

It is not mandatory to contact this helpline if you are comfortable managing your own cases.

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am-6pm for advice about cases or other COVID-19 related issues). The DfE helpline has an escalation process with the PHE Health Protection Teams and will notify them of any complex cases and issues which might require their input.

Contacting your local HPT

There **is no routine requirement** to report COVID 19 cases, or COVID 19 related situations, to your local HPT. However, please contact them if you meet the criteria below, they can help with your risk assessments and give you further advice. Sometimes you might also require a multiagency response to support you.

Email: ICC.TVPHEC@phe.gov.uk

Primary Schools and Early Years Settings

- 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more **confirmed** cases of COVID-19 in a bubble of 30 people
- 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
- 3 (or more) bubbles within your school/setting contain at least one confirmed case
- There have been any admissions to hospital in your students or staff members due to COVID-19
- If your school is for children and young people with special educational needs and disability (SEND)
- If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders

Secondary Schools and Further Education

- 5 or more students are affected in a single school year within 14 days i.e. 5 or more **confirmed** cases
- 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60

- 3 (or more) bubbles within your school contain at least one confirmed case
- There have been any admissions to hospital in your students or staff members due to COVID-19
- If your school is for children and young people with special educational needs and disability (SEND)
- If your school is a boarding school and you have 2 or more cases in staff/pupils who are boarders