



23rd February 2021

NHS Test and Trace: COVID-19 testing Students

Dear parent/guardian/carer

You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow devices'. This letter is to help give you more information about the testing programme in our school.

Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school and college settings through asymptomatic transmission. I am therefore strongly encouraging those returning to school to be tested.

We recognise that the self-swabbing part of the test may cause significant concerns for some children and young people with SEND and their families. Some of these concerns may be alleviated by discussing them with school and agreeing strategies to help reduce anxiety and putting in place any reasonable adjustments (if the individual has a disability). Parents and carers may want to look at the Mass Testing Guidance for Specialist Settings for further information - <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>

Plan for testing

We will be looking to test all secondary school age students as they return. Students will be tested three times, once on their return to school twice more 3-5 days later. Following the first three tests in school, students will start testing at home twice a week. Staff will be tested twice a week. Further information will follow regarding home testing.

How the tests work

Those taking the test will be supervised by trained staff and volunteers. The lateral flow tests are quick and easy to undertake, the student will be asked to self-swab their own nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant. The school will inform the student of a positive test result. Where participants are under 16, parents/guardians/carers will also be informed. The student or parent/guardian/carer will also receive a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge.

What if a student tests positive?

If a student tests positive on a lateral flow device, they will be informed immediately by school and will be asked to isolate for 10 days from the date of test and follow guidance of NHS Test and Trace.

What happens if the test is negative?

While a small number of students may need to repeat the test if the first test was invalid or void for some reason, students who test negative will be able to stay in school and resume their activities as normal. Students will be informed of negative test results via text/email. Where participants are under 16, parents/guardians/carers will also be informed.

What if students have been in close contact with someone in school who tests positive?

The student will be notified that they are a close contact by the school and will be asked to isolate for 10 days from the last contact with the individual.

What if a student develops symptoms?

This testing programme at school is for people with no symptoms. If a student develops symptoms at any time (including a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>

Privacy Notice and Consent

We have enclosed a Privacy Notice and Terms of Consent letter regarding the COVID-19 testing. Please read these documents and [click here](#) to opt in or out of lateral flow testing. This form must be completed by Thursday 25th February 2021 at 3.00pm.

We will support our students throughout, but please contact us if you have any questions, via email: school@poolehigh.poole.sch.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Gray', with a stylized flourish extending from the end.

Mr P Gray
Headteacher



Consent form for COVID-19 testing in secondary schools and colleges

Introduction

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#), even if they have had a recent negative lateral flow test.

Consent relates to the following groups of students/pupils and staff as follows:

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Pupils and students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **For any pupil or student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.

Terms of consent

1. I have had the opportunity to consider the information provided by the school about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 23rd February 2021 and the attached Privacy Notice.
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to having / my child having a nose and throat swab for lateral flow tests. I / my child will self-swab if I / my child is able to otherwise I understand that assistance is available. In the case of under 16s or pupils who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab (with assistance if required).
4. I understand that there may be multiple tests required and this consent covers all tests for the named person. If, on the day of testing I / they do not wish to take part, then I understand I / they will not be made to do so and that consent can be withdrawn at any time ahead of the test.
5. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
6. I understand that if my /my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where I am / they are a close contact of a confirmed positive.
8. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result and I understand that I / my child will be required to self-isolate following public health advice.

Poole High School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Poole High School we need to process personal data for pupils taking part, including sharing of personal data where we have a legal obligation. Poole High School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils Section 175 of the Education Act 2002.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a someone who owes an equivalent duty of confidentiality to that data.

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the [Test and Trace Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- First line of address
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

We will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary

- Local Government to undertake local public health duties and to record and analyse local spreads.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at school@poolehigh.poole.sch.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at d.newman@poolehigh.poole.sch.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1

YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

**2**

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

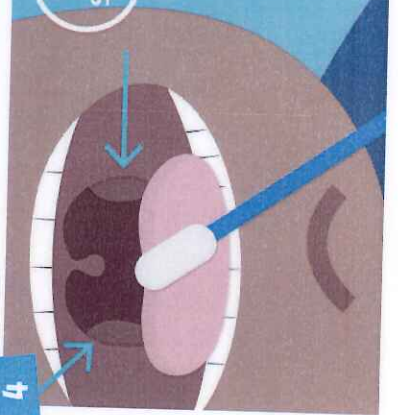
**3**

BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

**4**

10 SECS

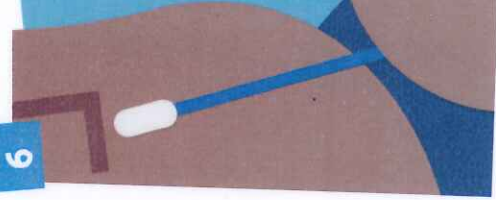
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

**5**

REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

**6**

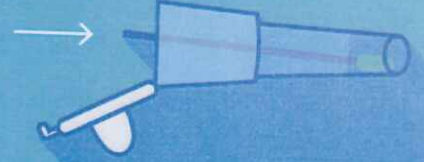
GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS

**7**

AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

**8**

YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

**9**

YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

