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4th January 2021

Dear Parents/Carers

COVID-19 Testing for Pupils & Staff

I hope this letter finds you well and you had a restful Christmas break.

We are all hopeful that 2021 will see Coronavirus being brought under control with the advancements in both the vaccine and the testing procedures. The government has stated that they would like everyone to receive a Covid-19 vaccine at some point this year, with many older and/or vulnerable members of communities already having started in the first wave of vaccinations.

The government has also announced that they want voluntary, rapid testing to be delivered in all special schools initially, so that:

- all staff will be tested each week
- all secondary / FE students will be tested twice, within five days, at the start of this term (as soon as practicable, further to DfE training)
- going forward, all close contacts of positive cases can be tested each day for seven days and so avoiding the need for self-isolation unless they test positive

Despite the huge logistical issues that need to be resolved, I am fully supportive of this idea in principle as it has the potential to have a significant, beneficial impact on staff, students and their families. Greatly reducing the number of days anyone would miss due to having to self-isolate and detecting asymptomatic cases, breaking the chain of transmission.

In a special school this process is particularly problematic for two reasons. Firstly the logistics of staff being redeployed onto testing duties, and secondly, the challenge in testing some of our pupils who will naturally be wary or even scared about the physical element of the test. We have today taken delivery of our allocated testing kits and PPE and are currently assessing the number and location of testing bays required, which in itself is challenging given the limited space that we have and the restrictions that are already in place to deal with the existing COVID challenges.

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Below is a template letter that was provided by the DfE/NHS, I have also attached a Privacy Notice and a leaflet which you may find informative, but these do not need to be completed or returned and are purely for information only.

If you are happy for your child to be tested, you will need to return the combined consent and registration form by submitting the form. Here's the link to the form "Testing Consent & Registration Form":

<https://forms.office.com/Pages/ResponsePage.aspx?id=EIPtrcvGGk6VzhagziBpx-J1q0Lx7OtKuH7PwKZtxZZURDEzRExXMVFLWVU0VUtTRFIRSEtLV0FUNi4u>

If you do not wish for your child to be tested then you must also complete the form (this will be self-explanatory when you see the form). Here's the link to the form Here's the link to the form "Testing Consent & Registration Form":

<https://forms.office.com/Pages/ResponsePage.aspx?id=EIPtrcvGGk6VzhagziBpx-J1q0Lx7OtKuH7PwKZtxZZURDEzRExXMVFLWVU0VUtTRFIRSEtLV0FUNi4u>

To enable us to plan effectively for testing to start on Monday 11th January 2021, please submit your response by close of play Wednesday 6th January 2021.

We must inform parents/carers that if there is a positive case in your child's bubble, and consent has not been provided for your child to be tested, **or** if we are unable to perform the test for whatever reason, your child must isolate for 10 days.

I am sure that you have lots of questions, in the first instance, please may I ask that you contact us via office@theviewtrust.org where your query will be dealt with promptly during normal business hours.

Best wishes



Mrs Louise Parrish
Headteacher

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FOR INFORMATION ONLY:

[Date]

NHS Test and Trace: Covid-19 Testing for Staff and Pupils

Dear Parent/Guardian,

We are working to keep our [school/college] as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker Covid-19 tests, and our [school/college] will be starting this in [January]. The NHS Test and Trace team will be testing staff once a week who want to participate from [insert date - 5 January]. In addition, the programme will help pupils to stay in education, by enabling close contacts of someone who tests positive to stay in [school/college] if they do a daily test for seven days. This is known as 'serial testing'.

Along with the other measures we are taking, **these tests will help staff and pupils to work safely**. Up to one third of people who have coronavirus have no symptoms, so by supporting them to self-isolate we will save lives and help keep our [school/college] open and as safe as possible. The test is voluntary, but I would encourage everyone to take it. [I will be taking one].

What if a close contact at school/college tests positive?

A close contact of someone who has tested positive for COVID-19 will be able to return to [school/college] if they agree to be tested once a day for 7 days, and the test is negative. If not, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of [school/college] who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

I enclose an instructional leaflet with some more information.

If you are happy for your child to be tested, **please fill in the form below, and the enclosed consent statement** (one per pupil/student) and return it to the [school/college] office [via email/in person].

The test will be supervised by trained staff and there will be minimal disruption to lessons. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can assist with taking the swab.

Results will be shared directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be informed.

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To reach this stage, the test has been tested at Public Health England’s research laboratories in partnership with Oxford University and is totally safe, with a 99.8% specificity. Testing is free and provided by NHS Test and Trace.

Registration

In order to process the test, we will register all participating **[pupils/students]**. In order to complete this registration please fill in the form below **and** complete the enclosed consent form.

First Name	
Last Name	
Date of Birth	
Gender at birth	
Currently showing any Covid-19 symptoms?	
Today’s date	
Home Postcode	
Email Address	
Mobile Number	

What if a pupil tests positive?

Results will be shared directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be notified.

Pupils will need to take a further ‘PCR test’ (similar to those done in testing sites) to confirm the positive result, they will be able to do this at school or take a test kit home. During this time while they wait for the PCR result (via text / email) they will need to self-isolate until they get their result. If it is negative, the pupils can return to **[school/college]**.

If the result of this secondary test is positive, the pupil and household members will need to self-isolate for 10 days following Government guidelines. **Please inform [school/college] as soon as you receive this test result.**

We will continue to support pupils with their education remotely. We recognise this may be disruptive for your family but it is really important to isolate to prevent the spread of the virus, and there is financial support available via the NHS app. Pupils

might need collecting from [school/college], so please discuss this with them. There is more advice on self-isolation and home learning on Gov.uk.

What if a pupil tests negative?

They will be able to stay in [school/college] and resume their activities as normal. A pupil will only be told if they test positive in the first 'lateral flow' test, so if you do not hear you can assume it was negative.

What if my child develops symptoms?

This testing programme at [school/college] is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss of change to your sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on xxx or email xxx.

Best wishes,

[Headteacher/College Principal name]

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Tor View School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Tor View School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Tor View School, is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college 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 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.]

[Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely].

[The following paragraph is relevant to both pupils and staff taking tests]

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 health care professional **OR** 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
- 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/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges 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 member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college 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/college 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 [insert email address, phone number and or postal address of school / college's DPO] 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 [Insert your organisation's contact details for data protection queries].

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 GET YOUR COVID-19 TEST


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



- 2** WHEN YOU ARRIVE, SOMEONE WILL BE THERE IF YOU NEED HELP



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



- 4** TO START YOU WILL BE ASKED TO OPEN YOUR MOUTH WIDELY AND SAY 'AHHHH' SO A SWAB CAN BE GENTLY RUBBED ON THE BACK OF YOUR THROAT



- 5** AFTER 10 SECONDS, YOUR TESTING HELPER WILL CAREFULLY REMOVE THE SWAB AND GENTLY PLACE IT UP ONE OF YOUR NOSTRILS


- 6** THE SWAB WILL THEN BE TURNED GENTLY 5 TIMES, THIS TAKES ABOUT 10-15 SECONDS


- 7** AFTER THIS, YOUR SWAB WILL BE REMOVED GENTLY AND PLACED ON A PAD FOR TESTING


- 8** YOU CAN ASK YOUR TESTING HELPER ANY QUESTIONS YOU HAVE BUT THAT'S IT, YOU'RE ALL DONE AND YOUR TEST IS COMPLETE


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



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