Wednesday 6th January 2021

# NHS Test and Trace: COVID-19 testing for staff and secondary aged children

Dear School Community,

We are working to keep our school open and as safe as possible. I imagine that you will be scanning news updates and hearing the pressures placed on schools. All schools are being given direction and guidance at very short notice and I assure you that we will continue to keep channels of communication open, and that information will be shared as quickly and as sensitively as is possible.

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 tests’.

Along with all the other protective measures we already have in place, these tests will help staff and children to remain in school. (Up to one third of people who have coronavirus experience no symptoms). Lateral testing is another tool in our system of controls to help combat the virus and protect the wider community, for obvious reasons (including many of our children being of a primary age), not all children and staff will be tested, and these tests are purely voluntary. School remains a very safe place, please see our up to date Covid Risk Assessment on the school website.

We will start testing as soon as possible but before we can plan for this your consent is required. Initially a test will be done on day 1, then between day 3 and 5 thereafter. Staff will then be tested weekly and staff and children considered close contacts daily for seven days. We will give you as much notice of the initial test date as possible.

I very much appreciate that for many of our secondary aged children, accessing these tests and self-administering, along with associated anxieties they bring, will simply not be possible.

If after serious consideration, you are happy for the test to be taken, I ask that the form below is filled in and the enclosed consent statement (please see the Privacy Statement attached too) returned to the school via email or as a hard copy by **Friday 8th January**. We will assume you do not give consent (so do not wish a test to go ahead) if not received by this date. However, if you ever wish to change your mind you are able and please let me know.

Those taking the test will be supervised by trained staff. These tests are quick and easy using a swab of your nose. For under 18s, staff will oversee the swab process. Results (which take around half an hour from testing) will be shared directly with staff and children participating. Where participants are under 16, parents or legal guardians will also be informed.

In validation studies conducted by Oxford University and Public Health England, these tests were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

# What if a member of staff / children tests positive?

Participating staff and children who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Individuals will **not** need to take a further ‘PCR test’ and will need to self-isolate.

# What happens if the test is negative?

Individuals will be able to stay in school as normal. Individuals will only be told if they test positive on a ‘lateral flow’ test, so no news should be assumed as a negative result. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.

# What if a close contact at school tests positive?

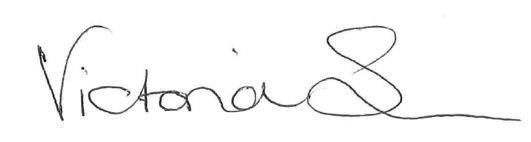
A close contact of someone in school who has tested positive for COVID-19 will need to self- isolate as per the national guidelines for 10 days. Alternatively, they have the opportunity to come into school and be test each day for 7 consecutive days.

# What if symptoms develop?

This testing programme at school is for people with no symptoms. If you or your child develops symptoms at any time (such as 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>.

We know that the situation locally and nationally is rapidly changing. We understand too that the changes to guidance are at times confusing for us all and therefore it is very important to the school that any questions or concerns are shared. We are here to help and appreciate your support.

Yours sincerely



Victoria Scranage

School Business Manager

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection), even if they have had a recent negative lateral flow test.

Consent relates to the following groups of children and staff as follows:

* For children 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.
* Children 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 child 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.
* Staff will complete this form themselves.

**Terms of consent** (please delete as appropriate)

1. I have had the opportunity to consider the information provided by Quest Academy about the testing, ask questions and have had these answered satisfactorily, based on the information presented in this letter 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 children 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 below 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 except where I am / they are a close contact of a confirmed positive.

7. If the lateral flow test indicates the presence of COVID-19, I consent to having / my child having a nose and throat swab for confirmatory PCR testing. I/they will follow the instructions on the PCR Kit to return the test the same day to an NHS Test & Trace laboratory.

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.

9. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

10. I agree that if my / my child’s test results are confirmed to be positive from this PCR test, I will report this to the school and I understand that I/ my child will be required to self-isolate following public health advice.

11. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school but will be tested every day at school for 7 days.

\*Please note that we will ask you to collect your child/children if they are to test positive, however if this is not possible the school will make arrangements to take them home.

**Quest Academy – COVID-19 Testing Privacy Statement**

**Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Quest Academy, we need to process personal data for staff and children taking part, including sharing of personal data where we have a legal obligation. Quest Academy 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 children 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.

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 someone who owes an equivalent duty of confidentiality to that data.  
  
Data Controllership 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](https://contact-tracing.phe.gov.uk/help/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 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 member of staff, child 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/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 Victoria at [**Victoria.scranage@macintyreacademies.org**](mailto:Victoria.scranage@macintyreacademies.org)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

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| --- | --- |
| Full Name |  |
| Year group / class name (if applicable) |  |
| Date of Birth |  |
| Gender – this information is needed for Department for Health and Social Care research purposes. | Male/Female |
| Ethnicity - this information is needed for Department for Health and Social Care research purposes. | Asian or Asian British  Black, African, Black British or Caribbean  Mixed or multiple ethnic groups  White  Prefer not to say |
| Currently showing any COVID-19 symptoms? |  |
| Home Postcode |  |
| Email Address – this is where test results will be sent |  |
| Mobile Number – this is where test results will be sent. Please do not put a landline number – you can only receive test results to a mobile number. |  |
| Name of parent/guardian giving consent |  |
| Relationship to test subject |  |
| Signature (typing out your name is sufficient if you are filling in this form digitally) |  |
| Today’s date |  |
| Details of any health or accessibility issues which might affect a child’s safe participation in the testing exercise. |  |