



WILLIAM FARR

C of E Comprehensive School

Our Ref: JMK/SXG

4 January 2021

Dear Parent/Guardian

COVID-19 Testing Programme in School

We continue to work hard to keep our school community as safe as possible from coronavirus. In accordance with government guidance, a mass testing programme for students and staff will be introduced at the school for those without coronavirus symptoms using a quick COVID-19 test known as 'lateral flow tests'.

Further information about what the government expects from the mass testing programme can be found [here](#). Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing, we will help to stop the virus spread and help to keep the school open as safely as possible. The test is voluntary, but **I would encourage everyone to take it to keep our school community safe.**

We will start the planning and delivery of the mass testing programme shortly. You will receive further information via a separate email as to when and how your child should attend for their test. The initial cohort for testing will comprise of staff, students of key workers and those classed as vulnerable who are attending school, together with students in Year 11 and 13 who are returning to school first. This will be followed by all other year groups.

Students will administer the test themselves. They will be supervised and supported, if necessary, by trained staff and the test will be taken in an area of the school set aside for this purpose. The lateral flow tests are quick and easy to use. An NHS guidance document, which explains the process, is attached to this letter and should provide reassurance that it is relatively easy for students to take. Results take around 30 minutes from testing. As part of the mass testing, students will take two tests 3-5 days apart to increase the accuracy of the result.

Once the mass testing programme is complete, tests will then be available in school for any student who has come into close contact with a positive case. Students consenting will be able to remain in school as long as they commit to 7 consecutive school days of lateral flow testing. In line with routine infection control practice, close contacts who decide not to be tested daily in these circumstances will need to self-isolate for 10 days in accordance with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

What if a student tests positive?

Students will be supervised in a separate room in school and parents notified to arrange for the prompt collection of their child. Students will need to take a further 'PCR test' (similar to those done in local testing sites) on the same day or as soon as possible. These can be booked using the website www.gov.uk/get-coronavirus-test or by calling 119. During the time that your child waits for the PCR result (via text / email) they will need to self-isolate, along with all other household members. If the PCR test returns a positive result, your child and other household members will have to self-isolate and follow the guidance from NHS Test and Trace.



What happens if the lateral flow test is negative?

Students will be able to stay in school as normal. **A parent will only be told if their child tests positive on a lateral flow test, so if you do not hear anything from school, you can assume the test was negative.** A small number of students 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 the school who has tested positive for COVID-19 will be able to return to school only if they agree to be tested once a day for 7 days in school and the daily test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of the school, who will still need to self-isolate. In accordance with routine infection control practice, close contacts in school who decide not to be tested daily in these circumstances will need to self-isolate for 10 days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

What if my child or a member of staff develops symptoms?

This testing programme at the school is only 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 or change to their sense of smell or taste) they **must not come to school** and immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

Your Consent

If you consent to your child participating in the tests designed to detect asymptomatic coronavirus cases, please complete the Department for Education/NHS electronic consent form by following the link below. **Forms should be completed by 3.00pm on Wednesday 6 January 2021.**

https://forms.office.com/Pages/ResponsePage.aspx?id=FwG0COlocEGBmf2h6ue_KRFVxS5dR6FMt9DKisKbn_NUQUFERlo3WVfVU1JBMUhrTEZNRVRKOUSzNy4u

This information will be kept securely for a minimum of 14 days, and be destroyed within 1 month of the testing programme ending.

Please find attached to this letter:

- **Privacy Statement (Appendix 1)**
- **NHS Guidance for Parents and Students (Appendix 2)**
- **Test Instructions (Appendix 3)**

We will email you shortly with date and times when your child should come into school for their test.

Thank you in advance for your support.

Yours faithfully

Jonathan Knowler
Headteacher



Appendix 1: Privacy Statement

COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the COVID-19 testing to be completed at William Farr Church of England Comprehensive School, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. William Farr Church of England Comprehensive 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 students [Section 175 of the Education Act 2002 for maintained schools] 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.**

***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 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 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, 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 our 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 and 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 Mrs Alcock (School Business Leader) at school on 01673 866900 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can contact Mrs Alcock (School Business Leader) at school on 01673 866900 for data protection queries.

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

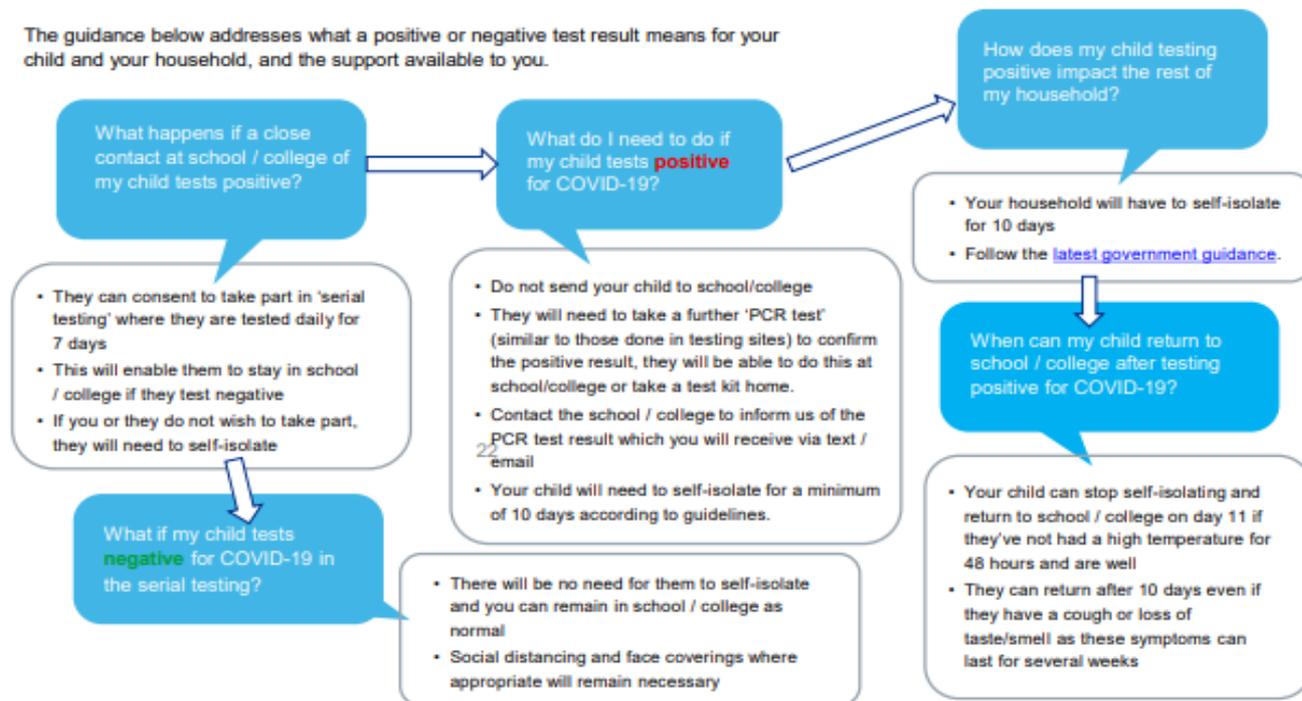
The ICO's address:

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

Helpline number: 0303 123 1113

COVID-related pupil/student absence – Printable Guidance for Parents and Pupils (1/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.



COVID-related pupil/student absence - Printable Guidance for Parents and Pupils(2/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.



Test instructions / Leaflet

For pupils/students (supervised self-swabbing)

NHS
Test and Trace

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** 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. **10 SECS**
- 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.