



NETHERTHORPE SCHOOL

SCIENCE AND MATHEMATICS COLLEGE

Learn • Enjoy • Succeed

Ralph Road, Staveley, Chesterfield, S43 3PU

T: 01246 472220 W: www.netherthorpe.academy

E: info@netherthorpe.academy

Head of Academy

Mrs H McVicar
HMV/ljo

27 February 2021

NHS Test and Trace: COVID-19 testing for Staff and Students

Dear Parent/Carers

I hope this letter finds you and your family well.

We are working to keep our school as safe as possible and as you will be aware, testing for those without coronavirus symptoms is now in place 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 so you can make an informed decision about consent for your children.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. One in three people who have coronavirus do not show any symptoms and are described as being **asymptomatic**.

By testing, we will help to reduce the spread of the virus in school settings through asymptomatic transmission. I am therefore strongly encouraging those returning to school to be tested.

Please note the testing process is voluntary but we highly encourage everyone to participate to ensure we can continue education provision safely for all.

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 our SENCO, Mrs Claire Banks, and agreeing strategies to help reduce anxiety.

Should anyone have any questions about the process, please do not hesitate in contacting the school.

Plan for testing

We will be looking to test all staff and secondary school students who wish to participate as they return to school from 8 March 2021.

For any key worker and vulnerable students attending school, we will aim to begin testing on Friday 5th March.

For more information about how 'lateral flow devices' work, please click on the link below;

[How Lateral Flow Testing Works - Bing video](#)

There will be three tests carried out in school, 3-5 days apart. This will enable us to safely transition all students back into the classroom and ensure they can self-swab in preparation for the move to home testing.

A schedule of in-school testing and further details of the phased return will be sent out separately later this week.

Following the third test in school, which should take place week commencing 15 March, participating students will then be expected to test at home twice weekly. All tests are free of charge.

Students able to be tested at home will be given home testing kits, which they must sign for. Instructions will be provided with the kit as to how to test safely.

In preparation for this process, please see the NHS Test and Trace instructional video, which can be found here;

[How to do a COVID-19 Self Test \(rapid antigen test\) - YouTube](#)

By opening the test kit, you are committing to self-administer the home test and must update both the NHS (instructions are in the pack for how to do this) and the School with the results, whether it is positive, negative or void.

For home testing, any students aged 11 must have their test administered by an adult. All other students can administer the test themselves with your support.

We will not require further consent from you to carry out home testing but if you do have any questions or concerns please don't hesitate in contacting me.

We will provide you with further details on the testing process including a privacy notice explaining how personal data is used as part of the home testing process shortly.

How to register and consent to testing *(both in school and at home)*

If you are happy for your child to be tested, please click on the appropriate link/ QR code below where you will be asked to complete;

- 1. A Registration form-** which will be required to process the test and;
- 2. A Consent form**
 - **For students younger than 16 years** - this form must be completed by the parent or legal guardian.
 - **Students over the age of 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.

One consent form will need completing per child as all participating individuals need consent. To access the forms, please click on the link below or scan the QR code

<https://forms.office.com/Pages/ResponsePage.aspx?id=HGJrfzg-EaaHq2017wXvLJsoBO6KFRDgDrrA7nNkLdUOEVFQVBLNFpCRThVR0RBVVpLMkIWtjMwUi4u>

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 note that all forms must be **completed by 12pm on Wednesday 3 March 2021** at the latest if you wish for your child to participate in the school testing programme.

If you are unable to complete the form electronically or require support, please contact the school for help before the deadline.

How will the tests in school work?

Those taking the test in school will be supervised by trained staff.

The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. For under 18s, staff will oversee the self-swabbing process.

Please see the attached the 'How to do your test' leaflet for more details.

Results (which take around half an hour from testing) will be shared directly with participating students. For under 16s, parents will also be informed.

Once processed, the parent/pupil should also receive a text/email notification of a positive or negative result from the online NHS system.

To process the test, we will register all participating students using the registration information supplied by either the parents or legal guardians (if under 16) or students if over 16.

We know these tests work - in validation studies conducted by Oxford University and Public Health England, they 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.

Please see below some **frequently asked questions** to support you with your decision plus our privacy notice for in school testing only (please note this will be updated to include home testing and published on the website).

We will put all relevant information and updates for your quick reference on our website in About Us- Covid-19 Testing for students, which can be accessed using the link below;

[Netherthorpe School - Covid-19 Testing for Students](#)

As always, the health and well-being of our staff and students is our utmost priority and we will support them throughout. If you have any questions, please don't hesitate in contacting us on 01246- 472220.

Yours sincerley

H.S.McVicar

Mrs H McVicar

Head of Academy

Frequently asked questions

What if my child tests positive whilst in school?

If a pupil tests positive on a lateral flow device conducted in school, they will need to self-isolate for 10 full days and follow the guidance from NHS Test and Trace.

Any members of the same household, including siblings will also be required to self-isolate.

Where a pupil has a positive test result in school they will be informed individually and this will be handled sensitively by the school in a confidential manner. 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. Students will be asked to wait in our supervised isolation bay until they can be collected from school.

What happens if the test is negative?

Students who test negative will be able to stay in school and resume their activities as normal.

Students and parents or legal guardians, for those under the age of 16, will only be notified if they test positive on a 'lateral flow test'. If you do not hear anything, you can assume the result was negative. You will receive these notifications via text /email from the NHS online system once processed.

A small number of students may need to repeat the test if the first test was invalid or void for some reason,

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

The staff member or student will be notified that they are a close contact by the school and will need to self-isolate for 10 full days in line with Government guidance.

Even if they receive a negative test result, they will be required to complete the full 10 days of isolation.

Other household members would not be required to self-isolate unless the staff member or students starts to show symptoms or if they are instructed to do so by NHS Test and Trace.

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 (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>. Parent/Carers must notify the school and update us with the outcomes of this test, at the earliest opportunity, so we can identify any close contacts in school.

If anyone within your household develops symptoms, then you must not send your child into school until the individual has had a negative test result.

Can my child take part in the asymptomatic programme if they have recently tested positive for COVID-19?

Yes. However, if you do have an LFD test within 90 days of a previous COVID-19 PCR test and the result of this test is positive, you and your household should self-isolate for 10 days in line with Government guidance

If you have tested positive by PCR for COVID-19, you will probably have developed some immunity to the disease. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for some time after COVID-19 infection.

Anyone who has previously received a positive COVID-19 PCR test should not be re-tested within 90 days of that test with a PCR test unless they develop any new symptoms of COVID-19.

What happens if my child tests positive on a 'lateral flow device' when testing at home?

If a student tests positive on a lateral flow device conducted at home, they will need to self-isolate, along with their close contacts, for 10 full days and follow the guidance from NHS Test and trace.

Unlike tests conducted in school, students will also need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible).

Follow up tests can be booked at www.gov.uk/get-coronavirus-test or by calling 119. Visiting a drive-through test site will possibly be faster than requesting a home test.

Whilst waiting for the PCR result to come through (via text / email) they, as well as all other close contacts, will need to self-isolate.

If the PCR test returns a positive result you will have to continue your self-isolation for 10 days from the day the lateral flow test was taken and follow the guidance from NHS Test and Trace.

NETHERTHORPE SCHOOL

COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

The 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.

All personal data relating to tests for students is processed under:

- Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies

Personal data relating to staff is processed under the legitimate interest of the 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. It is also required in order to comply with a staff member's contract of employment.

For both students and staff taking a test:

If you decline a test, we will keep a record of your decision 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 either by a health care professional or someone who owes an equivalent duty of confidentiality to that data.

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

The School 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. We 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.

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. Public Health England (PHE) and 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 school for up to one year from the date of last entry in the register 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 will be transferred to DHSC and NHS. PHE and local government 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 one year from the date of last entry in the register 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.

Please contact the School's Data Protection Officer (DPO) on the below details if you wish to make a request: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the DPO in the first instance.

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow
Cheshire. SK9 5AF Helpline number: 0303 123 1113

