

8 December 2021

## **NHS Test and Trace: COVID-19 testing for students**

Dear Parent/Carer

Thank you for your continued engagement in the Covid-19 testing programme. Please continue to encourage your child to test twice weekly including over the Christmas holidays and report the results to [fdtestresults@shirebrookacademy.org](mailto:fdtestresults@shirebrookacademy.org) and [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result)

We are unsure about the Covid situation we will face in the new year, so we want to be prepared for all scenarios. Subject to public health advice, testing will restart on our return in the spring term. We will offer your child one test on-site upon our return on 10 January 2022 before continuing regular testing at home and will set out more details about how this will work in due course. This is the most effective way to reduce the risk of transmission and support the continuation of face-to-face education. We recognise, however, the need to minimise any disruption to education and to continue to support your child's mental wellbeing. The government will continue to review the future need for testing in light of any changes to the public health situation.

If your child did not participate in the on-site testing programme in September and now wishes to participate in the programme please fill in the form accessed through this link, having first read the consent statement and privacy notice, to be found at the end of this letter. <https://forms.gle/3KFtjp1LZPG9ktLL8>

**If you have already consented for your child to be tested please do not complete the consent form again.**

**The deadline for you to complete the consent form is 4.00pm on Monday 20<sup>th</sup> December.**

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of the nose and throat. Staff will oversee the swab process.

Results take around half an hour from testing.

### **What if a student tests positive?**

Participating students who test positive will be informed about their results individually. Guidance on safe travel and additional precautions will be provided along with test results.

A PCR test should be arranged as soon as possible. Whilst awaiting for the PCR result (via text / email), students will need to self-isolate.

If the PCR test returns a positive result, students will continue to self-isolate and follow the guidance from NHS Test and Trace. If the PCR test is negative they may return to school and stop self-isolation.

### **What happens if the LFD test is negative?**

Students will be able to remain in the Academy and resume activities as normal. You will only be contacted by the Academy if your child tests positive on a 'lateral flow' test, so if you do not hear from the Academy, 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 my child develop symptoms?**

This testing programme at the Academy is for students 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 immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>. Do not come in to the Academy please.

For further information about lateral flow testing then please see the information attached.

If you have any questions then please contact [enquiries@shirebrookacademy.org](mailto:enquiries@shirebrookacademy.org).

Yours faithfully,



**Mark Cottingham**  
**Principal**

## **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 as follows:**

- **For 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.
- **Students who are 16 or over are able to provide informed consent** – they can complete this form themselves, having discussed participation with their parent / guardian.

## **Terms of consent**

1. I have had the opportunity to consider the information provided by the Academy about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 8 December 2021 and the Privacy Notice (below).
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 my child having a nose and throat swab for lateral flow tests. My child will self-swab. 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 below named person. If, on the day of testing they do not wish to take part, then I understand that 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 child's sample(s) will be tested for the presence of COVID-19.
6. I understand that if my child's result(s) are negative on the lateral flow test I will not be contacted by the Academy.
7. If the lateral flow test indicates the presence of COVID-19, my child will undertake a confirmatory PCR test.
8. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that my child is removed from Academy premises as promptly as possible, bearing in mind that they may have some anxiety following a positive test result.
9. I consent that they will need to self-isolate following a positive lateral flow test result, until the results of a confirmatory PCR have been received.

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

## **Shirebrook Academy – COVID-19 Testing Privacy Statement**

### **Ownership of the Personal Data**

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

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 of 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 Controllershship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about your child and their test results to them. For more information about what they do with your child's data please see the Test and Trace [Privacy Notice](#). Shirebrook Academy 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 address 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

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 the Academy whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Shirebrook Academy 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 Academy and advised how to book a confirmatory test.

We will use this information to enable students 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 Academy 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 Academy 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.**