



## Coronavirus (COVID-19): Rapid Testing Policy

Owner:	Business & Facilities Manager
Review by:	Associate Principal
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## **Statement of intent**

In order to safeguard the health of our school community and to keep as many staff and students in attendance at school as possible, S. Peter's Collegiate School will be implementing the use of rapid-result testing from January 2021 onwards. This will help us to identify asymptomatic cases, which make up a third of all cases, thereby limiting the spread of the virus.

Rapid testing will be introduced alongside our existing infection prevention and control measures, e.g. social distancing, to ensure students are given the best chance of receiving face-to-face education. Both staff and students will be eligible for serial testing where required, whereby they are tested each morning for seven school days, but weekly routine testing will be limited to staff only during the initial phase of the implementation of rapid testing.

Students with SEND may require assistance with testing procedures. Effective safeguarding procedures will be implemented in these instances to ensure staff and students can access rapid testing while being kept safe at all times.

This policy has been developed to ensure that all staff involved in the rapid testing process undertake their duties in a professional manner at all times, understand how to conduct tests safely, and treat those who are being tested with sensitivity and respect.

## **1. Legal framework**

- 1.1. This policy has due regard to the relevant guidance, including, but not limited to, the following:
- DfE (2020) 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges'
  - DfE (2020) 'Schools and childcare settings: return in January 2021'
  - DfE (2020) 'Guidance for full opening: schools'
  - NHS (2020) 'COVID-19 National Testing Programme: Schools and Colleges handbook'
- 1.2. This policy operates in conjunction with the following documents:
- Coronavirus (COVID-19): Risk Assessment for Schools
  - Coronavirus (COVID-19): Staff Handbook
  - Coronavirus (COVID-19): Parent Handbook
  - Coronavirus (COVID-19): Test Kit Policy
  - Administering Medication Policy
  - Child Protection and Safeguarding Policy

## **2. Roles and responsibilities**

- 2.1. The Principal is responsible for:
- Communicating the purpose of the testing to develop an understanding of the service amongst staff, students and parents.
  - Communicating with staff and students via letter to inform them of the testing activities taking place, including test result guidance, a privacy notice, and a consent form to be completed and returned.
  - Directing the relevant individuals within the school to lead a proactive social media effort to provide information for community stakeholders about the testing process, its procedures and its importance.
  - Ensuring that legislation and official guidance is adhered to at all times during the process of conducting tests on site.
  - Ensuring that a suitable area of the school is designated as a testing site that meets all the necessary requirements.
  - Informing the relevant staff and volunteers to sign up for and take part in the training sessions that will be provided by the DfE or NHS Test and Trace to facilitate the introduction of rapid testing, e.g. daily introductory webinars.
  - Raising any questions about the school's responsibilities in relation to rapid testing with the DfE via the DfE coronavirus (COVID-19) helpline or by emailing [RapidTesting.SCHOOLS@education.gov.uk](mailto:RapidTesting.SCHOOLS@education.gov.uk).
  - Appointing members of staff to roles required to deliver the testing programme: quality lead/team leader, test assistant, processor, COVID-19 coordinator, registration assistant, results recorder, cleaner.

- Securing volunteers (e.g. governors) or hiring staff (e.g. agency workers), where necessary, to assist with delivering the testing programme.
- Applying for reasonable costs incurred in the process of securing additional workforce to be reimbursed by NHS Test and Trace.
- Handling any complaints about the conducting of rapid tests in line with the relevant school policy, e.g. Complaints Procedures Policy or Grievance Policy.

2.2. Staff and volunteers on the designated workforce are responsible for:

- Undergoing the relevant training necessary for the effective delivery of their roles and the safe and correct conduct of testing procedures.
- Undertaking tests respectfully and sensitively, reassuring those being tested where necessary.

2.3. The quality lead/team leader is responsible for:

- The overall on-site operations at the test site, including day-to-day workforce management.
- Ensuring quality assurance, managing incidents, and risk mitigation across the testing service.

2.4. The test assistant is responsible for:

- Providing guidance and supervision to staff and students receiving tests on swabbing procedures as requested.
- Collecting completed swabs and passing them to the processing operatives.
- Ensuring the cleaning of swabbing bays.

2.5. The processor is responsible for:

- Preparing test samples for analysis.
- Processing tests and interpreting the results.
- Providing results to the results recorder.
- Preparing test samples for analysis.

2.6. The COVID-19 coordinator is responsible for:

- Signing off and scheduling testing activities.
- Ensuring communications and consents are actioned.
- Managing positive cases in line with school guidelines.

2.7. The results recorder is responsible for:

- Collating results from processing operatives and uploading to digital solution.

- 2.8. The registration assistant is responsible for:
- Ensuring subjects have registered and distributing kits on arrival.
  - Ensuring the orderly entry of subjects onto the testing site.
- 2.9. The cleaner is responsible for:
- Cleaning the testing bays.
  - Ensuring waste is correctly disposed of, including working with clinical waste providers where necessary to dispose of clinical waste.
- 2.10. The SENDCO is responsible for:
- Liaising with the parents of students with SEND to discuss additional measures that will be needed to administer tests safely.
  - Checking that appropriate measures are in place to support students with SEND during the testing process.
- 2.11. The COVID 9 Co-ordinator/Team Leaders are responsible for:
- Recording where consent has been received for students.
  - Ensuring testing only takes place on students for whom there exists a record of consent.
- 2.12. Parents are responsible for deciding whether to provide consent for their child to partake in rapid testing.

### **3. Consent**

- 3.1. Participation in the rapid testing programme will be voluntary and tests will only be conducted on staff and students for whom consent has been given.
- 3.2. Consent forms will ensure that consent is separately required for the weekly testing and the serial testing components of the programme.
- 3.3. The COVID 9 Co-ordinator/Team Leaders will decide when testing will not be possible for some students, such as those identified as vulnerable, for reasons of feasibility or consent.
- 3.4. Participants' consent will include providing their confirmatory test results to the school.
- 3.5. For students aged 11 to 15, the school will need to obtain consent from students' parents. Students aged 16 and over can provide their own consent if the school is satisfied that they are able to consent to their own medical treatment without a parent or guardian present.
- 3.6. The COVID 9 Co-ordinator/Team Leaders will ensure that consent is secured and tracked for the purposes of participation.

- 3.7. The COVID 9 Co-ordinator/Team Leaders keep a record of students for whom consent has and has not been provided for.
- 3.8. Tests will only be conducted on students for whom the COVID 9 Co-ordinator/Team Leaders can confirm consent has been given, and parental consent where required.
- 3.9. Staff and students who decline to participate in serial testing will follow the usual national guidelines and remain legally obliged to self-isolate according to the advice given to them by the NHS Test and Trace service.

## **4. Data security and handling**

- 4.1. The Principal ensures a privacy notice compliant with data protection guidance will be shared with staff, parents and students in regards to the rapid testing process.
- 4.2. The privacy notice will be shared alongside the initial correspondence regarding the rapid testing process to ensure that decisions about consent are made with a full understanding of how personal data will be processed.
- 4.3. A copy of the privacy notice will be provided on the school's website.
- 4.4. The language used in any material intended to explain what data is being collected, why it is being collected, and how it will be used, will be clear and easily understood.
- 4.5. The school will raise any concerns about data security and handling by contacting the DPO for the DfE via [dp.enquiries@education.gov.uk](mailto:dp.enquiries@education.gov.uk) by marking the subject as "COVID Testing in Schools/Colleges – Data Protection Issues".
- 4.6. The COVID 9 Co-ordinator/Team Leaders will ensure that data obtained during the rapid-testing process is handled in line with legislation and will be deleted by the school after 14 days.
- 4.7. The school will rely on its safeguarding powers under Section 3 of the Non-Maintained Schools Regulation 1999 as the lawful basis for the processing of data as part of the testing process.

## **5. Testing site**

- 5.1. The testing site will be established in an area that meets the following key layout requirements:
  - Flooring is non-porous
  - The area is well lit and has good airflow
  - A registration desk is at the first point where the test subject would enter the test site

- A one-way direction of travel for test subjects is established – if this is not possible, enough room will be provided to allow test subjects to exit the room whilst maintaining social distance
  - Test subjects' chairs in the swabbing bay are a minimum of two metres apart
  - Each swabbing desk has a processing desk close by (no more than one metre away) and a recording desk will be located close by
  - There is a demarcated area to signal that test subjects must not enter the processing area
  - There is a demarcated area to establish a clear division between swabbing and processing area
- 5.2. The quality lead/team leader will oversee the on-site operations at the test site, ensuring that all staff understand their responsibilities at the test site, overseeing procedures and providing guidance where necessary.
- 5.3. The COVID 9 Co-ordinator/Team Leaders ensure that staff, visitors and students are made aware of the testing site's location and the rules governing its use, with visual aids used where appropriate.
- 5.4. The testing site and guidance will include reasonable provisions for individuals with medical conditions and students with SEND.
- 5.5. Testing devices will be stored securely at a temperature between 4°C and 30°C.

## **6. Conducting tests**

- 6.1. The testing programme will be managed in line with the school's existing system of controls, including:
- Maintaining social distancing where possible.
  - Promoting good hand and respiratory hygiene.
  - Keeping occupied spaces well ventilated.
- 6.2. Testing is for asymptomatic students and members of staff only; testing will not be conducted on symptomatic individuals as the test may give a false negative result.
- 6.3. Testing will not be conducted on individuals who have had a positive coronavirus polymerase chain reaction (PCR) test result within the prior 90 days as the test may give a false positive result.
- 6.4. Staff will be eligible for routine testing twice weekly.
- 6.5. Most individuals will administer self-tests with supervision from trained personnel. In some cases, trained personnel will administer a test on an individual, e.g. where an individual's needs mean that they would not be able to self-test effectively.



- 6.6. The appropriate PPE will be provided by the government and will be worn by staff at all times where it is necessary, in line with official guidance.
- 6.7. Infection control measures will remain in place at all times on the test site in line with the Infection Control Procedures.
- 6.8. Hand washing facilities are located in the cleaners cupboard next to the Sports Hall to enable staff to wash their hands before entering and upon exiting the test site.
- 6.9. The test subject will open their mouth widely so a swab can be gently rubbed on the back of their throat; after 10 seconds, the swab will be carefully removed and gently placed up one of the subject's nostrils; the swab will be turned gently five times for 10-15 seconds.
- 6.10. Swabs will be removed gently and placed in a tube securely for testing, in line with official procedures.
- 6.11. Students will be supported during the testing process and reassured where they have any concerns; testing will not take place until the pupil is comfortable.

## **7. Test results**

- 7.1. On returning to school during the start of the school term in January 2021, students providing parental consent will be tested during the initial week of their return; if a pupil's first test is negative, if possible they will be tested again three days later.
- 7.2. The details of a pupil or member of staff who tests positive will be recorded securely to protect their privacy, in line with the Data Protection Policy.
- 7.3. Positive results are handled in line with the school's Infection Control Policy.
- 7.4. Staff and students who test positive will be required to self-isolate immediately for at least 10 days. Under current guidelines, no confirmatory PCR test is required.
- 7.5. Students who have to self-isolate following the result of a test will be provided with learning resources in line with the school's Remote Learning Policy.
- 7.6. Close contacts of an individual who has tested positive will be instructed to self-isolate.

## **8. Safeguarding**

- 8.1. The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the testing process.
- 8.2. Where aspects of conducting tests are classified as regulated activity, the school will ensure that all adults involved have undergone an enhanced DBS

check (which includes barred list information) enabling them to work with children.

- 8.3. In instances where an enhanced DBS check is required but has not yet been completed, the relevant individual must be supervised at all times.
- 8.4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to rapid testing to the DSL or a deputy in accordance with the school's Whistleblowing Policy.
- 8.5. Any concerns about the safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

## **9. Monitoring and review**

- 9.1. The Principal/B&FM will review this policy regularly in line with new and updated guidance from the government.
- 9.2. All members of staff assigned a role as part of the testing process are required to familiarise themselves with this policy as part of their induction programme.
- 9.3. All changes to this policy will be communicated with the relevant stakeholders.

Reviewed by Associate Principal .....

Signed.....

Date.....