

04th January 2021

NHS Test and Trace: COVID-19 testing for staff and learners

Dear Parent or Guardian,

We are working to keep our college as safe as 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 the other protective measures we are taking, these tests will help staff and learners to remain in college 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 our college open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We will be testing all staff and learners who want to participate from week commencing 4 January 2021. I enclose an instructional leaflet with some more information.

If you are happy for your young person (Learner) to be tested, please fill in the form attached consent statement (one per Learner) and return it to the college office via email or in person.

Email: info@landmarks.ac.uk

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For learners who cannot consent independently or who require support to undertake the test parents / guardians are asked to attend to support them to do this. Staff unfortunately are not trained nor permitted to administer the test.

Results (which take around half an hour from testing) will be shared directly with staff and learners participating. Where participants are under 16, parents or legal guardians will also be informed.

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. Testing will be offered free of charge.

What if a learner tests positive?

Participating staff and learners who test positive will be informed about their results individually. Parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Learners will 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). College will be able to provide these PCR test kits to perform at home, or you can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. If ordering a PCR test yourselves, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test. During this time while you wait for the PCR result you will need to self-isolate. If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

They will be able to stay in College and resume their activities as normal. A learner will only be told if they test positive on a 'lateral flow' test, so if you do not hear you can assume it was negative. A small number of learners may need to repeat the test if the first test was invalid or void for some reason.

What if a close contact at college tests positive?

A close contact of someone in college who has tested positive for COVID-19 will be able to return to college if they agree to be tested once a day for 7 days and the 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 college who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

What if my Young Person (Learner) develops symptoms?

This testing programme at Landmarks is for people with no symptoms. If your Learner 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 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and learners throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 01246 433788 or email info@landmarks.ac.uk.

Yours faithfully,

Larry Brocklesby
Principal

Attached for action:

- **Consent Form**

Attached for information:

- Privacy Notice
- Asymptomatic testing in schools and colleges – Public FAQs
- Data Protection Covid Testing FAQs for parents
- How to do your test Covid-19 instruction leaflet

Consent form for COVID-19 testing in secondary schools and colleges

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/pupils and staff as follows:

- **For pupils and 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.
- **Pupils and students 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 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 complete one consent form for each child you wish to participate in testing.
- **Staff** will complete this form themselves.

Terms of consent

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 4th January 2021 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 otherwise I understand that assistance is available. 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 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/college 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.

10. I consent that if 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 / college 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 / college but will be tested every day at school / college for 7 days.

First Name	
Last Name	
Year group (if applicable)	
Date of Birth	
Gender – this information is needed for Department for Health and Social Care research purposes.	Male/Female/Other
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	

LAND MARKS

specialist details of any health or accessibility issues which might affect a child's safe participation in the testing exercise.

Littlemoor House | Eckington
Sheffield | South Yorks | S21 4EF



T: 01246 433788 | F: 01246 433073 | W: landmarks.ac.uk

Data Protection Frequently Asked Question for parents – COVID testing in Schools and Colleges.

How can you use my child's data? What is the difference between consenting to the test and consenting to you using my child's data?

You will need to give medical consent for your child to take the test (if they are under 16), If you want your child to be tested, you will also need to understand that as part of testing we process their personal data. This processing of their data is allowed under data protection legislation, known as UKGDPR and the Data Protection Act 2018.

We are responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with their legal obligations.

Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be in one of 6 reasons which are allowed in UK data protection legislation. For the purpose of COVID-19 we are using Public Task where it is necessary to process personal data to ensure we meet our obligations in education legislation to safeguard and promote the wellbeing of pupils.

Public Health legislation also allows the sharing of personal data with DHSC, Local Government, Test and Trace and the NHS.

You can find details of the specific legislation in the privacy notice or ask your school's data protection officer for more details [email address of DPO].

What Personal Data will you be asking for?

When you register for a test you need to provide us with your child's

- Name
- Date of birth
- Gender
- Home postcode
- Email address
- Mobile number
- Name of Parent or Guardian

This allows us to register your child for a test and to process the results. Once your child is registered for a test they will be assigned a unique barcode which will be used to identify the test without the need for sharing a lot of personal data.

Once the test has been completed, we will also record the results.

Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. **We will not tell any unauthorised person that is not directly involved in the recording of tests who has refused a test. Schools and Colleges will not share refusals with other parents or pupils.**

What Personal Data is used in getting test results?

We will use the personal data you provided when you register your child for the test to send the result to the named parents/guardians of children who test positive for coronavirus on the day of the test.

You will not be informed of a negative test. If you test positive, you will be offered a further test of a different kind (called a PCR test) positive to confirm that your test result and details for this will be sent by email/and or text to parents/legal guardians within 24-48 hours of the test by the NHS.

Who are results shared with?

In the event of a positive result, in addition to sharing with the parent/guardian We will only share the result with appropriate contacts such as the head teacher and named nominated person in the school to allow us to start their own COVID isolation processes. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. Schools and Colleges will not share positive results with other parents or pupils.**

In the event of a negative result, We will only share the result with appropriate contacts such as the head teacher and named nominated person. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result. Schools and Colleges will not share negative results with other parents or pupils.**

All results - both positive and negative - are shared by us with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with your child.

Will you tell people connected with my child if they have had a test?

No. We will not tell anyone that is not directly involved with administering the test who has had a test and who has not had a test, or what any of the result.

If we have to advise other parents that their child has to isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

Will my child's personal data be used for research and statistical purposes?

Yes. However, data used for research and statistical purposes by DHSC/NHS will not use any personal data that can identify your child. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.

How will my child's data be used?

Your child's details will be used to complete testing. As part of testing, details of pupils and their parents or guardians, as well as staff, may be used for:

- registering your child and recording their participation in the testing
- matching your child's contact details with health data stored by the NHS
- communicating with you about testing
- contacting you if you are the parent or guardian of someone who is participating in the Programme
- contacting you with your child's test results by text message/email
- contacting you relating to your child's positive or inconclusive result to collect other medical information about your child's health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

How long will my child's data be kept for?

We will keep the data used for testing for up to 14 days.

Your child's information will be passed on to the DHSC who will share this information with NHS who will keep it for as long as it is required to provide your child with direct care and to support NHS initiatives to fight COVID-19.

Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016. This means such information will be held for up to 8 years before it is deleted.

Privacy Notice – school or college representative contact details for managing delivery of Covid-19 testing.

Purpose of processing personal data

To enable Covid-19 testing to be delivered by schools and colleges and supported by the Department for Education (DfE), the DfE needs to process personal data of a designated representative for each school or college.

DfE will only use the personal data that is collected from the school or college specifically for the purpose of supporting the delivery of Covid-19 testing in schools and colleges, including the maintenance of an audit record of delivery.

A school or college should share this Privacy Notice with their designated representative to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process

A school or college will supply to DfE the following information about a designated representative for the above purpose:

- Name of individual
- Work email address
- Work mobile telephone number

linked to the identity (Unique Registration Number) of the school or college

Lawful basis for processing the personal data

When the school or college supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools and colleges in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners

The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

How we store the personal information

The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose.

How long we process your personal data

The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the above purpose, following which it will securely destroyed. DfE currently anticipates the information being retained for a minimum of 12 months.

Your Rights

Under data protection law, individuals have rights relating to their personal information, 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 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 us as described below if you wish to make a request.

Further information and how to make a request or complain

Further information about how the DfE processes personal data is published in the [DfE's personal information charter](#). If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

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

Asymptomatic testing in schools and colleges – Frequently asked questions

Why is the government implementing this programme of testing?

What are the objectives of the Government's asymptomatic testing strategy in education settings?

By testing we will help to break the chains of transmission of coronavirus. The rapid testing programme in secondary schools and colleges will help to identify asymptomatic positive cases. Those who test positive will then self-isolate, helping to keep other pupils and students in face-to-face education.

Why are you doing one-off testing in the beginning of January?

This testing programme is designed to test as many secondary school and college students possible as they resume education in January to identify asymptomatic cases.

Rapid testing and self-isolation of positive cases will avoid individuals carrying the infection unknowingly and potentially spreading it in the school/college setting or the wider community. It will also support effectiveness of the broader [coronavirus testing programme](#) that the Government is putting in place.

Why is asymptomatic rapid testing being introduced now?

One in three people have the virus without symptoms (they are asymptomatic) so could be spreading the disease unknowingly. New technology that allows for rapid testing means that we can now introduce initial testing of staff and students who may be asymptomatic, then daily testing for staff or students who are identified as contacts. Testing for people who are identified as contacts of positive cases will also mean that they do not need to isolate and can stay in face-to-face education.

This is a significant development that will help to identify positive cases more quickly, break the chains of transmission and reduce the disruption that so many schools, colleges and students have experienced in recent months. Schools and colleges will continue to put in place a range of protective measures to minimise the risk of infection spread and weekly testing for staff will also increase their confidence in the workplace.

Children and young people that fall into the clinically extremely vulnerable group should continue to follow the [Guidance on shielding and protecting extremely vulnerable persons](#).

January return

Why have secondary school and college returns been delayed?

With growing infection rates and rising transmission among secondary age pupils and students, it is vital to do everything possible in helping to tackle these trends whilst prioritising education. Mass testing will allow us to identify more asymptomatic cases and break transmission lines. Delaying most students and pupils' full return to face-to-face education until the 18th of January will provide secondary schools and colleges additional time to prepare and ensure mass testing is in place.

What is the Government's plan for January return?

Primary settings

In areas of the country with extremely high rates of incidence or transmission of the virus, the Government has taken the decision to invoke the [Contingency Framework for Education](#), meaning that some primary schools will delay the return of most pupils for two weeks.

For those areas where the Contingency Framework has not been invoked, primary year groups will return as normal from the start of term and wraparound childcare providers (breakfast and after school clubs) can return from the start of term as planned.

Special needs and Alternative Provision settings

All children and young people can return to face-to-face education in special schools, Alternative Provision and special post 16 settings - have the option of agreeing with parents that individual pupils can stay at home, if this is appropriate. More detail can be found here: [Mass asymptomatic testing in specialist settings - GOV.UK \(www.gov.uk\)](#)

Secondary and FE colleges

Secondary schools and colleges should stagger the return of their students to education to give more time to prepare for the rollout of rapid testing for secondary aged pupils and students to find asymptomatic cases and break chains of transmission, before a full return on 18 January.

From 4 January, secondary schools and colleges should provide exam year groups with remote education in line with what they would receive in class and provide face-to-face education for vulnerable and the children of critical workers. They will not be required to, though they may, provide remote education for any other year groups.

During the second week of term, beginning on 11 January, secondary schools and colleges will provide remote education to all students in line with what they would receive in class and will focus on testing as many students as possible, prioritising staff and those students present in school or college and exam year groups. They will begin a staggered return to education, starting with exam years.

All students in secondary schools and colleges should return to face-to-face education on 18 January.

When will schools and colleges be expected to deliver rapid asymptomatic testing to pupils, students, and staff?

Schools and colleges will be open from 4th January to receive deliveries of lateral flow device (LFD) test kits and Personal Protective Equipment (PPE) and to prepare for the roll out of mass testing in their education settings. Schools and colleges will also be open to vulnerable young people and the children of critical key workers from the 4th January.

During this first week, the weekly testing of the education workforce should begin as should testing for secondary school age students and pupils who attend school or college in the first two weeks. The Department for Education expects secondary schools and colleges to prioritise testing the most vulnerable pupils and students, including those with additional needs.

From the week of 11th January, the testing of all secondary school age students and pupils should start. This will involve two LFD tests, taken at the education setting, 3-5 days apart and in advance of the full return to face-face education on 18th January.

The workforce will be tested weekly. Students, pupils and members of the workforce who have been identified as a close contact of a positive case within the education setting will undertake serial/ daily testing. This will allow them to continue to come into the education setting provided they test negative each day.

Mass Testing

What is the Government's asymptomatic testing strategy in education settings?

One in three people have the virus without symptoms (they are asymptomatic) so could be transmitting the virus unknowingly. That is why the testing of asymptomatic people can support education settings. Identifying positive cases will help break the chains of transmission. Testing programme will involve secondary school and FE pupils and students initially receiving two LFD tests.

Are schools and colleges still expected to deliver one-off testing, and when is this happening?

The expectation is that all secondary schools and colleges will use the week of the 4th of January to prepare for mass testing. From the 11th of January, two rapid tests will be available to all students to identify asymptomatic cases.

Rapidly identifying and containing any asymptomatic cases will prevent individuals from carrying the infection unknowingly and potentially spreading it in the local community. It will also support the effectiveness of the broader coronavirus testing programme that the government is putting in place.

How will the one-off testing work?

All pupils and students in secondary schools and FE colleges can be offered lateral flow testing from the 11th of January. Secondary school and FE college students and pupils will be able to take two LFD tests spaced between 3-5 days apart. The LFDs supplied do not require laboratory processing and can provide a quick result in up to an hour.

Individuals testing positive will need to self-isolate in line with the [stay-at-home guidance](#) for households for those with a possible or confirmed coronavirus (COVID-19) infection. The student, pupil or staff member should then take a confirmatory PCR test to validate the positive result. Additional PCR tests will be sent to schools and colleges for issuing to any individual that receives a positive test, to support swift access to a confirmatory test.

Testing is not mandatory and any student or pupil who does not wish to take the two LFD tests at the start of spring term will not need to produce a negative test result, or provide proof of having taken a test, to return to face-to-face education on the 18th of January. However, testing is strongly encouraged.

How accurate is a lateral flow device test?

Lateral flow tests are very accurate, which means that only a very small proportion of people who do not have coronavirus will receive a positive result (false positive).

If you test positive on a lateral flow test, it is likely that you are infectious at that moment. By using the lateral flow test we can identify people with a high viral load who are the most likely to spread the virus further.

Those who receive a negative test result from an LFD test must still follow social distancing guidance, wear face coverings when appropriate and wash their hands regularly.

My school is all-through. Should I test my primary aged kids too?

No, the mass testing programme is prioritising secondary age pupils and students in schools and colleges; test kits and PPE will be provided on this basis. Further announcements will be made for testing other age groups in due course.

Who will be doing the testing in schools and colleges?

In most cases, pupils will self-swab in order to provide a test sample. There are a number of related roles in the testing process, which are set out in published guidance.

Staff in schools and colleges will need to support the testing programme. The remaining testing workforce may need to be made up of volunteers and agency staff. If a school or college is experiencing difficulties putting testing arrangements in place, further support may be requested under exceptional circumstances to address logistical and planning issues. Schools and colleges will not be guaranteed this provision - educational settings will be assessed on a case-by-case basis. All secondary schools, colleges and independent special schools will be eligible for additional funding for workforce support. All other independent schools will not be eligible.

How many test kits will be delivered to schools and colleges and how often will further deliveries be made.

The number of test kits that each school will receive has been estimated based on the number of teachers and students and expectations around daily/serial testing based on prevalence. Schools and colleges will receive two deliveries in early January 2021. The first delivery will arrive by Royal Mail. These test kits and PPE are for the initial testing programme. In the second delivery, schools and colleges will receive test kits and PPE for the weekly testing of staff and contact daily/serial testing. You will be able to order additional test kits and PPE throughout the testing period as required and information on how to re-order will be shared shortly. You should receive sufficient test kits and PPE for a minimum of at least 2 weeks.

Will we have to opt in to receive the test kit supplies?

As part of its operational guidance, DHSC will set out a legal agreement with terms and conditions that schools and colleges will opt in to by simply choosing to participate in the testing programme. No specific steps need to be taken to sign-up to receive the first delivery of test kits. Further information will be provided about replenishment of these supplies.

What happens if the school/college operates across multiple sites?

It will be for such schools/colleges to determine whether to test on one site or provide on-site testing on each of their sites. We would encourage testing to take place on each site to make it as easy as possible for pupils/students to get tested.

Getting tested

Will the existing testing service remain open?

The Government's normal testing service for symptomatic individuals will continue. This is the foundation of our testing strategy. It is the most effective way to know if you are positive and need to self-isolate. If you have symptoms, you should continue to book a test via the [NHS Coronavirus \(COVID-19\) service](#) or by calling 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.

How will you avoid a stigma on those who choose not to take part or who test positive in school/college in front of their peers?

Test results should be communicated to students/pupils and staff in private wherever possible.

Can my family get tested too?

No, this testing is aimed at staff and pupils/students in schools and colleges with the goal of keeping schools and colleges open and students in face-face education. Family members of staff and pupils/students taking part are not eligible. If family members experience COVID-19 symptoms, they must follow standard government guidance, including self-isolating immediately and booking a test through the [NHS Coronavirus \(COVID-19\) service](#) or by calling 119 (England and Wales).

Why should I (the pupil/student/staff member) get tested if I (the pupil/student/staff member) have (has) no symptoms?

Lateral flow tests are designed to detect the level of virus in individuals who do not experience and show any symptoms, but who could still be infectious and pass the virus to others. By taking a test, you will help to stop the spread of the virus, protect other people, and save lives.

Why would I (the pupil/student/staff member) take the test? If positive, I will have to self-isolate. Why would I take the risk?

Lateral flow tests are designed to detect the level of virus in individuals who do not experience and show any symptoms, but who could still be infectious and pass the virus to others. By taking a test, you will help to stop the spread of the virus, protect other people, and save lives. This will also mean that staff can continue going to work, schools and colleges can avoid unnecessary staff shortages, and pupils and students can continue in face-to-face education with their peers.

Consent

What happens if a school cannot get the consent and the child turns up to school?

Participation in the programme requires active consent from the person being tested, or, if they are under 16, their parent or /legal guardian. Any staff member, student, or pupil who does not take part in testing will still be able to attend school or college unless they develop symptoms or have been in close contact with a positive result. People who decline to participate in daily/serial contact testing will follow the usual national guidelines and must self-isolate for ten days

Do you need consent to process the personal data required for testing?

Secondary schools and colleges will need to satisfy themselves that they have a lawful basis for processing personal data. The duties prescribed in education legislation for secondary schools and FE institutions require them to plan for safeguarding needs and promote pupils, and students' welfare may provide sufficient legal basis without having to rely on consent. Schools and colleges will provide staff, pupils and parents with a privacy notice explaining what personal data is required to participate in the programme.

Workforce

Will volunteers require a DBS check?

Schools and colleges must comply with their legal duties regarding pre-appointment checks when utilising agency staff, contractors, and volunteers to support testing. Usually, if you are involved in the testing procedure, or if you are at any time with children unsupervised, then you will require a DBS check. If you are volunteering but not assisting with swabbing (for instance, if you are already trained to provide support for a child who cannot self-administer), and you will not be unsupervised with children/ young people at any time, then you will not need a DBS check.

It is essential that agency staff, contractors and volunteers are appropriately supported and given appropriate roles. The school or college should minimise the mixing of volunteers, agency staff and contractors across groups, and they should remain 2 metres from pupils and staff where possible.

Can you say more about what military support will be available and how they will assist?

The nature of support will depend on the requirements of individual secondary schools and colleges. 1,500 military personnel have been committed to supporting schools and colleges. They will remain on task, providing virtual training and advice on establishing the testing process, with teams on standby to provide in-person support if required by schools and colleges. Schools and colleges can request this additional help through the [DfE helpline](#).

Some military personnel will provide remote support to schools and colleges with strategic planning, assisting with practical elements of delivering mass testing. This support may include answering questions about setting up and running a mass testing site for a large school. In other cases, the Department intends to provide 'on the ground' military support to schools and colleges to assist with setting up testing sites where testing would otherwise not be able to go ahead. Schools and colleges can request this additional help through the DfE Helpline.

What further workforce support may be available to my school or college?

As well as accessing workforce funding and military support, there are other options available to schools and colleges to support their testing workforce.

- Support for pupils who are unable to self-swab may be available to access via our DfE helpline. Clinical support would be for children and young people whose physical and health needs prevent them from administering their own test, and where parents and/or existing school staff cannot assist.
- Leadership support will be made available via Ofsted HMIs or peer to peer support between schools.
- Commercial routes for hiring external temporary and non-clinical routes can be accessed via a range of existing frameworks. More detail on 'How to Buy' from each of these frameworks will be published on the DfE Portal.

- Accessing volunteers. Schools and colleges can use volunteers that are either already available to them (parent volunteers, school governors, those volunteering in other areas of the school/college) or by engaging with volunteers via one of the national networks such as Do.it.org or Reach Volunteering. Volunteer Centres can also be used as a way of engaging with volunteers, and schools and colleges can find their local centre by using the postcode search function on the National Centre for Voluntary Organisations website.

Will my school or college have costs reimbursed?

Schools and colleges will receive funding to support them with testing costs incurred. We have made £78m available to support schools and colleges with the initial roll-out of mass testing. This will be paid retrospectively. The amount of funding available to a school or college will depend on its size as this will impact the number of additional staff required to conduct testing. We have provided a [workforce planning tool](#) which will provide illustrative workforce requirements and associated funding. The tool is to give an estimate of funding that a school may receive. The basis of your actual funding allocation will be on data returns provided through the 'School Census Autumn 2020' return and the Individualised Learner Record (ILR) R04 return for 2020 to 2021. The Education and Skills Funding Agency (ESFA) will automatically make these payments to those institutions that deliver the initial roll-out of rapid mass testing.

What can the funding be used for?

The Department of Education expects that the primary cost incurred will be additional staffing costs, but schools and colleges will have discretion about spending it to meet other reasonable testing costs. Additional relevant expenditure may include:

- Minor incidental expenses, such as printing, paper/stationery, cleaning materials/equipment, tissues, and wipes, etc.; and
- Additional waste disposal costs incurred given the higher waste volumes likely to be generated from the testing bays (for example, LFD kits, disposable PPE, tissues, paper bowls, etc).

Have the insurance companies who work with schools and colleges, including the Risk Protection Arrangement (RPA) scheme, confirmed that they would cover all the activities related to the mass testing programme?

The RPA will indemnify members if a claim is brought by a third party (including pupils) or employees. It will cover death, injury, or damage to third-party property, due to the school or colleges undertaking the rapid tests.

It would be advisable that these establishments and all other schools and colleges which are not members of the RPA, should contact their individual commercial insurance provider, for definitive clarification on cover.

RPA cover is subject to the usual RPA Membership Rules and its terms, conditions, and limitations. It will include defence costs and any damages/compensation that the Member is legally liable to pay to the claimant. The RPA will not provide an indemnity to any other party (e.g., the machine manufacturer) if the other party incurs a legal liability.

It is a requirement that risk assessments are undertaken, recorded, and adhered to. In the event of loss or damage to any equipment that is owned by or the Member's responsibility (e.g., through a lease or hire agreement) used in the provision of the testing, the RPA will provide an indemnity to the Member for the cost of repair or replacement. The cover is subject to the usual RPA Membership Rules (including all limitations, conditions, and exclusions).

How are schools and colleges expected to deliver remote education alongside administering mass testing?

Secondary schools and colleges will operate a staggered return, which will support the effective delivery of the mass testing programme and provision of high-quality remote education. This remote learning will be offered to exam year groups (y11 and y13) from 4th January and other students and pupils from the 11th January. Guidance and resources on remote education can be found here – [Get Help with Remote Education – GOV.UK](#). Pupil and students who are classed vulnerable or have parents that are key workers will attend school or college in person from the start of term, as will all students in primary, special and alternative provision schools, and colleges.

To deliver testing at the required scale means schools and colleges need to provide staff members to support the programme. This support will cover the seven testing roles as set out in the [School and Colleges Handbook](#). The Department recognise that teachers' priority should be delivering education and confirms this does not necessarily need to include teaching staff. The testing workforce may be a mixture of volunteers and agency staff, identified by the school or college, such as non-teaching staff or exam invigilators. The Department will reimburse, state-funded schools and colleges, and independent and non-maintained special schools, reasonable workforce costs incurred.

The Department understands that school and college leaders are in the best position to secure the necessary resource for testing; which is from within their own school and local communities. The Department recognise that some schools and colleges may be unable to identify sufficient staff/volunteers to cover the seven testing roles. In such scenarios, the school/college should contact the Schools Helpline and have their case triaged. The Department will assess the specific needs of the school or college. Where additional support is required, the Department will agree on what appropriate assistance is needed on a case-by-case basis. It will reserve extra resources for those schools and colleges that are in greatest need.

Training

How much time does a school or college require to plan the test area, set up the area, and undertake staff training?

Secondary schools and colleges can find detailed information on the number of staff and estimated time and space needed for each asymptomatic testing site, and training needs in the following [Guidance for asymptomatic testing in schools and colleges](#) and the [Schools and Colleges Handbook](#). As an indication, a school or college can complete 11-13 tests, per bay, per hour. "We have provided a [workforce planning tool](#) which will provide illustrative workforce requirements and associated funding."

Test process

After LFD testing - the results take up to one hour to develop. Do we hold pupils and students until the result, or can they go back to class?

When the testing is part of routine weekly or mass testing, individuals can return to regular school or college activities. However, anyone tested as part of the daily/serial testing of contacts programme will need to wait somewhere before being allowed to begin normal school/college activities until they receive a negative test result. These holding spaces must be separated for each group of close contacts and cleaned after all individuals leave.

What happens if a pupil, student, or staff member's lateral flow test result is positive?

Individuals who return a positive lateral flow test result must self-isolate immediately and take a confirmatory PCR test. If the PCR test returns a positive result, the individual must continue to self-isolate and follow NHS Test and Trace guidance. They should also inform their school or college of the positive result. A confirmatory PCR test is crucial as it activates contact tracing, which reduces the spread of the disease. If an individual does not take a PCR confirmatory test, they must self-isolate for ten days and inform their contacts to self-isolate in line with public health advice.

Why cannot staff and, students test themselves at home, rather than this having to happen in school?

Work is ongoing to develop more testing options, including the use of LFDs at home for staff and students.

Are secondary schools and colleges to receive supplies of PCR test kits for those who return a positive LFD test?

PCR test kits will be supplied to secondary schools and colleges. Any individual who receives a positive LFD will be provided with a confirmatory PCR test kit to take at home. They will not be expected to take the PCR test in school/college and should return home to self-isolate immediately.

Test area

What happens if a school or college does not have an appropriate space to do this?

Schools and colleges will receive funding to support them with testing costs incurred. A total of £78m has been made available. The Department for Education anticipates the primary costs incurred by secondary schools and colleges will be additional staffing costs. However, they may also spend the funding on any relevant additional non-workforce costs incurred to set up to deliver testing (for example: mirrors, installing temporary hardcovers on carpets to facilitate cleaning; extra cleaning and waste disposal). Where a school or college is still having difficulties in finding suitable space, they should contact the helpline to discuss further options of support that might be available.

SEND

How will mass testing be administered in a SEND context and will there be any additional support or resources for special schools or those with a high number of SEND pupils and students?

The Department for Education has provided [guidance on delivering mass testing in specialist settings](#).

What consideration is given to administering the test for SEND pupils and students or those with co-ordination issues who physically will not be able to manage this due to poor fine motor skills? Will the Test assistant be able to do the test for them?

Special schools and specialist colleges have a range of staff to meet pupils and students' health needs. These staff already have undertaken various training to support health needs and could provide support taking swabs for those who cannot self-administer. "Support for pupils who are unable to self-swab may be available. Clinical support would be for children and young people whose physical and health needs prevent them from administering their own test, and where parents and/or existing school staff cannot assist."

What about student with SEND who will not be able to manage a self-swab who are in a mainstream school?

Support for pupils who are unable to self-swab may be available if there are no suitable staff to administer tests. Clinical support would be for children and young people whose physical and health needs prevent them from administering their own test, and parents or existing school staff cannot assist.

In some cases, the individual may wish to have a trusted adult from the setting to supervise the self-swab of the test. The setting may also wish to consider whether it would agree in exceptional circumstances to a parent coming into the setting to support their child to self-swab or to swab their child. This might be a reasonable adjustment for the testing of a child or young person with a disability, for example.

Is there to be priority testing for SEND pupils and students?

The asymptomatic testing programme will help to keep education settings open and ensure as many pupils as possible receive a high-quality face to face education by helping break the virus' transmission chains. The Department expects schools and colleges to prioritise testing the most vulnerable pupils and students, including those with additional needs.

How are staff defined in special schools?

The teaching workforce includes all staff who are school/college-based. Schools and colleges should also offer testing to other staff members, such as clinical practitioners, therapists, or other support staff. Some staff (particularly those employed through the NHS) may have separate arrangements for regular testing.

Equipment

What equipment or resources will a secondary school or college need to provide?

Detailed information on the materials schools and colleges will need to source and organise to support asymptomatic testing sites is provided in the operational [Guidance for asymptomatic testing in schools and colleges](#) and the [Schools and Colleges Handbook](#).

How and when will test kits/PPE be provided – what will be provided and how will stocks be replenished?

Schools and colleges will initially receive two deliveries of PPE and test kits. The first delivery will arrive by Royal Mail on 4 January. These test kits and PPE are for the mass testing programme. In the second delivery, schools and colleges will receive test kits and PPE for the weekly testing of staff and contact daily/serial testing. You will be able to order additional test kits and PPE throughout the testing period as required, and the Department for education will issue further guidance this shortly. You should receive enough test kits and PPE for a minimum of at least two weeks. The number of test kits that each school will receive has been estimated based on the number of teachers and students and, in line with the daily/serial testing to be carried out from January. The calculation will also consider the prevalence of the virus in the local community.

What specific storage arrangements are required for the test kits?

The temperature for storing LFD devices and reagents is between 2°C and 30°C. The LFD devices and reagents must be between 15°C and 30°C during use.

What are the PPE requirements for staff?

The PPE requirements for staff vary depending on the role. All staff must wear a fluid-resistant (Type 11R) surgical mask. Processors must also wear disposable gloves (which will require changing after each session), a disposable plastic apron, and eye protection (goggles or a visor). The test assistant and results recorder will both need disposable gloves. The cleaner will need disposable gloves and disposable apron (to be changed in cleaning a spillage) and eye protection (goggles or a visor). PPE should be changed whenever staff members leave and re-enter the test site area (including during a session) or if protective properties are compromised or contaminated.

Transport

What if staff or students need to travel to school or college on public transport – should they still attend school or college if they are in the daily/serial testing window?

After being identified as a close contact of a positive case within an education setting, an individual receiving daily/serial testing will not need to self-isolate, follow social restrictions, or travel arrangements beyond the rules and guidance issued for the tier they are living in. If the individual cannot take a test during this time, i.e., weekends or holidays, they must self-isolate. If the seven-day period ends over the weekend, the individual would need to take a further LFD test on the following Monday.

What happens if, in exceptional circumstances, the parent is unable to collect a child who has tested positive?

Parents or carers should arrange for their child to be collected as quickly as possible following a positive test. The pupil or student should wear a face covering and keep a safe distance from others in a designated waiting area within the education setting. If possible, the child should walk, cycle or scoot home. Pupils and students who have tested positive must not travel home using public transport. Exceptionally the local authority may be able to help source a suitable vehicle which would provide appropriate protection.



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

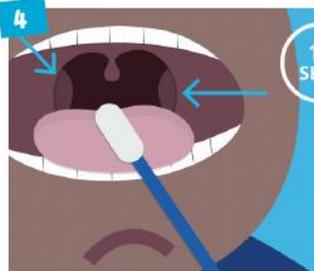


3



BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4



10 SECS

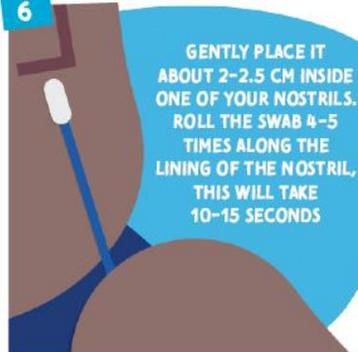
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

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