

Aylesford School

and Sixth Form College



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

Dear Parent / Carers **new to Aylesford since March 2021 and for students starting in September 2021**

We are working to keep our school 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 students to remain in school/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 school open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We aim to commence testing all staff and students who want to participate, and who we have written consent on Friday 3rd September and Monday 6th September. Please note if you are on holiday on Friday 3rd September the second test will be on Thursday 9th September.

Please read the [consent form](#) at the end of this letter, and if you are happy for your child to be tested, please fill in the registration (one per student) via this link prior to testing in September: <https://freeonlinesurveys.com/s/LFTtestingConsentSeptember2021intake>

(Please note that consent is only required if your child was NOT on roll at Aylesford School during the testing in March 2021)

Those taking the test will be supervised by trained personnel. The 'lateral flow' tests are quick and easy using a swab of your nose. For under 18s, personnel can oversee the swab process.

Results (which take around 15 minutes from testing) will be shared directly with staff and students participating if it is positive. 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

Tapping Way, Warwick, Warwickshire, CV34 6XR

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person has higher viral load, hence the need to test frequently.

Testing will be offered free of charge.

What if a pupil tests positive?

Participating staff and pupils who test positive will be informed about their results individually. 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.

Pupils 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).

During this time while they wait for the PCR result (via text / email) they 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 school and resume their activities as normal at the start of term. A pupil 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 pupils may need to repeat the test if the first test was invalid or void for some reason.

What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must 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 pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can email the office on office@aylesfordschool.org.uk

Yours faithfully,

Tim Hodgson
Headteacher

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wonder aspiration respect discipline

NHS Test and Trace consent form for COVID-19 testing

This common consent form has been designed for use by new parents and guardians of pupils under 16s, new pupils and students over 16, new staff **new to the school since March 2021 and for those starting in September 2021**. Underlined sections should be read as applicable and completed 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 enrol.
 - Pupils and students over 16 can complete this form themselves, having discussed participation with their parent / guardian if under 18.
 - Staff will complete this form themselves.
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 20th July 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 swab for a lateral flow test.
 4. I understand that there may be multiple tests required and this consent covers all tests. If, on the day of testing they do not wish to take part, then I understand 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 school/college except where they/you are a close contact of a confirmed positive.

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7. If the lateral flow test indicates the presence of COVID-19, I consent to my child having a PCR test by booking one online.
8. I consent that they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.
9. I agree that if my child's test results are confirmed to be positive from this PCR test, I will report this to the school and I understand that my child will be required to self-isolate following public health advice.

Please now complete the registration and consent form.

[LFT Registration and Consent for September 2021](#)

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Aylesford School – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable Covid-19 testing to be completed by Aylesford School, we need to collect and use personal data – information that is about and identifies you. This also includes the sharing of personal data where this is allowed under data protection legislation. Aylesford School is the ‘Controller’ for the data required for the management of test kits and for implementing local arrangements in the event of a positive test and undertaking any actions needed by School/College as part of the School/College’s health (including public health), welfare and safeguarding role and obligations.

A privacy notice must by law explain to you the ‘lawful basis’ for the use of your personal information. [Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the [school’s / college’s/16-19 academy] proprietor’s official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained Schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent Schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Personal Data shared with DHSC

When you do your own Covid-19 testing at home, you must report the results online to the Department of Health and Social Care (‘DHSC’) and tell the School/College. More details on online reporting can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-test-result).

‘from potential to reality’

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DHSC is the data controller for the information that you provide to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The School/College remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the school in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

Test Kit Log

The Medicines and Healthcare products Regulatory Agency (MHRA) require that the School/College keep a test kit log for all tests that are provided for use at home. This is so you can be contacted in the event of a batch recall, investigations, or issuing of a safety notice. The information collected is:

- First name, last name, telephone number and email address
- Details of lot/batch number for the test kits you receive
- First name, last name of the operator distributing the Home Test Kits

For this Test Kit Log the School/College is acting as a 'processor' of DHSC and this information will be sent to DHSC as required. For more information about what DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The School/College will keep the test kit log and may also record Personal Data about you in its internal COVID-19 results register (the School/College's COVID-19 results register will not be shared with DHSC). This information will be stored securely and with appropriate access controls. It will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

COVID-19 results register will be retained for a minimum of 14 days up to a month after the last entries are made by the School/College into them.

The School/College will retain its Test Kit Log for a maximum of 12 months from collection and will delete sooner if required to do so by DHSC.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How your personal data is used

To contact you in relation to the Test Kit Log as explained above.

Also, the DHSC use information that is provided to them when test kits are registered and when test results are reported. This helps them to understand:

- Geographic and sector distribution of test kits
- Understand registration of test kits provided vs kits received
- How we might further encourage registration
- If there are any groups, we are currently not reaching out to (distribution of self-test kits)
- Ensuring equitable uptake (across under-represented groups) of test kits.

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Corona-virus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the school will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 results register with DHSC.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request at:

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

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

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113