



Mass Testing

January 2021

Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a loss or change in sense of smell or taste - should self-isolate and book a test or call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.

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Linton School

Mass Testing

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Review date: February 2021

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Date: 1st January 2020

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Date: 1st January 2020

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If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with social, emotional and mental health difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centered curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future.

The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

1. Rationale

The government is delivering a programme of rapid asymptomatic testing from the start of January for children and young people in year 7 and above (or equivalent) in secondary schools, FE colleges, special schools and specialist colleges, AP academies, PRUs and registered independent AP.

The objectives of this programme are to:

- keep education settings open
- ensure as many pupils and students as possible are receiving high quality, face-to-face education
- help safeguard the health of the staff of education settings and their pupils and students
- break chains of transmission of the virus
- All these settings will receive an initial delivery of lateral flow device test kits to support asymptomatic testing from the start of the spring term.

Rapidly identifying and containing any asymptomatic cases, which comprise up to a third of all cases, will help avoid individuals carrying the infection unknowingly spreading it.

Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. There's further guidance in the **[informed consent to testing section](#)**.

No one will be prevented from receiving face-to-face education if for any reason they are not tested.

Testing is similarly voluntary for members of staff.

Glossary

Acronym	Definition	Additional information
LFD	Lateral Flow Device	Test done within the school setting
PCR	Polymerise Chain Reaction	Test done at a COVID-19 test site and booked through the NHS
PHE	Public Health England	Public Health England - GOV.UK (www.gov.uk)

2. Informed consent to testing

Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within Linton School.

The person giving the consent (parent or legal guardian or the young person) needs to have a sound understanding of the risks and benefits of testing. The setting, Linton School, is responsible for communicating the purpose of the testing (see Appendix A).

Even if the child or young person and/or the parent or legal guardian has given consent, if the individual at any point is not willing to participate in testing then that choice should be respected.

Young people aged 16 or over do not need parental or legal guardian consent provided that they are able to make the decision for themselves. However, the setting will need to decide whether the young person can reasonably provide informed consent themselves and may exceptionally need to

consider undertaking a mental capacity assessment (MCA). Settings may want to draw on any MCAs completed for the young person previously, including referring to parents if a parent has acted as the appropriate person for previous decisions. Young people themselves should be given the opportunity to express their views and preferences to the extent that they are able. Settings should keep a record of how the decision on consent was made. There is further guidance on the [Mental Capacity Act 2005 and deprivation of liberty safeguards \(DoLS\) during the coronavirus \(COVID-19\) outbreak](#).

For a looked after child or young person in local authority care, such as those from children's homes, including secure settings, or residential special schools, individuals would need to agree to be tested, where age appropriate. Where parental consent is required, as the children or young person in these settings are looked after, this would need to be secured through the child's or young person's social worker unless existing arrangements are in place which cover this.

For a looked after child or young person from a fostering or kinship care household, in most circumstances local authority (via social worker) or birth family consent would be required to allow foster or kinship carers or schools to administer tests.

3. Government recommendations for the schedule of testing

Week 1-2 initial Testing from week beginning Monday 4th January 2021

- Linton School will be offering the opportunity to test all staff and students (see Appendix B).
- Pupils and students will be offered two Lateral Flow Device (LFD) rapid tests spaced three to five days apart. LFD's are simple to use, young people can test themselves, with a trained person supervising and they produce a result in around 30 minutes.
- The workforce will be offered one test in the first week and weekly thereafter as part of the longer-term routine testing programme.
- Anyone with a positive result will need to leave school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines which is current 10 days (see Appendix C).

Please see section 14 of this document for Linton School's plan for mass testing.

4. On-going routine testing for schools

This will allow those pupils, students and staff who are in 'close contact' (someone you do not live with) with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days following their last contact with a positive case.

If at any point a member of staff, pupil or student tests positive they will need to leave the school and take a confirmatory PCR test and follow the isolation guidelines.

This is a phased approach starting with secondary schools and colleges (staff, pupils and students in year 7 and older), with plans to extend to primary schools thereafter.

5. Variants of the usual testing process

Linton School will consider updating risk assessments to understand which of their pupils or students are unlikely to be able to self-swab and therefore are likely to require additional support and/or reasonable adjustments to be put in place.

In some cases, the individual may wish to have a trusted adult from the setting to supervise the self-swab of the test. Linton School may also wish to consider whether it would agree in exceptional circumstances to a parent/carer 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.

If a parent is to swab their child, then the setting should consider providing them with guidance on swabbing, like they would do for those self-swabbing. If a parent is to swab their child, they should be supervised by a person trained and assessed as competent to undertake swabbing. Linton School will put in place suitable measures to manage the infection risk to staff and other children and young people of such a person being present.

We recognise that self-swabbing tests may be inappropriate for a wide range of children and young people with SEND, for example, because:

- they lack the fine motor skills to do so
- the process of their inserting the swab into the mouth and nostrils would cause great anxiety (because, for example, they have an aversion to such touch or they are not comfortable with a gagging reflex)
- their level of learning difficulty affects their ability to fully understand, and therefore co-operate with, the testing process
- the child or young person has medical needs such that this process would present a disproportionate risk given the benefit

Where possible a combined nose and throat swab should be taken. However, a person-centered approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or their having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.

Staff will not administer the test to any of the children, young people or other staff members.

6. Managing anxiety of pupils and students

Linton School staff know the children and young people in their settings well and will be able to put in place an approach that helps reduce any anxiety as much as possible. We will also consider whether there are reasonable adjustments that they would need to made to the context in which the tests were conducted for disabled children and young people while maintaining the integrity of the testing process.

Where Linton School has concerns about the anxiety levels of a child or young person, we may find it helpful to talk the issues through with them and their parents.

7. Setting up our test site

Resources will be checked weekly by designated staff member to ensure that there is ample amounts of testing materials (see Appendix D).

Key layout requirements:

- Test site flooring must be non-porous and the test site cleanable with the approved cleaning product
- Test site must be well lit and have good air flow with no-recirculation of air
- The ambient temperature should be 15-30 degrees Celsius for the lateral flow devices to operate and 2-30 degrees Celsius for storing them
- Registration desk at the first point where individual being tested would enter the test site
- One-way direction of travel for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance
- Test subject chairs in the swabbing bay should be minimum of 2m apart
- Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by
- Clear division between swabbing and processing area. This should be clearly set out. Individuals being tested must not enter the processing area

Room Layout

1 **A registration desk**
To register staff, students and pupils, and scan their barcodes.

2 **Swabbing desks**
This is where staff, students and pupils will have their swab test.

3 **A sample processing area**
After swabs are taken, the LFD devices are moved here to process the samples. Results are ready in 20 to 30 minutes.

4 **A recording area**
To register test results and upload them to the national Test & Trace database.

You will also need:

- ✓ A secure storage area for testing kits and PPE according to instructions (between approx. 2°C and 30°C)
- ✓ General cleaning daily (mops, buckets, cleaning agent, tissues)

Desk Layout

1. Table
2. Disinfectant wipes (1 per bay)
3. Swabs / test kit (LFD & PCR) – keep in cover
4. Mirror (for supervised swabbing only)
5. Tissues (for test participants)
6. Sanitiser (1 per bay)
7. Waste (bin, bags & disposal)

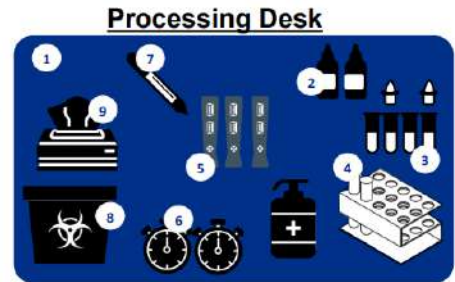


Registration Desk

1. Table
2. Computer
3. Sanitiser (x1 bottle)
4. Barcodes (roll of multiple)
5. Test Registration cards (multiple)



1. Table
2. Buffer solution
3. Vials
4. Test tube racks (to place vials & transport)
5. LFD devices – keep in cover
6. Clock / Timer (x2 minimum)
7. Stationery (black markers)
8. Waste (bin, bags & disposal)
9. Disinfectant wipes (1 per bay)



Recording Desk

1. Table
2. Computer
3. Waste (bin, bags & disposal)



No personal items should be brought to the test site. Disposal water glasses/ bottles may be provided in a dedicated area to support hydration during long testing sessions but this activity should only be undertaken after removing PPE and proper handwashing. All disposables should be discarded before leaving the testing area.

Waste Disposal

Item	Packaging	How to dispose
All LFD Packaging & General Waste	Black general waste bag	Use existing route
Swabs & Tissues	Unmarked Yellow / clear bag	
Cartridges	Unmarked Yellow / clear bag	Check with your existing waste disposal contractor if they are able to collect healthcare waste from testing
Personal Protective Equipment, Mop Heads, Cloths	Tiger bag	

8. Training the workforce

Workforce Roles

It is recommended that training should be completed prior to the start of testing so the workforce have sufficient time to become familiar with their role and responsibilities.

Only staff who have passed the assessment should commence testing.

Role	Description
Quality Lead / Team leader	Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service.
Test Assistant	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. Ensures cleaning of swabbing desks.
Processor	Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing desks.
COVID-19 Coordinator	Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines.
Registration Assistant	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.
Results coordinator	Collates results from Processor and uploads to the NHS Test and Trace service. Further details on the process for using this service will be provided separately.
Cleaner	Cleans the testing desks, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste.

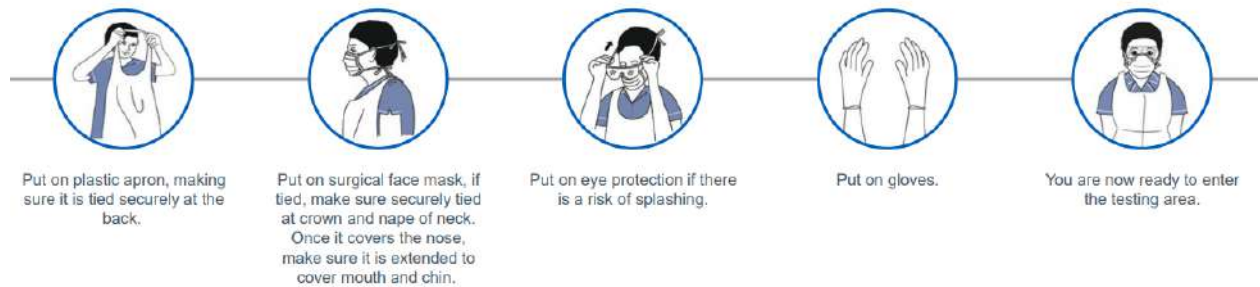
9. PPE

Although each workforce role will have different PPE requirement, there are 3 critical things to remember:

1. The full list of PPE the school needs – disposal gloves, disposable aprons, fluid resistant surgical masks and eye protection (goggles or visors).
2. PPE should be replaced between test sessions e.g. at the end of the morning session before lunch except for specific roles.
3. Those doing sample processing need to change gloves after each sample following the appropriate PPE guidelines.

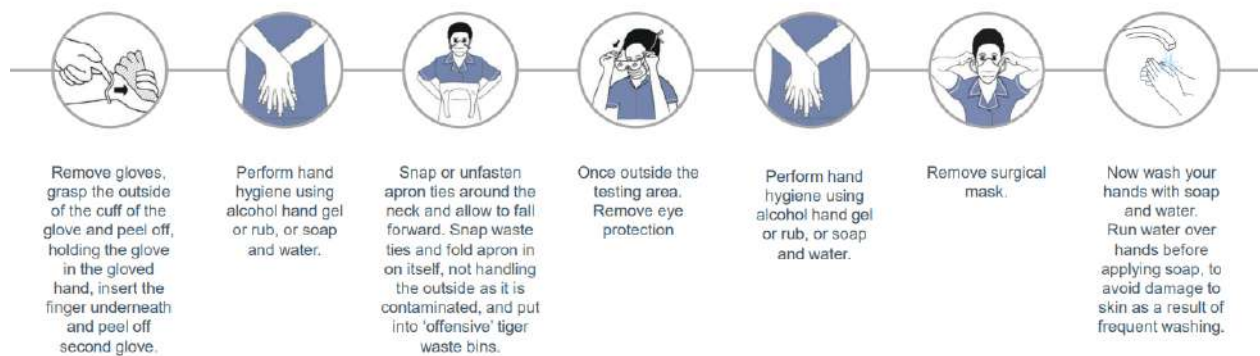
Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger). This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



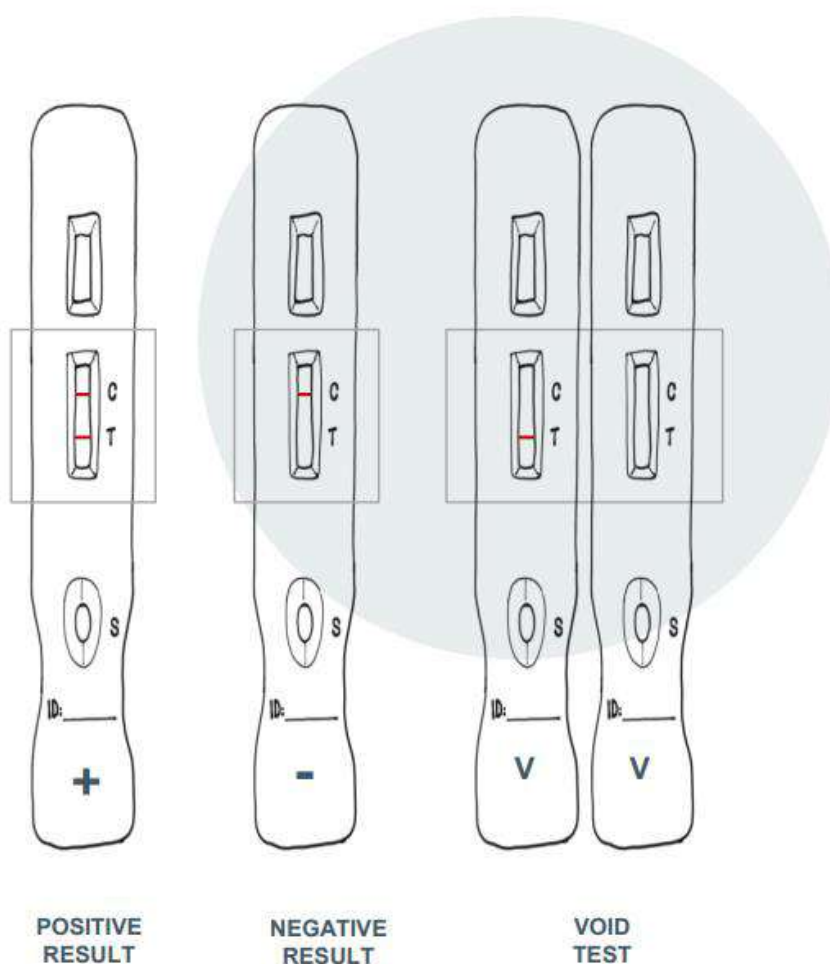
10. Carrying out testing

The Lateral Flow Device

Linton School will be using rapid lateral flow antigen testing technology. This involves swabbing tonsils at the back of the throat and one nostril and processing the swab with a Lateral Flow Device (LFD).

The LFD detects the SARS-CoV-2 antigen that is produced when a person is infected with Covid-19. The presence of two coloured bands indicate a positive result for the viral antigens.

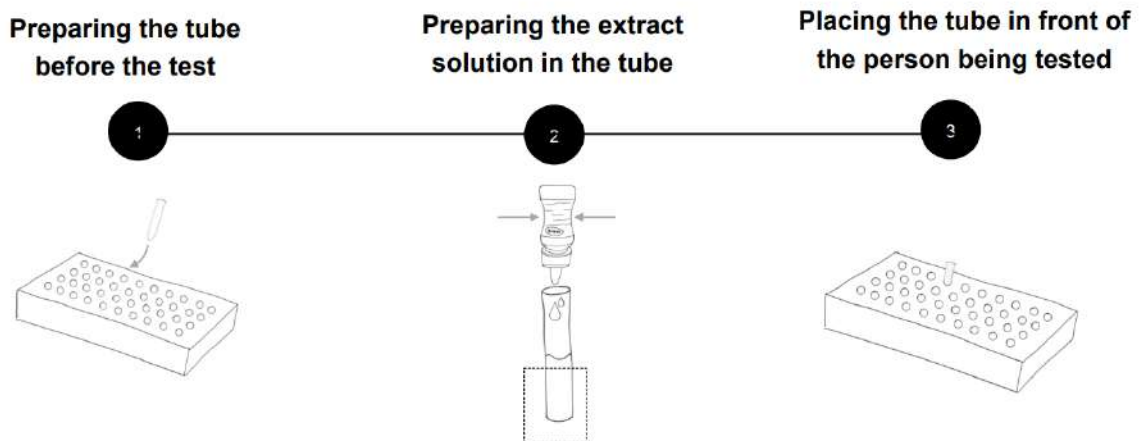
When used in combination with Personal Protective Equipment (PPE), regular hand washing and social distancing these tests will further reduce the risk of transmission. We must not relax any of these other measures.



This test provides a result in 30 minutes.

Preparing the test

The Testing Processor will need to prepare the Lateral Flow Device (LFD) cartridge, extraction tube and extraction solution on the table in front of the participant.







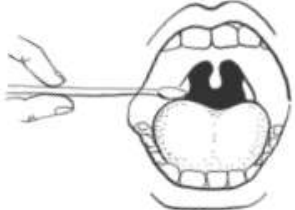

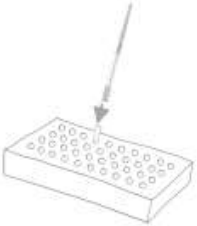
First, place the extraction tube into the tube rack or equivalent.


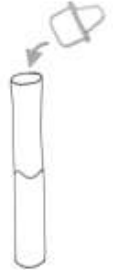
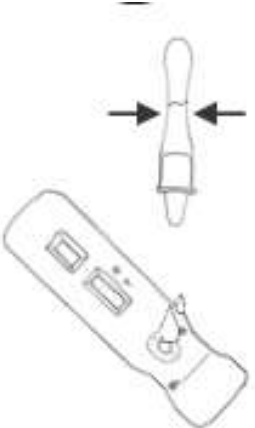
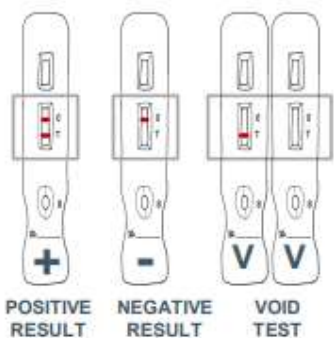
Add 6 drops of the extract solution into the extraction tube. This is really important – don't let the extraction solution bottle touch the edge of the extraction tube as it may invalidate the test.

Place the prepared tube rack in front of the participant being tested. The participants will place their used swabs in this rack. Now staff and students/pupils are ready to take their tests.

Self-administering the test

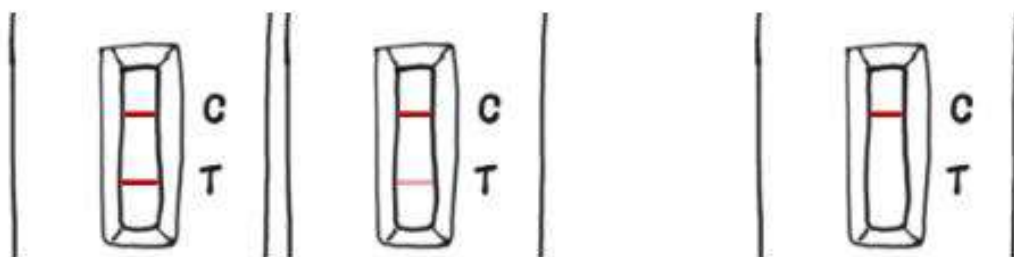
Step	Image	Explanation
1		At the Registration Desk, the individual being tested (students/pupils/staff member) will be handed a barcode. They will step up to the swabbing desk and hand the barcode to the Processor. They should sanitise their hands and remove their mask.
2		The person being tested will blow their nose into a tissue and throw the tissue into the yellow / clear waste bin. This gets rid of excess mucus.

3		<p>They will look inside their mouth and find their tonsils – using a mirror helps.</p> <p>Tonsils, marked in green, are where to swab the sample. If they've had tonsils removed, the area where tonsils would have been is where to swab.</p> <p>Younger pupils may find this difficult or too uncomfortable. You can support them by advising them on how to swab*.</p>
4		<p>Time to open the package and gently take out the swab. This will be used for both throat and nose.</p>
5		<p>They will open their mouth wide and rub the fabric tip of the swab over both tonsils at the back of their throat at least 3 times (again, a mirror helps). Carefully remove the swab stick.</p> <p>If the person being tested can't take a throat swab, they can swab both nostrils instead.</p>
6		<p>Time to swab the nose. They should put the same end of the same swab gently into one nostril until they feel a slight resistance (about 2.5cm up the nose). Rotate the swab 5 times and slowly remove it. They only need to sample one nostril except when the throat has not been tested. In this instance samples should be taken from both nostrils. Extra care is needed when interpreting results from a nasal swab.</p>
7		<p>They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.</p> <p>Make sure they don't grasp the cotton bud end, which has been in contact with the tonsils and nostril. That might contaminate the sample.</p>

<p>8</p>		<p>The Testing Processor will then pick up the extraction tube, hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds.</p> <p>Although the Testing Processor can observe multiple tests, they should only process one at a time to avoid mixing up barcodes and samples.</p>
<p>9</p>		<p>The lower end of the tube is squeezed whilst the swab is removed (to remove as much liquid from the swab head as possible). The swab is then thrown away into the yellow / clear waste bin, and the cap of the extraction tube is placed onto the tube.</p> <p>The barcode that was handed over at the start of the test will be attached to the bottom of the LFD device before the sample is dropped onto the LFD.</p>
<p>10</p>		<p>Two drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD (for example HH:MM).</p> <p>Movement of the LFD cartridge should be kept to a minimum and where it is required to be moved, the LFD cartridge must be kept horizontal using a tray.</p>
<p>11</p>		<p>Results are analysed in 20 – 30 minutes and look like this diagram. Two coloured lines indicate a positive test.</p> <p>The Testing Processor will look at the coloured lines and mark the result on the LFD with a permanent marker. The Results Recorder will then upload results to the national Test and Trace database.</p> <ul style="list-style-type: none"> • '+' mark for positives • 'V' mark for invalid and void tests • '-' mark for negatives

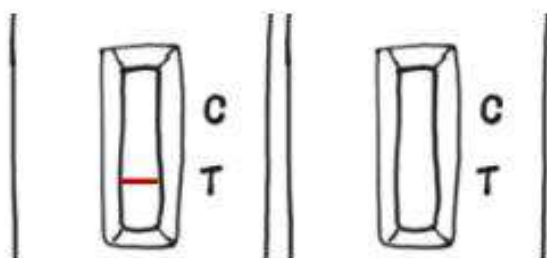
11. Interpreting the results

- All results must be reported after 30 minutes of development.
- LFDs with positive lines that appear before 30 minutes can be reported after 20 minutes of development (positive results will not turn negative)
- LFDs that appear negative after 20 minutes of development may still become positive, so they can only be declared as negative after 30 minutes of development
- If a positive line appears after 30 minutes, it is a negative result, and should not be reported as positive
- Line C must be coloured to have a valid test result



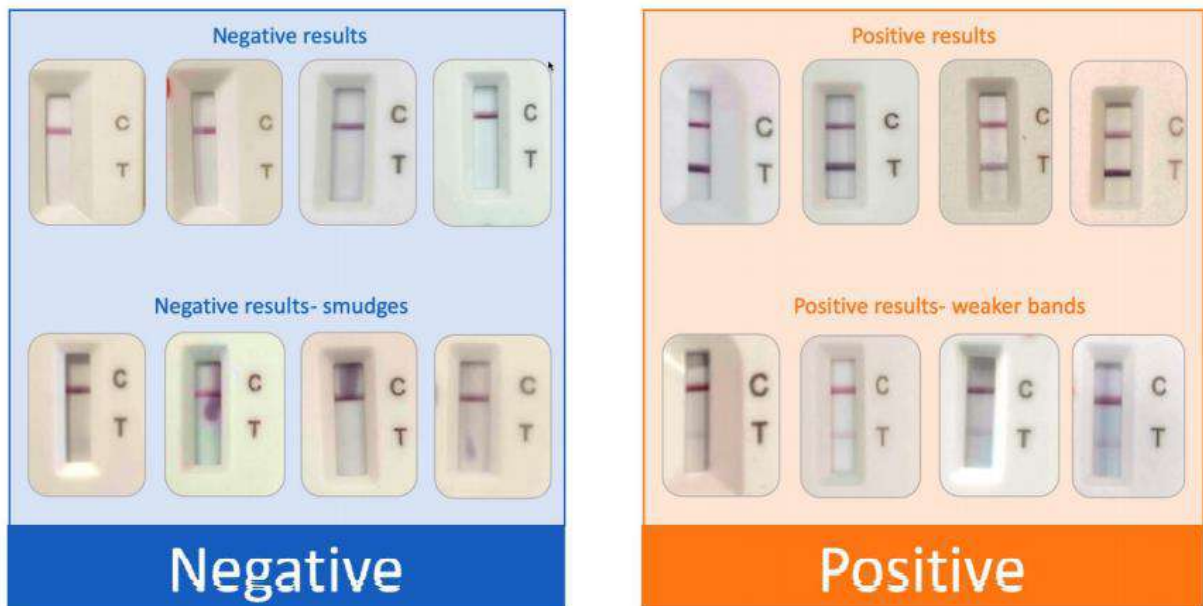
Positive result:
Any visible coloured line
on "C" and "T", which
may be faint

Negative result:
Coloured line on
"C" only



Invalid or void result:
No coloured line
on "C"

Results interpretation- real world examples



12. Registering and recording results

Setting up a COVID-19 Test Register

1. How to identify positive and void test results

Linton School will need to keep its own records of test results, so that we can identify positive or void test results and ensure that everyone participating has given consent. Linton School will do this by creating a COVID-19 Test Register, which will allow us to record test results by Test Subject. A member of the Senior Leadership Team will manage the register at school level. It's separate from recording results online with NHS T&T.

2. What we will include in our COVID-19 Test Register

Linton School's COVID-19 Test Register will be presented in a spreadsheet and stored securely. All at Linton School have been recruited following Keeping Children Safe in Education Part 3. This is because they will be working with sensitive information about children.

3. Linton School register will track the following information:

- Name of Test Subject
- Whether they have given consent
- Unique Test Subject identifier (if needed) e.g. date of birth
- Barcode (these come with the LFD Test)
- Test Result

4. Why it's important to keep a COVID-19 Test Register

Linton School has a legal obligation to record all test results online, this doesn't allow the school to track results ourselves. It's critical that we use a COVID-19 Test Register so we know when someone

at our test site has tested positive, or gets a void result. This will allow us to ensure that test subjects self-isolate or take another test.

5. Remember

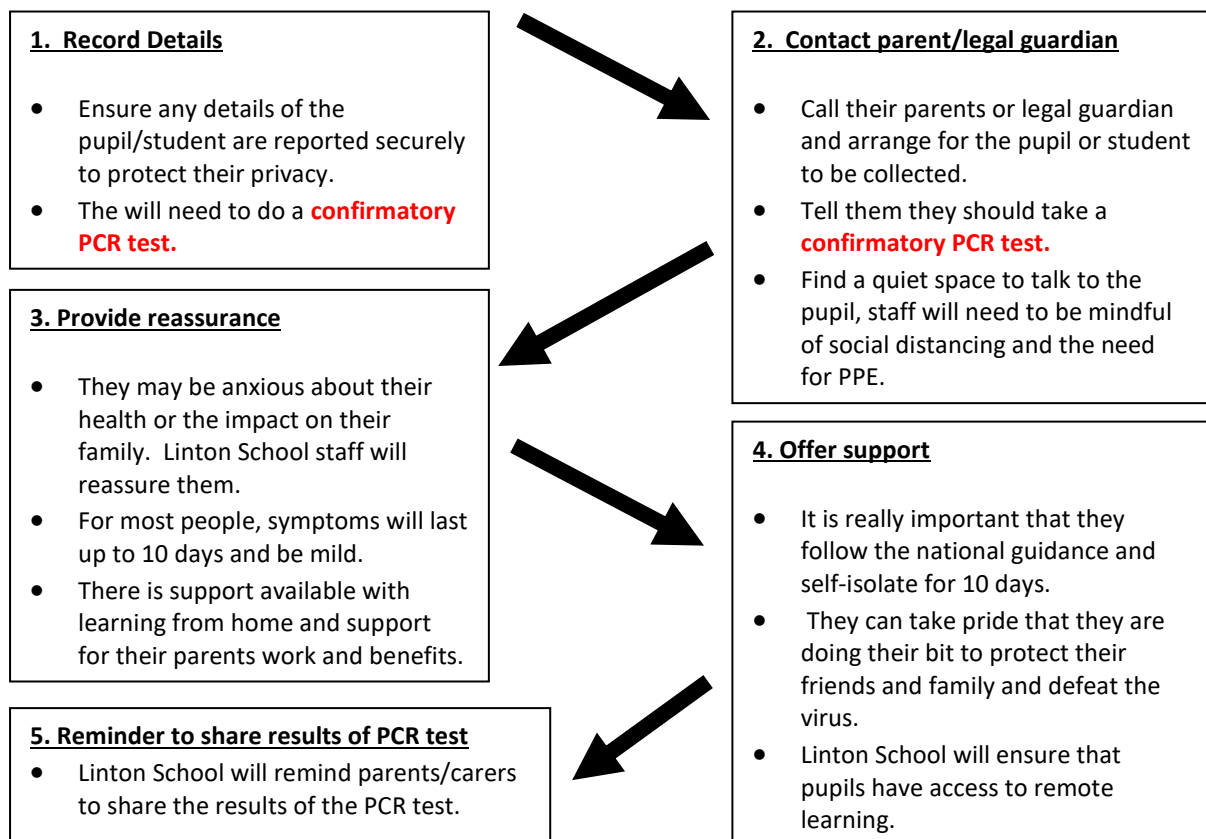
Linton School will keep your COVID-19 Test Register for a minimum of 14 days, and make sure that it is securely destroyed within 1 month of the testing programme ending. This is to ensure that we are compliant with Data Protection law (see Appendix E).

13. Communicating the results

As part of Linton Schools Mass Testing plan we will register the parent's/carer's mobile number during the registration process (see section 14) which means that parents/carers will receive a text message from the NHS Track and Trace system to tell what the results of the Lateral Flow Tests are for their child that particular day. Linton School will only contact the parents and/or carers if the Lateral Flow Test shows a positive test result.

What to do if a pupil/student tests positive

Figure A: Positive Test Results



Transport

Where a child or young person has tested positive for coronavirus (COVID-19), they need to be sent home. Linton School will contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. They must

not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the child's or young person's journey home, home to school transport may be provided. Linton School will work with parents/carers to arrange transport requirements and we will support this as much as possible. Where there are no alternative methods of transport available Linton School will provide transport home for that young person.

Further information on what to do if a pupil or student tests positive for COVID-19 on a lateral flow device can be found within the [Testing handbook for schools and colleges](#).

14. Linton School Mass Testing Plan

Week commencing Monday 4th January 2021

1. All staff, who have given consent, will be testing on Monday 4th January 2021
2. All young people, whose parents/carers have given consent, will have one baseline test upon returning to school

Week commencing Monday 11th January 2021

1. All staff, who have given consent, will be testing on Monday 11th January 2021
2. All young people, whose parents/carers have given consent, will receive two tests a minimum of 3 days apart and a maximum of 3 days apart.

On-going testing

1. All staff, who have given consent, will be tested weekly every Monday morning their first working day of that particular week.
2. Serial testing allows those pupils, students and staff who are in 'close contact' (someone you do not live with) with someone who has tested positive for COVID-19 to return to school if they agree to be tested for 7 days following their last contact with a positive case.

15. Where to find more information

- Public Health Matters Blog
<https://publichealthmatters.blog.gov.uk/2020/12/08/lateral-flow-testing-new-rapid-tests-to-detect-covid-19/>
- Press Release – More rapid COVID tests being rolled out across England
<https://www.gov.uk/government/news/more-rapid-covid-19-tests-to-be-rolled-out-across-england>
- Storicise – Helping children through the impact of COVID-19
<https://www.storicise.com/>

Appendix A: Informed consent to testing



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Monday 4th January 2020

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

Dear Parent or guardian,

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 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 will be testing all staff and students 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 child to be tested, please fill in the form below and the enclosed consent statement (one per student) and return it to the school.

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 under 18s, staff can oversee the swab process.

Results (which take around half an hour from testing) will be shared directly with staff and pupils 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 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). School 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, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

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. 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 a close contact at school/college tests positive?

A close contact of someone in school/college who has tested positive for COVID-19 will be able to return to [school/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 [school/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 child develops symptoms?

This testing programme at [school/college] 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 call the office on 07776 528079 or email Rebekah.dennett@rocnorthwest.co.uk.

Yours faithfully,

Rebekah Dennett
Head Teacher

NHS Test and Trace consent form for COVID-19 testing

This common consent form has been designed for use by parents and guardians of pupils and under 16s, pupils and students over 16 and staff. 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 about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 04/01/2021.

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 a lateral flow test.

4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.

5. I understand that if my child / my 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.

6. If the lateral flow test indicates the presence of COVID-19, I consent to my child having / having a nose and throat swab for confirmatory PCR testing, which shall be sent the same day to an NHS Test & Trace laboratory.

7. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

8. 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.

9. 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.

Name of pupil/student/staff to be tested (print)	
Year group (if applicable)	
Name of parent or guardian if under 16 (print)	
Signature	
Date	
Relationship to child if under 16	

Appendix B: Staff and pupil/student testing – quick, safe, easy

Staff and pupil/student testing – quick, safe, easy



Staff, pupils and students will be tested using a validated Lateral Flow Device.

Up to **a third of individuals who test positive for COVID-19 have no symptoms** at all and can therefore spread it unknowingly. That is why the testing of people without symptoms is vital. Identifying those individuals will save lives. This is what is known as **'mass testing'**.

Initially testing will be provided for **all secondary pupils students and staff** as they return from the Christmas holidays. After this, **staff will be tested once a week** on an ongoing basis.

Pupils, students and staff will be tested if they come into contact with a positive case. This new approach, known as **'serial contact testing'**, will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school or college if they agree to be tested for 7 days* following last contact with a positive case.

Quick

Swabbing and processing of these tests will be conducted at a dedicated testing site in the school or college with **results available in around 30 minutes**.

Safe

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 (99.8% 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.

When used in combination with **other measures such as Personal Protective Equipment (PPE), washing hands regularly and social distancing**, these tests further reduce the risk of transmission. We must not relax any of these measures – this testing programme is in addition to them.

Easy

Lateral flow devices **do not require a laboratory** to process the test. The devices are designed to be intuitive and require minimal training to operate.



Lateral Flow Testing



Accessible and easy to use

No lab required, with fast results

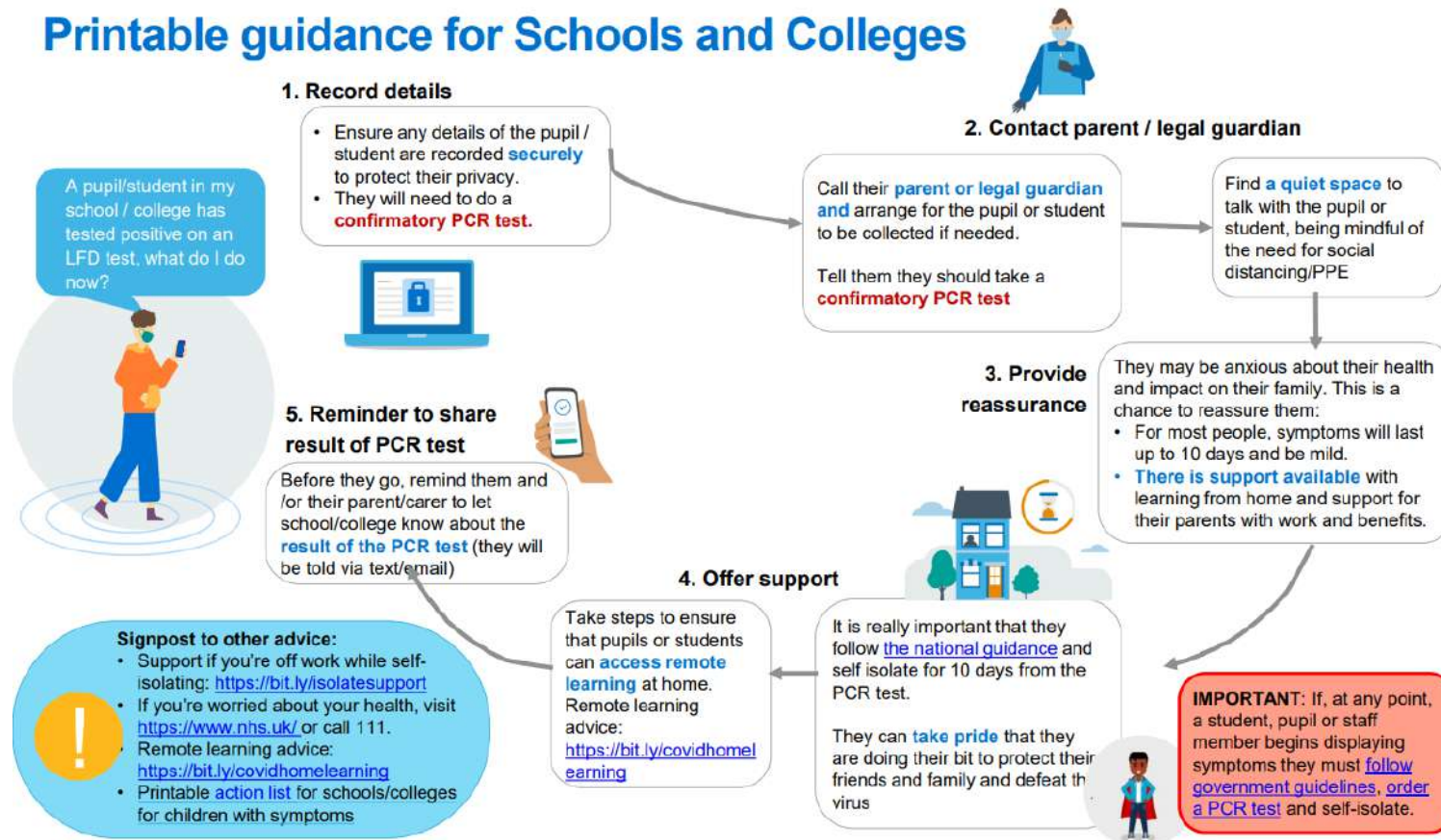
Safe technology

* If staff, pupils or students cannot take a test (e.g. on the weekend) they should self-isolate for that day, and resume serial contact testing on their return to school / college. If they return after the 7 days are finished, then they should take one final test, and if it is negative they can return to school/college.

Appendix C: What to do if a pupil or student tests positive for COVID-19 on a Lateral Flow Device – Guidance for schools

What to do if a pupil/student tests **positive** for COVID-19 on a Lateral Flow Device (LFD)

Printable guidance for Schools and Colleges



Appendix D: Resource Checklist

Provided by NHS track and trace		Provided by Linton School			
	Lateral Flow Test kits		Test site (e.g. school hall. Classroom)		General waste bin
	Barcodes		Tables		Clocks / timer
	Waste disposal bags		Chairs		Mirrors
	PPE: Disposal gloves		Hand sanitiser		Trays to transfer tests to processing table
	PPE: Disposal aprons		Disinfectant wipes		Tube racks or equivalent (can be microarray test tube racks)
	PPE: Type 11R surgical masks		Mop and bucket		Tape and/or plastic sheets to separate testing bays
	PPE: Eye Protection		Tissues		First aid supplies
	Bowls		Signage that can be cleaned and laminated instructions on swabbing and processing bay		Stationary supplies: markers, pes, printers
			Computer(s) for test registration upload		

Appendix E: Privacy Notice

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 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