



Hope School and College

Kelvin Grove
Marus Bridge
Wigan
WN3 6SP

Tel: 01942 824150
Fax: 01942 230361

Email: enquiries@admin.hope.wigan.sch.uk
Headteacher: Sue Lucas

Dear colleague,

As you may already know, The Department for Education has instructed all schools and colleges to offer mass testing to all secondary and college age pupils. Along with weekly testing of staff, the aim is to make our school community safer and to limit the transmission of COVID-19.

Up to one third of people who have coronavirus are asymptomatic. I am therefore strongly encouraging those that are eligible and attending school/college to be tested.

As a member of staff, **we require your consent** before we can perform a test.

It is therefore very important that you read the information attached, and should you wish to be tested, **please return the consent form** (on the back page) as soon as possible.

We appreciate that some of you may have significant concerns about being tested. We would like to stress that whilst we would encourage all staff to participate in this programme, **nobody will be forced to undertake a test**. We hope that the information attached to this letter will give you the reassurance that the tests are safe, reliable and will help to keep us all safe during these uncertain times.

I want to assure you that should you grant consent for a test, we will handle this with the sensitivity, encouragement, care and dedication that you have come to expect from our school.

The test centre will be operated by specially trained staff members who will support with your administration of the test.

The information attached to this letter explains the process in more detail. Should you have any questions, please feel free to contact us.

Further information will be circulated shortly in regard to how the testing centre will work. For now, please return your consent form as soon as possible so that we are able to consider the demand for this service and the wider implications this will have.

Kind regards,

Sue Lucas
Headteacher

Information for COVID-19 Testing at Hope School & College



Who is being tested?

The government is asking us to test all secondary aged pupils and staff. The quick and easy Lateral Flow Device (LFD) tests will allow Hope School & College to test our community regularly.

Executive Summary

- All eligible and consenting pupils and all staff will be offered **two** tests between three and five days apart in the coming weeks.
- Weekly testing will then be carried out on school and college staff.
- Pupils will **be offered an initial test to confirm they are not currently infected with COVID-19. They will not be routinely tested.**
- Should any pupil or staff member be a 'close contact' of a positive case, they will be offered daily testing for 7 days following the contact. This will avoid the self-isolation period and allow the individual to continue attending the setting, **unless they develop symptoms in which case they must immediately self isolate.**
- The daily testing is optional – **any child/staff member that does not have the necessary consent or is unable to participate in the daily testing will be sent home to carry out the standard isolation period.**
- If a member of the school community receives a positive test from our testing station, a follow up PCR will be required to confirm the accuracy of the result. This is the regular test that you would book via the NHS. The individual will be required to self-isolate until the result is confirmed. Once the result is confirmed the self-isolation period continues as normal.

Any students or staff displaying symptoms **must not attend the setting under any circumstances.** They should immediately self-isolate in line with the current guidance from Public Health England. If you require a test **whilst displaying symptoms** you must book a test with the NHS.

What does the test involve?

Those taking the test will be supervised by trained staff and volunteers. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared directly with you. You will also receive a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge.

What if I test positive?

If you test positive on a lateral flow device, we will inform you immediately. You must then take a further 'PCR test' to confirm the result. This should be on the same day or as soon as possible afterwards. The school may be able to provide these PCR test kits to perform at home.

During the time while waiting for the PCR result (via text/email) they will need to self-isolate.

If the PCR test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

While a small number of staff may need to repeat the test if the first test was invalid or void for some reason, staff who test negative will be able to stay in school/college and resume their activities as normal. Staff will be informed of negative test results via text/email.

What if staff or students have been in close contact with someone in Hope School & College who tests positive?

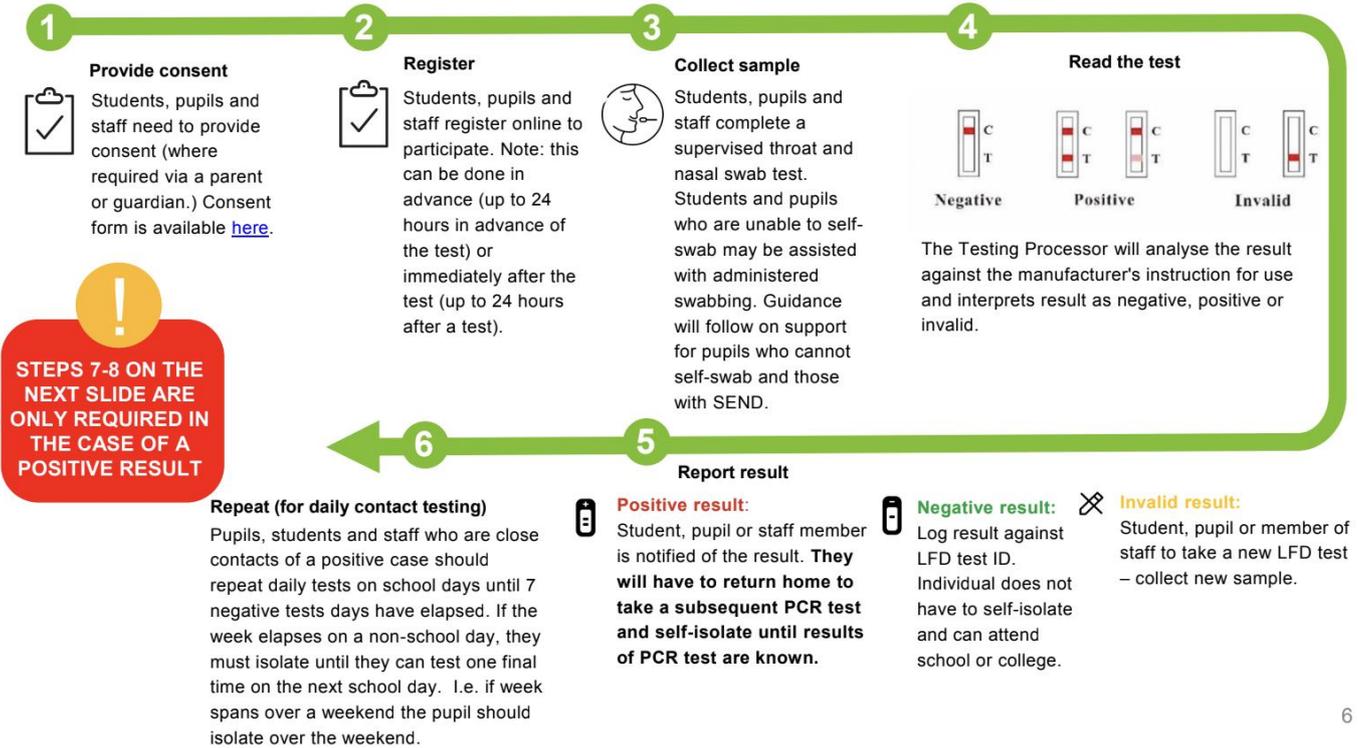
The staff member or student will be notified that they are a close contact by the school. If close contacts agree to be tested each day for a maximum period of 7 days, and they test negative every day, they will be allowed to remain in school/college. There may be instances where close contacts are also contacted by NHS Test and Trace. In this instance they should notify NHS Test and Trace that they are a close contact through school and are participating in daily contact testing.

What if I develop symptoms?

This testing programme at school is for people with no symptoms. If you develop symptoms at any time (including a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) you must immediately self-isolate and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

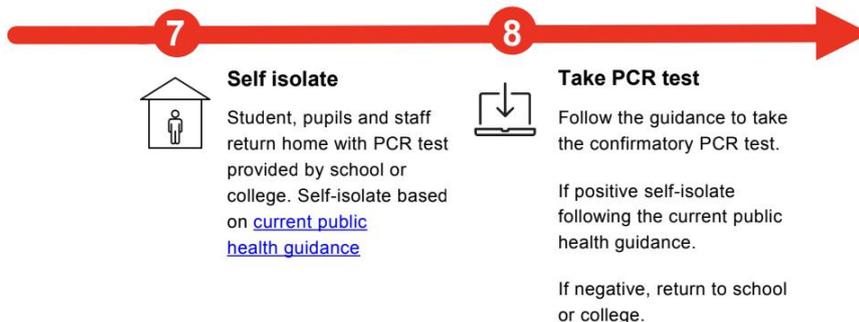


The testing journey



The testing journey: positive result

For individuals who have returned a positive LFD test, schools and colleges should follow the following steps:



Hope School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth
- Gender
- Ethnicity

- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

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

The information will be transferred to DHSC, who will share this with the NHS, GPs. PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS. PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

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.



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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 JoAnne Startling, Data Protection Officer, on 01942 824 150 or email dpo@hope.wigan.sch.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via our Data Protection Officer – JoAnne Starling, 01942 824 150, dpo@hope.wigan.sch.uk

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

Consent form for COVID-19 Testing – Hope School & College

1. I have had the opportunity to consider the information provided about the testing, ask questions and have had these answered satisfactorily, based on the information presented in this letter and the attached Privacy Notice.
2. If on the day of testing I do not wish to take part, then I will not be made to do so, and consent can be withdrawn at any time ahead of the test.
3. I consent to having a nose and throat swab for lateral flow tests. I will self-swab if I am able to - otherwise I understand that assistance is available.
4. I understand that there may be multiple tests required and this consent covers all tests. If, on the day of testing I 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 sample(s) will be tested for the presence of COVID-19.
6. I understand that if my result(s) are negative on the lateral flow test I will not be contacted by the school/college except where 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 a nose and throat swab for confirmatory PCR testing. I 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 leave the school premises as promptly as possible.
9. I consent that I may 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 test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I will be required to self-isolate following public health advice.
11. I consent that if a close contact tests positive, but I have tested negative, I will continue to attend school / college but will be tested every day at school / college for 7 days.



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Staff Name	
Class group (if applicable)	
Date of Birth	
Gender – this information is needed for Department for Health and Social Care research purposes.	Male/Female
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
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.	
Signature	
Date	