



BEDFORD
FREE SCHOOL

www.bedfordfreeschool.co.uk

23rd February 2021

COVID-19 LFD testing for pupils

Dear Parents / Carers & Pupils

Following the Prime Minister's announcement about the reopening of schools we are formulating our plans based on updated guidance issued by the Department for Education. In order to enable an initial round of testing for pupils our plans currently involve a planned phased return during the week of 8th March. This is in line with current government guidance but plans are subject to change and I will write again to families to confirm this and provide full details about reopening early next week. It would greatly assist our planning to have testing consent forms returned as soon as possible and by Monday 1st March at the latest.

Prior to returning to school pupils will be offered a Lateral Flow Device (LFD) COVID test. By testing we will help to reduce the spread of the virus and help break transmission links by identifying those that may be carrying the virus unknowingly. I am strongly encouraging all pupils to be tested to help keep our school community as safe as possible before returning to face-to-face lessons.

In total pupils will be offered three Lateral Flow Device (LFD) tests spaced three to five days apart (minimum three days). This is so pupils have undertaken some testing in a supervised setting, and have had the chance to familiarise themselves with self-swabbing before home testing kits are provided in the near future.

In order for your child to be tested in school you must provide your consent by completing and returning the attached consent form in the prepaid envelope provided by Monday 1st March. Please ensure this is correctly filled in with all the necessary details as we will use these to register your child on the testing system. The contact details provided will also be used by NHS Test and Trace to inform you of the test result. Please also ensure you read the privacy notice attached outlining how personal data and information is to be used and shared as a result of participating in the testing scheme. By giving consent to testing you are also agreeing to the use of personal data as outlined in the privacy notice.

How the tests work

The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. An information leaflet is attached and a video explaining how lateral flow tests work can be found here: <https://twitter.com/10DowningStreet/status/1328387524490911745>

The testing regime at BFS is now well established as we have been running this for staff and pupils currently attending school since the beginning of January. Those taking the test will be supervised by trained staff in the school hall. Please note that as part of the testing process pupils will be required to swab themselves but guidance will be provided by staff.

T: 01234 332299 E: info@bedfordfreeschool.co.uk Bedford Free School, 12-16 Cauldwell Street, Bedford, MK42 9AD

RESPECT • HONESTY • HIGH EXPECTATIONS

You will be informed of the test result using the contact details you provide as part of the consent process and will receive a text / email notification of a positive or negative result from the online NHS system.

What if my child tests positive?

If a pupil tests positive on a lateral flow device, you will be informed and they will need self-isolate according to current government guidelines.

What if my child develops symptoms?

This testing programme at BFS is for people with no symptoms. If your child develops symptoms at any time (including 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 or visiting <https://www.gov.uk/get-coronavirus-test>.

If you have any questions or concerns about testing you can contact the school via email info@bedfordfreeschool.co.uk or by contacting your child's pastoral leader.

If you agree to your child participating in the testing programme please complete and return the enclosed consent form using the envelope provided by Monday 1st March. This will also help inform our planning for the reopening of BFS.

With very best wishes,



Tim Blake
Principal



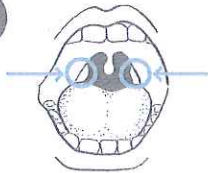
Take swab sample

Step-by-step guide

Need help?

If you have any questions or problems with this test kit, please alert a member of staff.

1



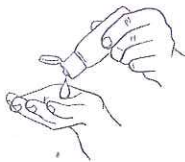
Remove your face covering.
Look inside your mouth, and find your tonsils at the back of the throat. You can use the mirror to help.
Your tonsils or where they would have been (if they are removed) are where you will swab your sample.

2



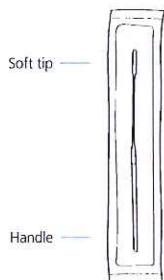
Gently blow your nose into a tissue
Throw the used tissue into the clinical waste bin provided.
This is so that you get rid of excess mucus.

3



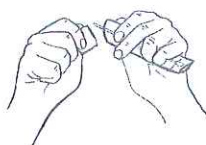
Use hand sanitiser to clean your hands.
This is so that you do not contaminate the test kit.

4



Check if there is a swab in a sealed pack in front of you.
Identify the soft, fabric tip of the swab.

5



Open the package and gently take out the swab.
This will be used for both throat and nose.

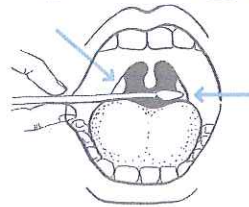
Do not touch your tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab.

The swab is invalid if it touches these parts, and you will need to get a new swab. If this happens ask a member of staff to get assistance.

The swabbing may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain.
If there is blood or vomit on the swab sample, please alert a member of staff.

6

10 secs



Holding the swab in your hand, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been) at the back of the throat with good contact **at least 3 times** (use a mirror to help you do this).
Carefully remove the swab stick from the back of your throat.

7

10-15 secs



Put the same end of the same swab gently into one nostril until you feel a slight resistance (about 2.5cm or 1 inch up your nose).
Roll the **swab 5 times** along the the inside of the nostril.

After collecting the sample hold the swab upright in your hand, do not put it down and notify one of the Testing assistants.

Be careful not to touch any surfaces with the swab.
Put on your face covering.

Follow the instructions from a member of staff on what to do next.

Use hand sanitiser after handing in your sample.

Bedford Free School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

Personal data relating to tests for pupils is processed under paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

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 someone who owes an equivalent duty of confidentiality to that data

Data Controllershship 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 \(https://contact-tracing.phe.gov.uk/help/privacy-notice\)](https://contact-tracing.phe.gov.uk/help/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 (and year group)
- 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
- Parent/guardians contact details (if required)

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 whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools 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 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 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 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.

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 at contact@school-dpo.co.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 by contacting Mr Simon Campbell at Bedford Free School, Cauldwell Street, Bedford, Bedfordshire, MK42 9AD, 01234 332290 or at scampbell@advantageschools.co.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 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) even if they have had a recent negative lateral flow test.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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 13/01/2021 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 to 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.

9. 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.

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.

Testing consent form
(Please return in the prepaid envelop provided)

First Name (Pupil/Staff)	
Last Name (Pupil/Staff)	
Year 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
Currently showing any COVID-19 symptoms?	
Home address (1st line)	
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	
Today's date	

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