



BEDFORD  
FREE SCHOOL

[www.bedfordfreeschool.co.uk](http://www.bedfordfreeschool.co.uk)

March 2021

### **Pupil – COVID home test kits**

Dear pupils, parents and carers

Now that pupils have completed their initial set of tests at school they will be able to conduct their tests at home and will be asked to continue testing twice every week, 3-4 days apart.

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 families to engage with home testing to help keep our school community as safe as possible. This does not replace testing for those with symptoms. If you have symptoms you must self-isolate immediately, book a PCR test and follow national guidelines.

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.

If you choose to participate, you are committing to self-administer the test and report your child's results (whether positive, negative or void) via the NHS Test & Trace digital platform and to the school.

#### **Testing pupils at home:**

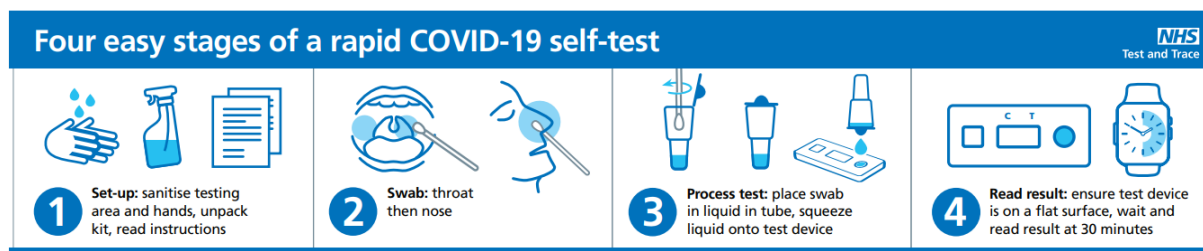
Pupils who we have consent for testing will be provided with a set of tests kits by their form tutor. Tests are free of charge. Tests must only be used by pupils and should not be given to anyone else. Pupils will receive three boxes of tests with a leaflet on how to take the test and report the results. This will be enough for the next four weeks, including Easter. Pupils should continue testing twice a week, at home, throughout the Easter school holidays.

If you have not provided consent for testing previously and your child has not been tested onsite but you would like your child to partake in home testing, please contact our testing co-ordinator, Ms Haskins, via email so that this can be arranged ([shaskins@bedfordfreeschool.co.uk](mailto:shaskins@bedfordfreeschool.co.uk)).

The testing process is completed in four easy stages (summarised below), and full guidance is outlined in an information leaflet which will be provided to pupils alongside their test packs.

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

**R E S P E C T • H O N E S T Y • H I G H E X P E C T A T I O N S**



Pupils have been given guidance on how to complete testing swabs properly. Please make sure you have enough time to do the test before going to school. Preferably this would be in the morning before going into school on a Monday and a Friday. However, we understand that for some people this may be challenging. Therefore, tests can be taken the evening before school if needed. You need to report test results.

Help and support is available, including instructions in different languages on how to test and report the results and a video showing you how to take the test. This can be found here: <https://www.gov.uk/guidance/covid-19-self-test-help>

There is no need to keep used test equipment after the test result has been reported. You can put it in your normal bin (household waste).

*Please note that testing is not recommended for anyone who has had COVID within the last 90 days. Testing should only be resumed after the 90 days are complete.*

### What should you do after the test?

If anyone tests positive you, your household, any support bubbles you are part of must self-isolate immediately in line with NHS Test and Trace guidance for 10 days.

- You need to report your result to both NHS Test and Trace and school (see below).
- If the test is positive you should order a confirmatory PCR test.
- If the result of the test is unclear (void) you should do another test.
- Negative and void results should also be reported to both NHS Test & Trace and school.

### Reporting your test result:

Once you have completed the test and received a result you must report the result (negative, positive or void) via the NHS Test & Trace digital platform and to the school.

- 1) To report your result via the NHS Test & Trace digital platform please visit [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) or by calling 119 (free from mobiles and landlines). Lines are open every day, 7am to 11pm
- 2) To report your result to the school please complete the online form here: [www.tinyurl.com/bfscovidtest](http://www.tinyurl.com/bfscovidtest). In addition, all positive results should be reported to the school immediately via [covid@bedfordfreeschool.co.uk](mailto:covid@bedfordfreeschool.co.uk). We will then be in touch to provide further guidance and to undertake a process of contact tracing.

### Negative and void results

Negative and void results should be reported to both NHS Test & Trace and school. A negative result means pupils should continue to attend school as normal. However, a negative result does not guarantee that someone is not carrying the virus. So, everyone should continue to follow social distancing, and other measures to reduce transmission such as wearing a face mask and regularly washing your hands and observing social distancing.

If you or anyone in your household gets symptoms of the virus you should follow national guidelines on self-isolation and testing.

### **What if I receive a positive test result?**

If you get a positive result, it means you are currently infected with coronavirus and risk infecting others. You, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current guidance which can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

When you report your result online you will be provided with further information on the next steps to take. You should order a confirmatory PCR test to confirm the positive result. You can book a test by visiting <https://www.gov.uk/get-coronavirus-test>.

You must notify the school immediately via [covid@bedfordfreeschool.co.uk](mailto:covid@bedfordfreeschool.co.uk). We will then be in touch to provide further guidance and to undertake a processes of contact tracing.

### **Testing for parents, households and bubbles twice a week**

The test kits supplied by school should only be used by pupils. However regular rapid testing is now also available for parents, their households and support or childcare bubbles. The government is encouraging all families to participate in twice weekly testing to help stop the spread of COVID-19.

Parents and other adults in the household can access tests by:

- Ordering tests online [www.gov.uk/order-school-household-tests](http://www.gov.uk/order-school-household-tests)
- Attending a test site to get tested (where you will be able to see how to take the test) or pick up tests to do at home. The nearest pick up test site is at Prebend Street Car Park (open from 1pm till 8pm each day for collection of test kits).

To find out more on school household testing visit <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

### **Why take part?**

Taking part in testing is voluntary and all pupils will be able to attend whether they take part in testing or not. However, I am strongly encouraging all families to engage with home testing to help keep our school community as safe as possible.

Please contact Ms Haskins, our COVID co-ordinator ([shaskins@bedfordfreeschool.co.uk](mailto:shaskins@bedfordfreeschool.co.uk)), if you have any questions or concerns about home testing.

Thank you for your continued support.

Yours sincerely,



Tim Blake  
**Principal**

## **Some frequently asked questions**

### **Do I need to give consent?**

Students and parents do not give written consent to take part in the home testing programme. Please read the information below on how personal information and test results are shared and the privacy notice enclosed.

Once you open the kit you should take and report the results of the tests to NHS Test & Trace (<https://www.gov.uk/report-covid19-result>) and school regardless of the result (positive, negative, or void).

### **Can my child take the test themselves?**

Students aged 12-17 should do the test themselves with adult supervision. The adult may help the pupil to take the test if they need support.

Students aged 11 must be tested by an adult and the adult must report the result.

### **Reporting problems or issues with testing**

If there is an issue with the test kit, for example something is missing, please report it by calling **119** and please also tell the school.

If an accident or injury happens whilst using the test kit, please seek medical care by calling 111 (or 999 if it is an emergency). Please also report what happened using this website: <https://coronavirus-yellowcard.mhra.gov.uk/>

### **What type of tests will be used?**

We will be sending home Lateral Flow Device (LFD) tests. They are a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.

The tests are easy to use and give results in 30 minutes.

Further information: <https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

### **Are LFD tests accurate?**

Lateral Flow Devices identify people who are likely to be infectious. These individuals tend to spread the virus to many people and so identifying them through this test is important.

These tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals and are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested.

The tests are highly specific, with low chance of false positives. They are also very sensitive and are able to identify the majority of the most infectious yet asymptomatic individuals. Extensive evaluation has been carried out on the tests and it shows that they are both accurate and sensitive enough to be used in the community for screening and surveillance purposes.

It is important to remember that these tests are only an aid to help stop the spread of the virus and you should continue to follow other guidance such as on wearing face coverings and social distancing.

### **How are LFD tests different to PCR tests?**

There are 2 main types of test to check if you have coronavirus:

- polymerase chain reaction (PCR) tests check for the genetic material (RNA) of the virus in the sample - you send the sample for processing at a lab
- lateral flow device (LFD) tests detect proteins called 'antigens' produced by the virus

LFD tests give rapid results, in 30 minutes after taking the test.

### **What does it mean if my child has a positive result?**

If your child has a positive antigen LFD test result they, their household and any support bubbles they are part of should self-isolate immediately in line with NHS Test and Trace guidance for 10 days. You need to report your result to both NHS Test & Trace and the school.

You should order a confirmatory PCR test if you are testing at home.

You can book a test here: <https://www.gov.uk/get-coronavirus-test>

### **What does it mean if my child has a negative result?**

A negative result does not guarantee that your child is not carrying the virus. So, you should continue to follow social distancing, and other measures to reduce transmission such as wearing a face mask and regularly washing your hands.

### **What if my child has a void result?**

If the result of the test is unclear (void), they should take another one. If the next test is also void, your child should take a PCR test.

All test results need to be reported to both NHS Test & Trace and school.

### **Do I need to send the test to a lab?**

No. The LFDs supplied do not need to be sent to a laboratory to get a result and can give a quick result in around 30 minutes. Guidance on self-testing is contained in the 'Instructions for Use' leaflet, which comes with the test kit. There is also a useful video to show you how to take the test here:

<https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&index=1>

### **How do you report the result?**

All results must be reported (positive, negative or void). You also need to tell the school the test result. You will receive a text or email from NHS Test & Trace confirming that you have reported your test result.

All test results need to be reported to both NHS Test & Trace and school.

### **Can I or someone else in my household use a test kit sent home from school?**

No, however whole families and households with primary school, secondary school, and college age children, including childcare and support bubbles, will be able to test themselves twice every week from home. This testing can be accessed through the following channels:

- get a rapid test at work, through workplace testing. Ask your employer for more information
- attend a test site to get tested where you will be able to see how to take the test or pick up tests to do at home (you can find your nearest test site via the postcode checker [www.gov.uk/find-covid-19-lateral-flow-test-site](https://www.gov.uk/find-covid-19-lateral-flow-test-site) or check your local council website)
- collect tests to do at home, find your nearest collection site COVID Test Finder - <https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk/>

If these options are not possible, there will be a supply of rapid tests for order online for people who need them the most. More information can be found on [www.gov.uk/order-coronavirus-rapid-lateral-flow-tests](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

More information about testing for households and bubbles of students can be found here: <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

### **How will personal information and test results be shared?**

When your child takes a Lateral Flow test, you need to report the result. This is so that their test result can be traced, which means that you need to share some information about your child.

You need to tell the Department for Health and Social Care (DHSC):

- your child's name
- your child's test result
- the reference number on the test Kit

You will also need to tell your child's school their test result.

Under UK law, your child's school can collect and store test result data because it is in the 'public interest'. This means that your child's data helps us to stop the spread of the virus, and to keep your children in school. For example, we will tell your child to self-isolate if they get a positive test result. Schools and colleges will only share information with the Department of Health and Social Care (DHSC) if the test kits used are found to be faulty. If this happens, DHSC will use our information to contact people who used the faulty tests, so that they can be tested again. This will ensure that testing is accurate and helps keep us all safe.

When you report test results online, you are sharing information with DHSC. They may share the information with your GP, local government, NHS, and Public Health England. This is so that they can offer your family health services and guidance if your child needs to self-isolate. They might also use your child's data anonymously (without their name or contact information) to research COVID-19, and improve our understanding of the virus.

For more information on how personal data is used for testing please see the detailed privacy notice enclosed.

## **Bedford Free School – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges 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, including the sharing of personal data where this is allowed under data protection legislation. Bedford Free School is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school as part of the school's health (including public health), welfare and safeguarding role and obligations.

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 proprietor's official authority for the conduct of the school. Section 175 of the Education Act 2002 and paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies 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.

### **Ownership of the Personal Data you share with DHSC**

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer 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 \(https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information\)](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information)

The school 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

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information)

## **How we store your personal information**

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The school may also record Personal Data about you in its internal COVID-19 test register (the school's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in schools and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The school will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the school into them.

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

## **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](#)

This information will be kept by the school for a period of twelve (12) months and by the NHS for eight (8) years.

## **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 Coronavirus.
- 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'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 test 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 at [contact@school-dpo.co.uk](mailto: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](mailto: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