July 2021

**COVID-19 LFD testing for Pupils**

Dear Parents / Carers & Pupils

On returning to school in September all 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 after returning from the summer holiday.

The first round of testing for Y8-Y11 pupils will take place on a staggered basis prior to their official return to school on Thursday 9th September. In total pupils will be offered two Lateral Flow Device (LFD) tests spaced three to five days apart. This is so pupils have undertaken some testing in a supervised setting, and have had the chance to re-familiarise themselves with self-swabbing before home testing kits are once again provided.

**In order for your child to be tested in school you must provide your consent by completing and returning the attached consent form via email to** [shaskins@bedfordfreeschool.co.uk](mailto:shaskins@bedfordfreeschool.co.uk)

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. A information leaflet is attached and a video explaining how lateral flow tests work can be found here: <https://twitter.com/10DowningStreet/status/1328387524490911745>

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.

Results take around half an hour from testing. You will be informed of a positive test result using the contact details you provide as part of the consent process. 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 my child tests positive?**

If a pupil tests positive on a lateral flow device, you will be informed immediately and will need to collect your child from school. They will then need to take a further more sensitive COVID-19 ‘PCR test’ to confirm the result. You can request this type of test by visiting <https://www.gov.uk/get-coronavirus-test>.

During the time while waiting for the COVID-19 PCR test result 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 pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in school and resume their activities as normal. You will be informed of negative test results via text/email.

**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>.

We will support our staff and pupils throughout the testing process, but please contact us if you have any questions or concerns. You can contact the school via email [info@bedfordfreeschool.co.uk](mailto: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.

Keep safe and stay well.

With very best wishes,



Tim Blake

**Principal**

# 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/report-covid19-result). 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)

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](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information)

## 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](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information)

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.

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**

**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.

**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 09.07.21 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

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 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.

8. I understand that I / they will need to self-isolate following a positive lateral flow test result.

9. I agree that if my / my child’s test results are confirmed to be positive from this lateral flow 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.

10. I understand that if a close contact of my child tests positive that my child will self-isolate for 10 days in line with Government guidance.

**Testing Consent From**

Please return this form to the school’s Administration Officer, Ms Haskins at shaskins@bedfordfreeschool.co.uk

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Form Group** |  |
| **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** |  |
| **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** (typing out your name is sufficient if you are filling in this form digitally) |  |
| **Today’s date** |  |
| Details of any health or accessibility issues which might affect a child’s safe participation in the testing exercise. |  |