

February 2021

Dear Parent/Carer,

Mass Pupil Testing (Years 7 to 11)

As part of the return to face-to-face education the government is introducing rapid testing of pupils and staff (who are not displaying coronavirus symptoms) 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 pupils 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 spreading and help to keep our school open as safely as possible.

We have already established our on-site testing centre which has been in action since January, testing staff and pupils who have been in school. As part of the phased re-opening of schools we will be offering all pupils **three** onsite tests. After this the government is planning to move to a home testing model (for those who have completed in school testing) and more information about this will be provided at a later date.

For pupils in years 7 to 11 consent must be completed by the parent or legal guardian. **If, on reading this letter and accompanying information, you are happy for your child to be tested please follow the link to confirm your consent: <https://tinyurl.com/y423tfpm>. You will need to complete the form for each child who is currently attending school.** To enable us to plan for level of demand we would ask you complete this no later than Tuesday 2 March 2021.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of the nose and throat. We expect pupils to administer the test themselves, but there will be trained staff on hand to assist if required. We have also prepared a video which we hope will reassure you and your child about the process: <https://youtu.be/DUxz8SAT5zl>. This pack also includes a "How to do your test" instructional leaflet from the Department for Education which describes the process, including instructions on how to self-swab. We would be very grateful if you would talk through this with your child.

School staff will register pupil tests with NHS Test and Trace using the information you provide on the consent form. Results will be sent, by the NHS, to the mobile number and email address provided on this form. While these should arrive on the same day (i.e. before midnight), it may not be until much later in the day as tests and results will be uploaded in batches. Examples of the messages used are included in this pack. The school will only contact pupils and parents in the event of a positive test (see next page).

We will support our pupils throughout, but if you have any queries regarding any of the above please email secondary@roundhayschool.com and a member of staff will be in touch.

Yours faithfully,
Mr Steve Palmer
Assistant Headteacher / Director of Operations

FREQUENTLY ASKED QUESTIONS

What if a pupil has recently had COVID19?

If an individual has tested positive for COVID19 using a PCR test (those used for those with symptoms) within the past 90 days they are likely to have developed some immunity. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for some time after COVID-19 infection. Current guidance says "Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19".

What if a pupil tests positive?

Participating pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will be notified. Guidance on safe travel and additional precautions will be provided along with test results. Pupils may 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). Where required Roundhay 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, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

What happens if the test is negative?

Once pupils have returned to face-to-face lessons they will be able to stay in school and resume their activities as normal. A pupil will only be contacted by school if they test positive on a 'lateral flow' test, so if they/you do not hear from us 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 I do not receive an email or text confirming the outcome of my test?

Unfortunately this is not something we can resolve as we do not have access to the NHS system once data has been submitted. However please be assured that, in the event of a positive or void result, someone will come to find you in school. If this does not happen then you can presume that your result was negative.

What happens if a pupil has been in close contact with someone who tests positive?

Close contacts will be asked to self-isolate immediately for the complete number of days specified by the school. The self-isolation period must be completed in full even if the close contact has received a negative test result themselves.

What if my child develops symptoms?

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

HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1



YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

2

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

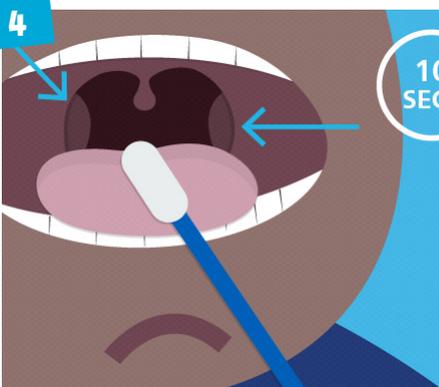


3



BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4



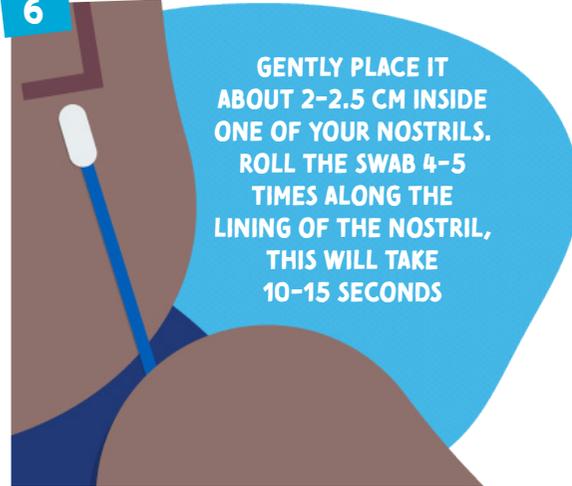
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

5



REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

6



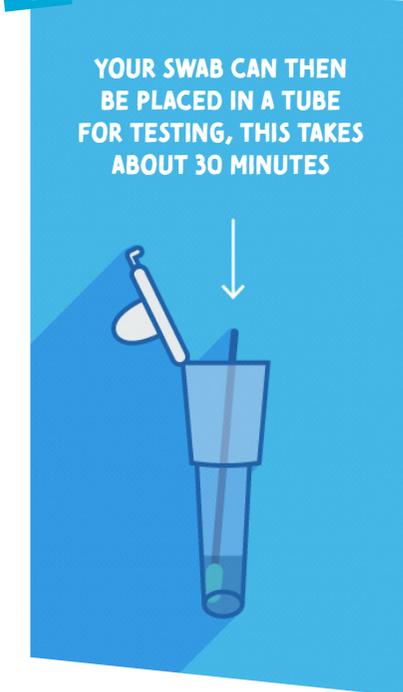
GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS

7



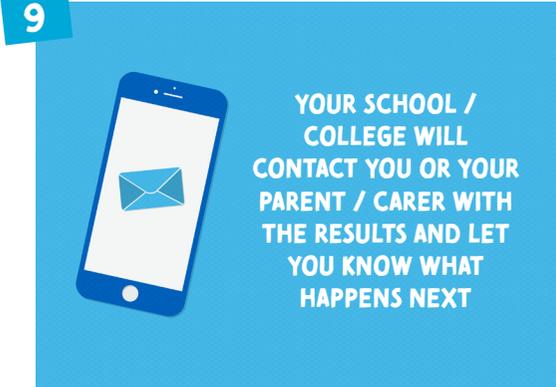
AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8



YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

9



YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

Roundhay School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Roundhay School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Roundhay School 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 is processed under Section 175 of the Education Act 2002 for maintained schools.

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. For all data that we transfer to the Department for Health and Social Care (DHSC) the Data Controllorship is then passed to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). Roundhay School 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 at Roundhay School whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Roundhay School 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

You will be informed of the result by Roundhay School and advised how to book a confirmatory test.

We will use this information to enact our own COVID isolation processes without telling any unauthorised person 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 Roundhay School for a minimum of 14 days and securely destroyed within 1 month of the testing programme ending; 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.

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 any unauthorised person.

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 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.

If you wish to make a request, please contact us via our Data Protection Officer:

Mr N Stott

c/o Roundhay School

Old Park Road

Leeds

LS8 1ND

email: dpo@wntai.co.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Roundhay School

Old Park Road

Leeds

LS8 1ND

Email: secondary@roundhayschool.com

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