



Dear parent or guardian,

Link to [COVID Consent Form](#)

Re: Rapid Testing on-site in Secondary School from 8th March 2021

As you are aware, as the students return to school, the Government has directed schools to help fight against the spreads of COVID by administering rapid testing. The students conduct the test themselves under supervision, and the results come back after half an hour. This testing has been operating successfully with the community school.

As a community, if we do this successfully, it increases the chance of the move to phase 2, then 3 and a return to normal life in June. I am looking forward to being able to see my mum again.

Please complete the on-line COVID-19 for lateral flow testing (LFT). [Here](#)

The tests will be administered under supervision by the students themselves.

We now have the testing facility on-site. We will be providing a quick, safe and reliable COVID-19 test to students and staff. These tests (known as “lateral flow” tests -LFT) will give a result in 30 minutes so we can identify those affected quickly and support them to follow Government guidance on self-isolation.

The virus spreads rapidly because **up to one-third of people** who have it experience **no symptoms**. **We believe that this test is essential to keep the students, your family and our colleagues safe**. If you consent, you will know if your child is positive and therefore bringing the virus back into the family home so that you can keep vulnerable family members safe.

As a parent or guardian of a student under 16 years old, we need your consent for the test to be taken.

You can do so by going to the following link: [Here](#) or by returning the attached paper NHS consent form for each student in your care to the school office or via email at j.bowden1@arkalexandra.org.

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#), even if they have had a recent negative lateral flow test.

I want to give you access to as much information as possible about these tests. I have attached a “Question & Answer” sheet to this letter that I hope is helpful.

Thank you very much for your continued co-operation and support during this difficult period. These tests and the new vaccines offer real hope that we can return to everyday life soon. But, until then, we will continue to do all we can to keep children safe and in school learning.

With best wishes,

A handwritten signature in blue ink, appearing to read 'Liam Collins'.

Liam Collins
Principal

Principal: Mr L Collins
Network Associate Principal: Mr J Scafe

Consent relates to the following groups of students/pupils and staff as follows:

- 1. 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.

Terms of consent

1. 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.
2. 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
3. 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.
4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
5. 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.
6. 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.
7. I understand that I / they will need to self-isolate following a positive lateral flow test result.
8. 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.
9. 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.
10. 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 March 2021 and the attached Privacy Notice.

Complete Consent on-line [here](#) OR complete and return the paper form below

NHS Test and Trace consent form for COVID-19 testing

First Name	
Last Name	
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 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 (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.	

COVID-19 TESTING – Q&A

What does testing involve?

They are 'lateral flow' tests (LFT) which use a swab of your nose and throat. The test will be supervised by trained staff and it takes about 30 minutes to get results. Students will need to take three lateral flow tests over the next few weeks.

When will the test be taken?

Three times only (between 3-5 days) on the return to school from 8th March 2021.

What happens if the LFT test is negative?

If results are negative, students can stay in school and resume their activities as normal.

What happens if the LFT test is positive?

Students who test positive will be informed individually as soon as possible after the test. Parents and guardians will also be notified so that arrangements can be made to ensure the student is collected and taken home to self-isolate for 10 days.

What if a 'close school contact' tests positive?

If a close school contact of your child tests positive for COVID-19, your child will need to self-isolate at home for 10 days.

We will notify you and your child if one of their close school contacts has a positive test result.

What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops COVID-19 symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must **not come to school** but immediately self-isolate and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

Ark Alexandra Academy

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 Ark Alexandra Academy, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Ark Alexandra Academy 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/college as part of the school/college'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 / college's/16-19 academy] proprietor's official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/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 \(www.gov.uk\)](#). 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](#)

The [school/college] 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/college] 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](#)

How we store your personal information

The [school/college] 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/college] may also record Personal Data about you in its internal COVID-19 test register (the school/ college'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/colleges] 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/college] 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/college] 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/college] 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/college] 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/college'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/college] 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 [insert email address, phone number and or postal address of school's DPO] 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 at [Insert your organisation's contact details for data protection queries].

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