

Malmesbury School

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Headteacher: Rupert Moreton

RMO/rem
5 January 2021

NHS Test and Trace: COVID-19 testing for staff and students

Dear Parent or guardian

We are working to keep our School as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country 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 students 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 spread and help to keep our school open as safely as possible. The test is **voluntary**, but I would encourage everyone to take it.

We will be testing all staff and students who want to participate from week commencing 4 January 2021.

If you **have not** completed the "Malmesbury Covid Testing Permission" form that was sent out before Christmas and you are happy for your child to be tested, please fill [in this form by clicking this link](#) and the enclosed consent statement (one per student).

Consent to testing

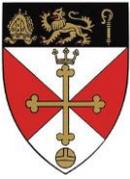
If you consented to your children being tested by completing the "Malmesbury Covid Testing Permission" form that was sent out before Christmas please read the following 11 points. **If you continue to consent to these points you do not need to do anything.** If however you would like to revoke your consent then please send an email to mailin@malmesbury.wilts.sch.uk with title 'Revoke Consent for Testing' providing the name(s) and year group(s) of your child(ren).

Terms of consent

1. I have had the opportunity to consider the information provided by the school about the testing, ask questions and have had these answered satisfactorily, based on the information presented in this letter dated 05/01/2021 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 If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.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



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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 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 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 but will be tested every day at school for 7 days.

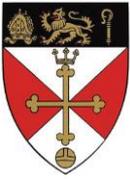
Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process. Results (which take around half an hour from testing) will be shared directly with staff and pupils participating. Where participants are under 16, parents or legal guardians will also be informed. We know these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently. Testing is free of charge.

What if a pupil tests positive?

Participating staff and pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils will 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). 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, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.





During this time while they wait for the PCR result (via text / email) they will need to self-isolate. If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

They will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a 'lateral flow' test, so if you do not hear 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 a close contact at school tests positive?

A close contact of someone in school who has tested positive for COVID-19 will be able to return to school if they agree to be tested once a day for 7 days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

What if my child develops symptoms?

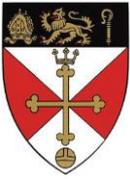
This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 01666 829700 or email mailin@malmesbury.wilts.sch.uk

Yours sincerely

Rupert Moreton
Headteacher





Privacy Notice – school representative contact details for managing delivery of Covid-19 testing.

Purpose of processing personal data

To enable Covid-19 testing to be delivered by schools and supported by the Department for Education (DfE), the DfE needs to process personal data of a designated representative for each school.

DfE will only use the personal data that is collected from the school specifically for the purpose of supporting the delivery of Covid-19 testing in schools, including the maintenance of an audit record of delivery.

A school should share this Privacy Notice with their designated representative to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process

A school will supply to DfE the following information about a designated representative for the above purpose:

- Name of individual
- Work email address
- Work mobile telephone number linked to the identity (Unique Registration Number) of the school

Lawful basis for processing the personal data

When the school supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners

The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

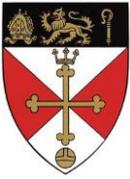
How we store the personal information

The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose.

How long we process your personal data

The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the above purpose, following which it will be securely destroyed. DfE currently anticipates the information being retained for a minimum of 12 months.





Your Rights

Under data protection law, individuals have rights relating to their personal information, 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. Please contact us as described below if you wish to make a request.

Further information and how to make a request or complain

Further information about how the DfE processes personal data is published in the [DfE's personal information charter](#). If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113



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