

19th March 2021

Dear Parents/carers

I write to confirm that all pupils, who were given consent and consented, have been tested three times since their return to school on the 8th March. The testing caused minimal disruption and was very successful. Without our army of volunteers and support staff the testing process would not have been possible. I would like to thank them all their hard work.

The next stage in the testing process is to ask pupils and students to carry out Lateral Flow Tests at home. We are asking that all pupils and students carry out **testing twice every week, 3-4 days apart.**

We understand that each child has individual needs. Many children will adapt to testing becoming part of their routine, others will find it more challenging. Taking part in testing is voluntary and all children will be able to attend College whether they take part or not. Your child will be given the option, during LC sessions, to take a testing kit home every Friday. They do not have to take a testing kit home if you do not feel it is appropriate for your child to be tested at home or you do not give consent for testing to take place.

If you have any difficulties with home testing and would prefer your child to be tested in school, we have a small testing centre on site and can arrange for onsite testing to take place. Please contact Mr R Newton newton@liverpoolcollege.org.uk who will organise this for you.

Tests are free of charge. Your child will receive a pack of 3 tests in a box with a leaflet on how to take the test and report the results.

Preferably the tests should be carried out in the morning before going into College. The tests take 30 minutes to process, so make sure you leave enough time before your child has to leave for school. We understand that for some people this may be challenging. Therefore, tests can be taken the evening before College if needed.

We would like pupils to take their tests on Mondays and Thursdays.

Taking the test:

Your child should take the test twice a week. A leaflet giving instructions on how to do the test will be given with the test kit. There is also a useful video to show you how to take the test [here](#).

[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.

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).

This test does not replace symptomatic testing. If you have symptoms you should self- isolate immediately, book a PCR test and follow national guidelines.

What should you do after the test?

You need to report each test result in the following way:

- **If your child tests positive**, they, you, your household and any support bubbles you 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 [NHS Test and Trace](#) and College by using the following link <https://forms.gle/FDs2EqdBjyRW9WZh7> and emailing our Covid email CVI9@liverpoolcollege.org.uk .

You should [order a confirmatory PCR test](#) to confirm the Lateral Flow test result.

- **If the test result is negative or void it needs to be reported to both [NHS Test & Trace](#) and College by using the following link <https://forms.gle/FDs2EqdBjyRW9WZh7>**
- If the result of the test is **unclear (void)** you should do another test.

A negative result does not guarantee that your child is not carrying the virus. So, they 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](#).

Why testing is important

Testing at home will allow your child and other children to attend College and help to reduce the spread of the virus. I am strongly encouraging all children to take part.

Please contact me by email hcassidy@liverpoolcollege.org.uk , if you have any questions or concerns about home testing.

Thank you for your support.

Yours sincerely

Mrs H Cassidy

Vice 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

Once you open the kit you should take and report the results of the tests to [NHS Test & Trace](#) and College regardless of the result (positive, negative, or void).

Can my child take the test themselves?

Students aged 18 and over should do the test themselves and report the result, with help if they need it.

Students aged 12-17 should do the test themselves with adult supervision. The adult may help the [pupil/student] 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/college].

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 College.

You should order a confirmatory PCR test if you are testing at home (confirmatory PCR tests are not needed if the test was conducted at the Asymptomatic Test Site at [school/college]).

You can [book a test here](#).

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 do another one. If the next test is also void, your child should take a PCR test. You can [book a test here](#).

All test results need to be reported to both [NHS Test & Trace](#) and College.

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 administer the test [here](#).

How do you report the result?

Once your child has taken the test, you will need to report the result online (whether it is positive, negative or void) using this [service](#). 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 College

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 or check your local council website)
- collect tests to do at home, find your nearest collection site [COVID Test Finder \(test-and-trace.nhs.uk\)](https://www.nhs.uk/covid-19-test-finder)

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

There is [more information available about testing for households and bubbles of students](#).

What if my child cannot tolerate a swab down their throat, perhaps due to their disability?

A child or young person may find it difficult to take a throat swab due, for example, to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if reason a nasal swab is not feasible, a throat swab alone will suffice.

How do I swab my child?

If you are assisting with swabbing as your child needs support, for example due to their special education needs or disability, you can find guidance on doing this here - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934735/coronavirus_test_guide_how_to_test_on_a_child.pdf

How will personal information and test results be shared?

When your child takes an LFD 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 or college their test result.

Under UK law, your child's school or college can collect and store test result data because it is in the 'public interest'.

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.

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 below:

Liverpool College– COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Liverpool College we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Liverpool college 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 are applicable under Section 175 of the Education Act 2002, Regulations 2014.

The following paragraph is relevant to both pupils and staff taking tests:

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 someone who owes an equivalent duty of confidentiality to that data Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace Privacy Notice. The establishment 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
- 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 in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges 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

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

We will use this information to enact their own COVID isolation processes without telling anyone 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 the school/college for up to 14 days 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

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 anyone.

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 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 / college'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:

Wycliffe House

Water Lane

Wilmslow

RP12-2

Cheshire

SK9 5AF Helpline number: 0303 123 1113