



**NORTH DURHAM**  
ACADEMY

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Principal: Mrs A Sweeten

Our Ref KER/KEB/CMC

6 January 2021

Dear Parent/Carer

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

We are working to keep our academy 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 our staff and students to remain in the academy 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 academy open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We will be testing staff and students who want to participate from week commencing 11 January 2021. Initially testing will only be for students who want to participate and who are currently attending the site during the lockdown period. Further information on when all other students will be tested will be communicated in the near future.

I enclose an instructional leaflet with information on the testing process and the privacy notice to inform you of how the data you provide will be used during this testing period.

If you are happy for your child to be tested, please fill in the Consent Statement (one per child), [bit.ly/2LpSsle](http://bit.ly/2LpSsle), this is also available on the home page of our website. If you are unable to complete this form but would like to participate please contact the academy on 01207 292180 and we will arrange for a form to be posted to you.

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 students participating. Where participants are under 16, parents or legal carers will also be informed.

We (the government) 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 will be offered free of charge.

Yours sincerely

**A. Sweeten**  
Principal

**INCLUSION • PROGRESSION • EXCELLENCE**

Part of New College Durham Academies Trust  
Executive Principal: Mr K Reynolds, MA

## ADDITIONAL INFORMATION

### What if a student tests positive?

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

Students 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). The academy will be able to provide these PCR test kits to perform at home or you can go to [www.gov.uk/get-coronavirus-test](https://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.

During this time while you wait for the PCR result (via text/email), staff and students 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?

Staff and students will be able to stay in school and resume their activities as normal. A student 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 students 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, staff/students 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 **only** 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 students throughout, but please contact us if you need this information in any other language or format or if you have any questions. Please call our reception team on 01207 292180 or email [info@ndacademy.co.uk](mailto:info@ndacademy.co.uk).

## DfE Privacy Notice

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

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

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

- Name of individual
- email address
- mobile telephone number

linked to the identity (Unique Registration Number) of the school or college.

**Lawful basis for processing the personal data** - When the school or college 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 and colleges 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 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

## 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

10 SECS

**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