



# MANOR GREEN SCHOOL

Excellence for All

## **CORONAVIRUS (COVID 19): RAPID TESTING POLICY**

This policy has been designed following the announcement by the DfE that rapid-result testing will be made available to secondary schools and colleges, including special schools and alternative provision, from January 2021. It has been updated with the introduction of home testing in March 2021 and the new Covid19 Operating Protocol for September 2021. This policy is based on the guidance that is currently available and is applicable to Manor Green School. This policy will be updated as the government releases additional guidance on the rapid-testing scheme.

### **Statement of intent**

In order to safeguard the health of our school community and to keep as many staff and students in attendance at school as possible, Manor Green School will be implementing the use of weekly rapid-result testing from January 2021 onwards. This will help us to identify asymptomatic cases, which make up a third of all cases, thereby limiting the spread of the virus.

From March 2021 it is expected that all staff and the majority of students will complete their own tests at home. They must follow the instructions set out in the accompanying booklet along with the directions for reporting results as communicated by the school. A small testing centre will be retained within the school for students whose parents have concerns about testing their children at home. Members of staff will fulfil more than one role identified in this policy to enable the scaled down testing centre to run effectively. A confirmation PCR test is required for any positive result obtained through home testing.

Serial testing, where contacts of a positive case are tested daily and allowed to attend the setting if they test negative, is only for vaccinated staff and students who meet the criteria set out in the class Outbreak Management Plan. .

Rapid testing will be introduced alongside our existing infection prevention and control measures, e.g. social distancing, to ensure students are given the best chance of receiving face-to-face education.

All our students have SEND and therefore may require assistance with testing procedures. Effective safeguarding procedures will be implemented so students can access rapid testing where consent is given, while being kept safe at all times.

This policy has been developed to ensure that all staff involved in the rapid testing process undertake their duties in a professional manner at all times, understand how to conduct tests safely, and treat those who are being tested with sensitivity and respect.

## Legal framework

This policy has due regard to the relevant guidance, including, but not limited to, the following:

- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2021) 'Actions for early years and childcare providers during the COVID-19 pandemic'
- NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce'
- Education Act 2002
- Department for Environment, Food & Rural Affairs (2021) 'Coronavirus (COVID-19): disposing of waste'
- NHS (2021) 'How to Guide: Rapid Testing on-site (ATS) in Secondary Schools and Colleges'
- NHS (2021) 'How to Guide: Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self-Test)'
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings-applies-from-step-4>

This policy operates in conjunction with the following documents:

- Coronavirus (COVID-19): Risk Assessment
- Coronavirus (COVID-19): Operational Protocol
- Administration of Medication Policy
- Safeguarding Policy
- UK GDPR Policy
- Complaints' Policy
- Grievance Policy

## Roles and responsibilities

**The Headteacher is responsible for:**

- Communicating the purpose of the testing to develop an understanding of the service amongst staff, students and parents.
- Communicating with staff and parents via letter and email to inform them of the testing activities taking place, including test result guidance, a privacy notice, and a consent form to be completed and returned.
- Directing the relevant individuals within the school to lead a proactive social media effort to provide information for community stakeholders about the testing process, its procedures and its importance.
- Ensuring that legislation and official guidance is adhered to at all times during the process of conducting tests on site.
- Ensuring that a suitable area of the school is designated as a testing site that meets all the necessary requirements.
- Informing the relevant staff and volunteers to sign up for and take part in the training sessions that will be provided by the DfE or NHS Test and Trace to facilitate the introduction of rapid testing, e.g. daily introductory webinars.
- Raising any questions about the school's responsibilities in relation to rapid testing with the DfE via the DfE coronavirus (COVID-19) helpline or by emailing [RapidTesting.SCHOOLS@education.gov.uk](mailto:RapidTesting.SCHOOLS@education.gov.uk).

- Appointing members of staff to roles required to deliver the testing programme: quality lead/team leader, test assistant, processor, COVID-19 coordinator, registration assistant, results recorder, cleaner.
- Securing volunteers or hiring staff (e.g. agency workers), where necessary, to assist with delivering the testing programme.
- Applying for reasonable costs incurred in the process of securing additional workforce to be reimbursed by NHS Test and Trace.
- Handling any complaints about the conducting of rapid tests in line with the relevant school policy, e.g. Complaints Procedures Policy or Grievance Policy.

**Staff and volunteers on the designated workforce are responsible for:**

- Undergoing the relevant training necessary for the effective delivery of their roles and the safe and correct conduct of testing procedures.
- Undertaking tests respectfully and sensitively, reassuring those being tested where necessary.

**The quality lead/team leader is responsible for:**

- The overall on-site operations at the test site, including day-to-day workforce management.
- Ensuring quality assurance, managing incidents, and risk mitigation across the testing service.

**The test assistant is responsible for:**

- Providing guidance and supervision to staff and students receiving tests on swabbing procedures as requested.
- Collecting completed swabs and passing them to the processing operatives.
- Ensuring the cleaning of swabbing bays.

**The processor is responsible for:**

- Preparing test samples for analysis.
- Processing tests and interpreting the results.
- Providing results to the results recorder.
- Preparing test samples for analysis.

**The COVID-19 coordinator is responsible for:**

- Signing off and scheduling testing activities.
- Ensuring communications and consents are actioned.
- Managing positive cases in line with school guidelines.

**The results recorder is responsible for:**

- Collating results from processing operatives and uploading to digital solution.

**The registration assistant is responsible for:**

- Ensuring subjects have registered and distributing kits on arrival.
- Ensuring the orderly entry of subjects onto the testing site.

**The cleaner is responsible for:**

- Cleaning the testing bays.
- Ensuring waste is correctly disposed of, including working with clinical waste providers where necessary to dispose of clinical waste.

**The Head of Department is responsible for:**

- Liaising with the parents of students to discuss additional measures that will be needed to administer tests safely.
- Checking that appropriately trained staff are available to support students during the testing process.

### **The Coordinators are responsible for:**

- Recording where consent has been received for staff and students.
- Ensuring testing only takes place on staff and students for whom there exists a record of consent.

Parents are responsible for deciding whether to provide consent for their child to partake in rapid testing and registering their child's barcode with their details online the night before testing.

### **Consent**

1. Participation in the rapid testing programme for identifying asymptomatic cases is expected of all staff attending the school site.
2. Tests will only be conducted on students for whom parental consent has been given. Students may refuse the test themselves verbally, gesturally or by not complying with the procedure.
3. Students whose parents do not consent or who will not comply with the testing cannot be refused on-site education on these grounds.
4. Participants' consent will include providing their confirmatory PCR test results to the school.
5. The coordinators will ensure that consent is secured and tracked for the purposes of participation.
6. The coordinators keep a record of students for whom consent has and has not been provided for.
7. Tests will only be provided to or conducted on students for whom the coordinator can confirm consent has been given, and parental consent where required.
8. The Headteacher reserves the right to refuse non-consenting staff to work on site. If working from home is not a practical alternative, non-consenting staff will be placed on unpaid leave. Individual circumstances and medical reasons will be taken into account.

### **Data security and handling**

1. The Headteacher will ensure a privacy notice compliant with data protection guidance will be shared with staff, parents and students in regards to the rapid testing process.
2. The privacy notice will be shared alongside the initial correspondence regarding the rapid testing process to ensure that decisions about consent are made with a full understanding of how personal data will be processed.
3. A copy of the privacy notice will be provided on the school's website.
4. The language used in any material intended to explain what data is being collected, why it is being collected, and how it will be used, will be clear and easily understood.
5. The Headteacher will raise any concerns about data security and handling by contacting the DPO for the DfE via [dp.enquiries@education.gov.uk](mailto:dp.enquiries@education.gov.uk) by marking the subject as "COVID Testing in Schools/Colleges – Data Protection Issues".
6. The coordinators will ensure that data obtained during the rapid-testing process is handled in line with legislation and will be deleted by the school after 14 days.
7. The school governors will rely on their safeguarding powers under Section 175 of the Education Act 2002 as the lawful basis for the processing of data as part of the testing process.

### **Testing site**

1. The Headteacher will follow the guidance provided to schools to set up their testing area and will ensure staff keep up-to-date with the latest guidance and adhere to it accordingly.

2. The testing site will be established in an area that meets the following key layout requirements:
3. Flooring is non-porous
4. The area is well lit and has good airflow
5. A registration desk is at the first point where the test subject would enter the test site
6. A one-way direction of travel for test subjects is established – if this is not possible, enough room will be provided to allow test subjects to exit the room whilst maintaining social distance
7. Test subjects' chairs in the swabbing bay are a minimum of two metres apart
8. Each swabbing desk has a processing desk close by (no more than one metre away) and a recording desk will be located close by
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10. The quality lead leader will oversee the on-site operations at the test site, ensuring that all staff understand their responsibilities at the test site, overseeing procedures and providing guidance where necessary.
11. The Headteacher will ensure that staff, visitors and students are made aware of the testing site's location and the rules governing its use, with visual aids used where appropriate.
12. The testing site and guidance will include reasonable provisions for individuals with medical conditions and students with SEND.
13. Testing devices will be stored securely at a temperature between 4°C and 30°C.

## Conducting tests

1. The Headteacher will ensure that staff keep up-to-date with the latest advice and guidance.
2. The testing programme will be managed in line with the school's existing system of controls, including:
  - Maintaining social distancing where possible.
  - Promoting good hand and respiratory hygiene.
  - Keeping occupied spaces well ventilated.
3. Testing is for asymptomatic students and members of staff only; testing will not be conducted on symptomatic individuals as the test may give a false negative result.
4. Staff will undertake routine testing in line with the Covid19 Operations Protocol.
5. Most individuals will administer self-tests in their own homes. In some cases, tests will be undertaken in the school's testing centre where trained personnel can administer a test on an individual, e.g. where an individual's needs mean that they would not be able to self-test effectively.
6. The appropriate PPE will be provided by the government and will be worn by staff at all times where it is necessary, in line with official guidance.
7. Infection control measures will remain in place at all times on the test site in line with the government guidance and the school's risk assessment for rapid testing.
8. Hand sanitising stations will be provided to enable staff and students to sanitise their hands before entering and upon exiting the test site.
9. The test subject will open their mouth widely so a swab can be gently rubbed on the back of their throat; after 10 seconds, the same swab will be carefully removed and gently placed up one of the subject's nostrils; the swab will be turned gently five times for 10-15 seconds.
10. Swabs will be removed gently and placed in a tube securely for testing, in line with official procedures.
11. Students will be supported during the testing process and reassured where they have any concerns; testing will not take place until the student is comfortable.

## Test results

1. All students attending school will be eligible for testing twice weekly or according to the current government guidance.

2. The details of a student or member of staff who tests positive will be recorded securely to protect their privacy, in line with the GDPR Policy.
3. Positive results are handled in line with the school's Covid19 Operational Protocol.
4. Staff and students who test positive on a home test will be required to self-isolate immediately, take a confirmatory PCR test and inform an appropriate member of the Leadership Team immediately
5. The school can supply a student or staff member who has tested positive following a rapid test with a school PCR test kit.
6. Staff and parents of students will be reminded to share all results of the tests with the school as soon as possible.
7. Students who have to self-isolate following the result of a test will be provided with home learning resources.

## Safeguarding

1. The school governors require rigorous safeguarding procedures in accordance with the Safeguarding Policy, and that these requirements are applied to the testing process.
2. Where aspects of conducting tests are classified as regulated activity, the Headteacher will ensure that all adults involved have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.
3. In instances where an enhanced DBS check is required but has not yet been completed, the relevant individual must be supervised at all times.
4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to rapid testing to the DSL or a deputy in accordance with the school's Whistleblowing Policy.
5. Any concerns about the safeguarding of children will be dealt with in accordance with the Safeguarding Policy.

## Monitoring and review

The Headteacher will review this policy regularly in line with new and updated guidance from the government.

All members of staff assigned a role as part of the testing process are required to familiarise themselves with this policy as part of their induction programme.

All changes to this policy will be communicated with the relevant stakeholders.

The Governing Board approved this policy on: 7<sup>th</sup> October 2021

Signed: Richard Pelly, Chair of Governors

Signed Joolz Scarlett, Head Teacher