

Wednesday 3 March 2021

Dear Parents and Carers,

I write further to my letters of [23 February](#) and [26 February](#), to update you with the detail on the phased return of our students' to school from 8 March and the [asymptomatic coronavirus testing](#) programme.

Given the necessary length of this communication, I summarise below the contents for each section so that you can navigate directly for the information you require. I have also provided various appendices, simply so that you have them all in one place for reference should you need to access them. If you are reading this electronically, clicking or tapping on the respective section will take you directly to it.

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Phased return to school and testing arrangements

- 1 To facilitate the first of the three on-site asymptomatic tests of all of our students and welcome everyone back to school safely, and to ensure that the return is as disruption free for families as we can make it, we will be phasing the return to school for students by year group, in the priority order outlined in Department for Education (DfE) [guidance](#):

- Students in Y11 and Y13 return on Monday 8 March, with students in Y7-10 and Y12 (and any in Y11 and Y13 isolating or shielding) receiving remote education.
- Students in Y10 and Y12 return on Tuesday 9 March, with students in Y7-9 (and any in Y10-13 isolating or shielding) receiving remote education.
- Students in Y7 and Y9 return on Wednesday 10 March, with students in Y8 (and any in Y7 and Y9-13 isolating or shielding) receiving remote education.
- Students in Y8 return on Thursday 11 March, with all other students isolating or shielding receiving remote education.

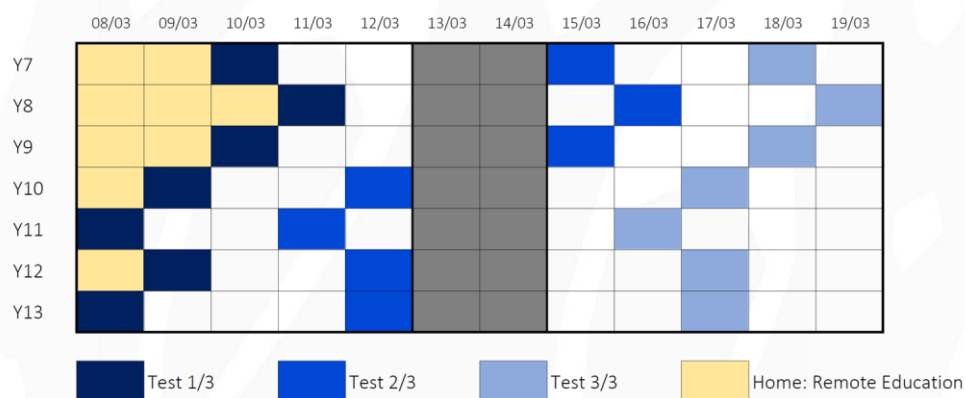
- 2 On the first day return, students traveling on school transport (including public buses 6S and 75A) will return to school first. All other students should arrive at the times shown:

Day and date	Student group	Arrival
Monday 8 March	Y11 and Y13 students using school transport	08:45
Monday 8 March	Y11 and Y13 students not using school transport	11:30
Tuesday 9 March	Y10 and Y12 students using school transport	08:45
Tuesday 9 March	Y10 and Y12 students not using school transport	11:45
Wednesday 10 March	Y7 and Y9 students using school transport	08:45
Wednesday 10 March	Y7 and Y9 students not using school transport	12:45
Thursday 11 March	Y8 students using school transport	08:45
Thursday 11 March	Y8 students not using school transport	11:30

Please note that school transport will be running as normal from Monday 8 March.

- 3 Vulnerable children and children of critical workers in all years will continue to attend on-site provision as it stands now but will join their respective year group as they return for testing and to return to timetabled lessons.
- 4 Students traveling on school transport will remain and be supervised in their bus groups while testing takes place (including students for whom we do not have consent) and will move to scheduled lessons once all tests are completed and confirmed negative. All other students who do not use school transport will be similarly grouped on their return until testing and results are confirmed negative.
- 'Pre-Test' Rooms will be assigned for each group and students will be directed to these rooms on arrival at College, directly from buses, or at the scheduled arrival time for other students who do not use school transport.
 - Breaks and lunches will be disrupted by the testing programme for students on their first day return to school, so we would be grateful if students could bring packed lunches. If this is not possible, we will provide a cold food service, which we will also provide for all students eligible for free school meals.

- Y8 students using school transport should bring their PE kits (i.e. on Thursday). All other PE lessons will run as normal.
 - Y12 and Y13 students must attend at the times scheduled for their first test, even if they do not have a scheduled lesson in that day. Please note also that Y12 and Y13 students must report to the main entrance of the College building and not to Wardhayes.
 - If a student is absent from school on the scheduled first day of their return, it is important that they make themselves known to a member of the leadership team on the first day that they do attend school.
- 5 Remote education will continue to be provided for all students until they return to school, but please note that there will be no 'live' online sessions during the week beginning 8 March.
- 6 Students will be called from lessons for their second and third on-site tests over the course of the two-week period from 8 to 19 March, as illustrated below.



Information about the rapid-results tests used

- 1 The test is a self-administered test.
- The swabbing and processing of tests will be conducted at the dedicated testing site we have set up in school, with supervision and guidance from trained staff.
 - The test is a nose and throat swab, as described in [this leaflet](#), that produces results in around 30 minutes. You may also wish to watch [this video](#) with your child in advance of their test.
- 2 The test is an Innova SARS-CoV-2 Antigen Rapid Qualitative Test, which is a Lateral Flow Viral Antigen detection device (LFD) tests.
- [Studies suggest](#) that the test is most accurate when asymptomatic people have higher viral loads. We also know that the sensitivity of the test reduces when not used properly. To this end:

- ⇒ All members of our Testing workforce have undergone training using the materials provided by NHS Test and Trace and have already been supporting students and staff administer the tests since January: we have supervised over 250 student tests since January and over 1000 staff tests.
- ⇒ Testing on-site initially is to ensure that students are 'supervised whilst swabbing to make sure they are doing it correctly' to support students' transition to testing at home.
- It is important to note that tests do not eliminate risk. LFD testing is a risk reduction intervention only — that aims to identify *asymptomatic* cases — and it is recognised that a negative test result does not remove the risk of transmission: the DfE have emphasised that 'in some cases, someone who has tested negative may still have the undetected disease and be infectious'.
 - ⇒ To this end, it remains essential for everyone — whether they have been tested or not — to continue to adhere to Public Health England (PHE) advice and use the measures that we have in place to reduce viral spread, including hand hygiene and wearing face coverings.
- The fact that two tests will be taken weekly should reduce the probability of any presence of the disease being undetected.
- If an individual has recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. However, given the need to reduce transmission, individuals can take an LFD test regardless of whether they have tested positive previously as this is a good indicator of high viral load, and therefore infectiousness.
- If the LFD test taken at school provides a positive result:
 - ⇒ The student will be isolated in school immediately and be collected by a member of their family or household to isolate at home, in line with current guidance, along with household members.
 - ⇒ Contacts will be identified by the school and will be sent home to isolate.
 - ⇒ Note that there is no need for a confirmatory PCR (polymerase chain reaction) test following a positive result with an LFD (lateral flow device) test that has been taken at our testing site.
- The purpose of this rapid testing and self-isolation of positive cases is to detect *asymptomatic* cases avoid individuals carrying the infection unknowingly and potentially spreading it in the College setting or the wider community.
 - ⇒ In summarising the benefits of LFD testing, the DHSC state that 'LFDs deliver a rapid assessment of whether someone is likely to be infectious or not and provides the ability to limit infection spread earlier than with PCR testing.' I must stress that any student with symptoms of COVID-19 should follow the same procedures that were in place in the autumn term, i.e., they should not attend school, must isolate at home and arrange a PCR test.

Information about home testing

- 1 After the three tests taken on-site, students will be supplied with test kits to self-swab and test themselves twice a week at home. (Staff will also carry out twice-weekly home testing.)
 - Students aged 11 should be tested by an adult.
 - Students aged 12 to 17 should self-test and report with adult supervision. (The adult may conduct the test if necessary.)
 - Students aged 18 and over should self-test and report the result, with assistance if needed.
- 2 Results — whether void, positive or negative — must be reported to NHS Test and Trace, either online or by telephone as soon as the test is completed (instructions are provided in the home test kits). Results should also be reported to the school to support our contact tracing duties (we will provide a facility for families to do this soon).
- 3 If the LFD test provides a negative result, no further action is required, and the student can continue to attend school as normal — continuing, of course, to adhere to all safety measures.
- 4 If the LFD test provides a positive result:
 - The student must isolate immediately, in line with current [guidance](#), along with household members.
 - Contacts will be identified by the school and will be advised to isolate.
 - A lab-based polymerase chain reaction (PCR) test must be arranged and taken to confirm the result.
 - ⇒ If the PCR test is positive, the student and contacts must continue to isolate for the required period.
 - ⇒ If the PCR test is negative, the student and contacts may return to school.

A student's guide to asymptomatic testing at Okehampton College: FAQs

- 1 Why am I being tested?

To prevent staff and students without symptoms from transmitting and spreading the virus unknowingly.
- 2 Do I have to test?

Testing is voluntary and we have asked for your parent or carer's consent. If you are 16 or over, you can provide (or withdraw) consent yourself. We would like to encourage everyone to join in the asymptomatic testing programme to help break transmission links by identifying those that may be carrying the virus unknowingly. However, you will still be allowed to attend college and engage in all lessons and activities even if you do not take part in testing.

3 Why can't I just test myself at home from the start?

It is important that initially students are supervised whilst swabbing to make sure they are doing it correctly. This is why testing has to take place in College first. You will be offered three tests on-site, three to five days apart, after which the home-test kits will be issued. Home-test kits can only be given to those students who have completed three tests in College.

4 What if my parents have refused consent?

Consent will be checked when you arrive at the test centre. If we do not have consent and you are 16 or over, you will be asked if you would like to go ahead with the testing. If you are under 16, you will return to your classroom without testing.

5 Where will the testing take place?

Testing will take place in the Octagon theatre. The seats have been moved back and booths have been created to allow up to 9 students to test at any one time.

6 Who will be supervising the testing?

The testing will be supervised by trained College staff or governors. The staff are all from support roles – First Aid, administration, technicians, etc. They are trained in guiding you on how to carry out the test and on how to process the sample and record the result.

7 Do I have to test in front of everyone else?

Students will be called in groups of around 10 – 15 and asked to queue in the corridor next to the music classrooms. The corridor has 2m markers to ensure social distancing. When a test station becomes free you will be called in and directed to a particular 'station'. You can see the backs of other students as you walk in, but once seated you are screened from neighbouring stations.

8 What if I can't do it?

Testing is very straight-forward. It requires you to swab the back of your throat and one of your nostrils. Staff are there to guide you and there is a picture showing you what to look for. There is a mirror and a torch at each testing station to help you.

9 I have a really bad gag reflex – what if I throw up?

Since January, over 1000 people have tested on site, many of whom have been worried about this. There are sick bowls at each station, but none have been used. The thought of the test is worse than the actuality and, having gone through it, most people have been surprised at how simple it is. All would agree that it wasn't as bad as they thought.

10 Will it make my nose bleed?

If you are prone to nosebleeds, then this is a possibility. If it starts to bleed, let the test processor know and use the tissues provided at the station. If it is just a little bit, then you can try and swab the other nostril. If it continues, then you will be asked to sit somewhere quietly until it stops. The test can be carried out later when it calms down.

11 Can I go straight to my lessons after I have tested?

Not for the first test. We are required to minimise contact between students until you have received a negative test. When you arrive at College, you will be directed to a classroom with others in either your 'bus bubble' or in your tutor group. You will be taken from that classroom to the Octagon when it is your time to test and then you will return to that classroom until everyone has a confirmed test result.

12 What if someone tests positive?

Results are available within 30 minutes of testing, so we will know fairly quickly if there is a positive test. If this happens, then that student and any identified contacts will have to be collected from school and self-isolate at home for 10 days.

Consent for asymptomatic testing

Whilst participation in the asymptomatic testing programme is strongly encouraged, it is voluntary. If you gave consent for testing when we sought such in January, this remains valid and you do not have to do anything further. Similarly, if you chose at the time not to give consent and continue to wish for your child not to participate in testing, this also remains valid and you do not have to do anything further. If you still need to give consent, however, or if you wish to change the response you gave in January, please [complete this short 'update' survey](#).

I append to the end of this letter for your information again terms of consent provided by the DfE. To reiterate, if you have already given consent or do so now, you are giving consent to these terms. I also append to the end of this letter again for your information the DMAT and DfE privacy notices we have previously shared with parents and carers. Both notices outline how the personal data we will need to process is to be used in the event of both positive and negative tests, and the rights that individuals have.

Updated risk assessment

Schools must continue to adhere to the system of controls regarding prevention and response to any infection as were in place for the autumn term, as we outlined in our coronavirus response plan and associated risk assessment and revised and updated throughout the autumn.

This means that all measures that were in place at the time we closed for Christmas will continue and remain in place, alongside the additional strengthening measures and amendments we have implemented (as follows), unless the review of evidence scheduled by HM Government to occur at Easter advises any easing. Our updated Risk Assessment will be published on our website shortly.

Room changes

We have made some changes to the rooming of some lessons to strengthen the safety measures we have in place in the College. These changes were made following a review of student movement around the school during the Autumn term. As you are aware, the measures that we put in place to mitigate the risk of transmission of the virus and to minimise the number of possible contacts in the event of a confirmed positive case, included the use of year group bubbles, staggered break and lunchtimes and a reduction in the number of classroom changes per class. Following our review, it was clear that by changing some of the Y9 classroom bases we could reduce further the movement in corridors, resulting in the timetable/room changes that are now in place. A copy of the new timetable will be available for all students on their return.

Face coverings

In addition to existing measures, and to confirm the information I provided in my letter of [23 February](#), from 8 March until further notice, unless exempt, students and staff must wear face coverings in corridors, communal areas, and in classrooms unless social distancing can be maintained (for example, a teacher when teaching from the front of a classroom more than 2m away from students). This will be reviewed by HM Government at Easter.

You can view the latest DfE guidance on face coverings in education [here](#), and you may find [this blog](#) from the DfE useful also. If your child is exempt, and if you have not already informed us, please inform us by [completing this short online form](#).

Reminder: Expectations of behaviour

Students must return to college ready to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and to encourage others to do the same. We endeavour to support the learning and wellbeing of our students and staff through our strong sense of community and would like to remind students of our CORE values of community, opportunity, respect, and equity, with an emphasis on respectful behaviour, ensuring students are always Ready, Respectful and Safe. Through our behaviour and relational systems, any student who does not meet our expectations will follow our normal sanctions.

Reminder: Mobile Phone Expectations

Mobile phones should be switched off and in students' bags (or left at home) when on school site. If phones are seen they are to be confiscated and put in the safe in Reception ready for the student to collect at the end of the day. If a phone is confiscated twice in one week, parents/carers will be contacted and will need to collect the phone themselves. If this becomes a regular occurrence, students will be asked to leave their phone at home or to hand in at the start of each day. Being a phone-free school matters to us so thank you for enforcing our policy. This does make a difference to everyone in our school.

Reminder: Uniform expectations

We understand that students will have grown throughout the last few months and the difficulties this may bring with purchasing new uniform. We are still developing our seconds shop and we do have a few items that families can pay a donation or do a swap with old uniform. Please help us build our shop of uniform by donating any uniform that you no longer need. Uniform is available to buy online at Thomas Moore through the following link: www.thomasmooretoymaster.com.

I outline below a brief reminder of our uniform expectations. For more clarification and photos please follow [this link](#). If you require any support, please communicate with your child's tutor.

- Y7, Y8, Y9 and Y10 Uniform:
 - ⇒ Navy Blue Blazer with logo
 - ⇒ Knee length grey/blue check pleated skirt or grey formal pressed trousers or shorts (jeans/chinos/leggings or sportswear are not permitted.) Note that the skirt is only available at Thomas Moore.
 - ⇒ Plain white collared shirt (polo shirts are not permitted).
 - ⇒ Navy blue V- neck jumper with logo (this item is optional).
 - ⇒ Hoodies/non-uniform jumpers must not be worn under or over blazers.
 - ⇒ Navy tie with yellow stripes
 - ⇒ Black smart shoes. Must be polishable. Any laces must be black. (Trainers or boots are not permitted.)
 - ⇒ Plain black tights or socks.
- Y11 Uniform:
 - ⇒ Black formal pressed trousers or black skirt of reasonable style and sensible length (jeans, denim or leggings are not permitted).
 - ⇒ Plain white shirt with collar.
 - ⇒ Navy blue sweatshirt with logo.
 - ⇒ 100% black shoes. Any laces must be black.
 - ⇒ Plain black socks or tights.
 - ⇒ Hoodies and non-uniform jumpers are not to be worn (and will be confiscated if worn).
 - ⇒ Sensible waterproof outdoor coats are strongly recommended!
- For all students:
 - ⇒ The only jewellery permitted is one pair of small plain ear studs. No other piercing is to be worn in College, including facial piercings.
 - ⇒ Hair should be of its natural colour.
 - ⇒ Any make up worn should be very discrete. Neither nail varnish nor false nails of any kind are permitted.

Wellbeing support

We are, of course, very mindful of the impact on our students' mental health and wellbeing at this time and have no doubt that some students will be anxious about their return. Staff are always available for students to talk to and we also have some 'Mental Health First Aid' being kindly provided by Tor Support Services next week. There is also a Wellbeing resource book for students to work through on their own if they prefer. If your child would welcome such support, please encourage them to speak to their tutor or Head of Year in the first instance, or to Mr Strawbridge, Miss Wicken or Mrs Edwards from the Safeguarding Team.

The following services also provide support to young people and their families around mental health:

- Young Minds: Freephone 0800 567123 (24 hours), youngminds.org.uk
- Kooth Mental Health website for young people: kooth.com
- NSPCC: 0808 800 5000 (24 hours), nspcc.org.uk
- MIND: 0300 123 3393 (Monday – Friday 09:00-18:00)
- Cruse Bereavement: 0800 808 1677 (Monday to Friday 09:00-17:00), cruse.org.uk
- Childline: 0800 1111 (09:00 - midnight), childline.org.uk
- Samaritans: 116 123 or 08457 909090 (24 hours, freephone)
- Tor Support Counselling Service Offers free counselling to young people.
 - ⇒ Telephone 0786 444 263
 - ⇒ email coordinators@torsupportservices.org.uk
 - ⇒ www.torsupport.org.uk

Thank you very much once again for your continued support, which we very much appreciate as always. Please do not hesitate to contact us should you require any further information.

As ever, keep safe, and keep looking after yourself and each other.

Yours sincerely,



Derrick Brett (Principal).

Terms of consent form for COVID-19 testing in secondary schools

Introduction

This online 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.

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

- **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.
- **For any pupil or student who does not have the capacity to provide informed consent** - 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.
- **Staff** will complete this form themselves.

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 initially presented in the letters dated 18 December 2020 and 8 January 2021 — and updated since, including in the letters dated 4 March 2021 — and the attached Privacy Notices.
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 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/college 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 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.
8. I understand that I / they will need to self-isolate following a positive lateral flow test result.
9. 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.
10. 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.



Covid19 Addendum Privacy Notice

Students, Parents & Staff

This addendum to our Privacy Notice has been written to inform pupils, parents and staff of schools within Dartmoor Multi Academy Trust about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils and Parents, and Employees Privacy Notices.

You must inform your school if you test positive for COVID-19 because they will need to take action to support you and manage any impact on the organisation (such as inviting others you learn/ work closely with to be tested).

If there is reasonable evidence that an employee contracted COVID-19 from a work-related exposure we are obliged to report this to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

1. Data controller

At different points in the process, organisations have been commissioned to process your personal data/ you or your child's personal data and may therefore have Data Controller status for the purposes of Data Protection legislation in deciding what information is required and how it needs to be used to deliver the Programme.

Each organisation will require a different level of information about you or your child, but all will use the minimum necessary to do what they are required to deliver their part of the Programme.

2. Processing Personal Data in Support of COVID-19 Testing

The categories of information that we collect, hold and share include the following:

- Basic personal information (e.g. name, pupil number, DOB and address) (pupils, parents and staff)
- Safeguarding information (pupils)
- Attendance information (pupils and staff)
- Test results

We will also process information which may include 'special category' data about our pupils including:

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information (pupils and staff)



3. Processing Personal Data in Support of COVID-19 Testing

There is a small amount of processing of personal data which will be needed as part of the testing programme.

4. Lawful Basis for Processing

Any personal data that we process about our pupils and parents and staff is done so in accordance with Article 6 and Article 9 of GDPR.

Article 6 (c) legal obligation Article 6 (d) substantial public task

Article 6(b) contract (for staff)

Article 9 (b) Employment, social security and social protection (for staff)

Article 9 (g) Reasons of substantial public interest

This does not in any way impact on an individual's right to consent to having the test, but it allows us to make the necessary decisions in the best interests of the person taking the test and the wider school/college community without further relying on consent from them about how we process personal data.

Please refer to our standard Pupils and Parents and Employees Privacy Notices for further information about the lawful basis we rely upon to process your data.

5. Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Public Health England

6. Who do we share your personal data with?

We will share your data with

- directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be informed
- Department for Education (DfE)
- Public Health England
- our schools and wider Trust to manage our provision of education to all children and to manage our workforce.

We will only share data where necessary and will share the minimum data possible.

A pupil will only be told if they test positive in the first 'lateral flow' test, so if you do not hear you can assume it was negative.

7. NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus)

and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

- *Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'*
- *Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'*

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

8. What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed



If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO at dpo@dartmoormat.org.uk

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk
0303 123 1113

Okehampton College – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Okehampton College, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Okehampton 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:

- Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

Personal Data relating to staff:

- This is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

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 [a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data]

Data Controllershship 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
- Email address
- Mobile number
- 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 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 admin@okehamptoncollege.devon.sch.uk.

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

⚠ Important ⚠

Advice for schools

CORONAVIRUS SYMPTOMS IN CHILDREN

A CHILD WHO DEVELOPS ONE OR MORE OF THE FOLLOWING SYMPTOMS SHOULD BE CONSIDERED AS A POTENTIAL CORONAVIRUS CASE:



NEW CONTINUOUS COUGH

This means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if the child usually has a cough, it may be worse than usual)



FEVER (TEMPERATURE OF 37.8°C OR HIGHER)

The child will also feel hot to touch on their chest or back



A LOSS OR CHANGE TO SENSE OF SMELL OR TASTE

this means the child has noticed they cannot smell or taste anything, or things smell or taste different to normal.

MOST CHILDREN WITH CORONAVIRUS HAVE AT LEAST ONE OF THESE SYMPTOMS.



If a child is unwell with one or more of these specific symptoms they should be told not to come into school or sent home as soon as possible and advised to get a coronavirus test. **ONLY** those children with one or more of these symptoms or those advised by their clinician or Local Authority should get a test.



Children reporting other symptoms such as a headache, sore throat, runny or sniffly nose, earache, itchy eyes, lethargy or tiredness **WITHOUT** a fever should **NOT** be treated as potential coronavirus cases or advised to take a test.

If the national guidance on symptoms of coronavirus in children changes, updated information will be provided at a local level as soon as possible. This information about coronavirus symptoms in children can be shared with all school teaching and administration staff as well as parents and carers where necessary.

For further guidance on coronavirus testing for schools, please read the letter from PHE and NHS Test and Trace to school and college leaders at: bit.ly/phe-schools

ENGLAND LOCKDOWN

STAY AT HOME

**THE NEW VARIANT OF CORONAVIRUS IS SPREADING FAST.
WE ALL NEED TO PLAY OUR PART TO STOP THE SPREAD.**

▶ LEAVING HOME

You must not leave, or be outside of your home or garden, except for a very limited set of exemptions e.g. to shop for basic necessities, exercise, go to work if you cannot do so from home, or to escape risk of harm.

▶ MEETING OTHERS

You cannot leave your home to meet socially with anyone, except with your household or support bubble (if eligible to form one). Stay 2 metres apart from anyone not in your household or support bubble.

▶ EXERCISE

You may exercise on your own, with your household or support bubble, or with one person from another household (when on your own). Stay 2 metres apart from anyone not in your household or support bubble.

▶ BARS, PUBS AND RESTAURANTS

Hospitality closed aside from sales by takeaway (until 11pm), click-and-collect, drive-through or delivery. Alcohol cannot be purchased through takeaway or click-and-collect from hospitality venues.

▶ RETAIL

Essential shops can open. Non-essential retail must close and can only run click-and-collect and delivery.

▶ WORK AND BUSINESS

Everyone must work from home unless they are unable to do so.

▶ EDUCATION

Early years settings open. Primary and secondary schools and colleges move to remote provision except for vulnerable children and children of critical workers. Most university students to move to remote learning.

▶ LEISURE AND SPORTING FACILITIES

Closed, with limited exceptions.

▶ ACCOMMODATION

Closed, with limited exceptions.

▶ PERSONAL CARE

Closed.

▶ ENTERTAINMENT

Closed.

▶ OVERNIGHT STAYS

You must not stay overnight away from home. Limited exceptions apply e.g. to stay with your support bubble.

▶ WEDDINGS AND FUNERALS

Funerals of up to 30 people permitted. Weddings up to 6 people permitted in exceptional circumstances. Wakes and other linked ceremonial events of up to 6 permitted.

▶ PLACES OF WORSHIP

Places of worship can remain open and communal worship is permitted, but you must not mix with those outside your household or support bubble.

▶ TRAVELLING

You must stay at home. If you do leave home for a very limited set of exemptions, you should stay local in the village, town, or part of the city where you live where possible. Do not travel abroad unless an exemption applies.

▶ CLINICALLY EXTREMELY VULNERABLE

Shielding reintroduced across England. You should not travel to work, school, college or university and should limit the time you spend outside the home. You should only go out for medical appointments, exercise or if it is essential.

▶ CARE HOME VISITS

Visits can take place with arrangements such as substantial screens, visiting pods, or behind windows. Close-contact indoor visits are not allowed. No visits will be permitted in the event of an outbreak but end of life visits are permitted in all circumstances.