COVID-19 National Testing Programme:

Schools & Colleges handbook

23 DEC 2020 This guidance has been developed with the Department for Education and currently applies to **England only**, further guidance will be developed by the devolved governments.

Introduction to rapid, asymptomatic testing for schools and colleges

- This handbook provides an overview of how to begin rapid coronavirus testing of staff, pupils or students in secondary schools and colleges from January 2021 in order to identify asymptomatic cases.

- It is part of a suite of training materials which will be made available to schools and colleges to support preparations for coronavirus testing in education settings.

- The other documents that will be made available for schools and colleges include:
  - Standard Operating Procedure (SOP);
  - Consent form;
  - Leaflet and posters.

Introduction to rapid, asymptomatic testing for schools and colleges

NHS Test and Trace

Week 1-2 Initial Testing from week beginning 4 January

- All schools and colleges with secondary-age pupils and students (including special schools and alternative provision) will be offered the opportunity to test all staff and students.

- Planning support for schools and colleges will be provided. The testing workforce will be made up of paid agency staff, volunteers or school and college workforces, to be determined by the individual school or college.

- Training will be provided, and schools and colleges will receive funding to help them with testing costs.

- Pupils and students will be offered two Lateral Flow Device (LFD) rapid tests spaced three to five days apart (minimum 3 days).

- The workforce will be offered one test in the first week and weekly thereafter as part of the longer-term routine testing programme.

- The LFDs provided to schools and colleges are simple to use (young people can swab themselves, with a trained person supervising them). They produce a result in around 30 minutes.

- Anyone with a positive result will need to leave school/college, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days).

Phased Return to Education

- Secondary schools and colleges will operate a staggered return, offering full-time remote education, as close as possible to what a student would get in class, during the first week of term, with face-to-face education for all starting on 11 January 2021.

- Students in exam year groups, vulnerable children and children of key workers will attend school or college in person from the start of term, as will all students in primary, special and alternative provision schools and colleges.

- Vocational exams scheduled for the week of 4 January will go ahead as planned.

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Ongoing Routine Testing for Schools and Colleges

NHS Test and Trace

- This approach will allow those (pupils, students and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school/college if they agree to be tested for 7 days following their last contact with a positive case.

- If at any point a member of staff, pupil or student or student tests positive, they will need to leave school or college, take a confirmatory PCR test and follow the isolation guidelines.

- This is a phased approach, starting with secondary schools and colleges (staff, pupils and students in year 7 and older), with plans to extend to primary schools thereafter.

- We will provide separate guidance on SEND for pupils, students and educational settings.

Contents and sources of help

The purpose of this pack is to support school and college staff and administrators to use new rapid COVID-19 tests at schools and colleges. It includes the following:

Explains testing technology and purpose of programme

Relevant policies and guidance (e.g. data protection, consent forms)

Example communication materials for use before, during and after testing
(e.g. letters to parents/guardians)

Useful documents to promote testing (e.g. posters, templates, signages)

Schools and colleges in England can raise questions, concerns or report issues, via **the DfE coronavirus helpline: 0800 046 8687 or at RapidTesting.SCHOOLS@education.gov.uk. Opening hours over Christmas and New Year:** 24 December – 8am to 4pm; 25 to 28 December – Closed; 29 to 30 December – 8am to 6pm; 31 December – 8am to 4pm; 1 January – 9am to 4pm; 2 to 3 January – 10am to 6pm.

Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a loss or change in sense of smell or taste - should self-isolate and book a test or call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.

If you have an urgent media query or you or your school or college is approached by a member of the media, please contact the Department of Health and Social Care press office in the first instance

The latest guidance and templates are available on the **DfE Portal**

Staff and pupil/student testing – quick, safe, easy

Staff, pupils and students will be tested using a validated Lateral Flow Device.

Up to **a third of individuals who test positive for COVID-19 have no symptoms** at all and can therefore spread it unknowingly. That is why the testing of people without symptoms is vital. Identifying those individuals will save lives. This is what is known as **'mass testing'.**

Initially testing will be provided for **all secondary pupils students and staff** as they return from the Christmas holidays. After this, **staff will be tested once a week** on an ongoing basis.

Pupils, students and staff will be tested if they come into contact with a positive case. This new approach, known as **'serial contact testing',** will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school or college if they agree to be tested for 7 days* following last contact with a positive case.

Quick
Swabbing and processing of these tests will be conducted at a dedicated testing site in the school or college with **results available in around 30 minutes.**

Safe
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 (99.8% 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.

When used in combination with **other measures such as Personal Protective Equipment (PPE), washing hands regularly and social distancing,** these tests further reduce the risk of transmission. We must not relax any of these measures – this testing programme is in addition to them.

Easy
Lateral flow devices **do not require a laboratory** to process the test. The devices are designed to be intuitive and require minimal training to operate.
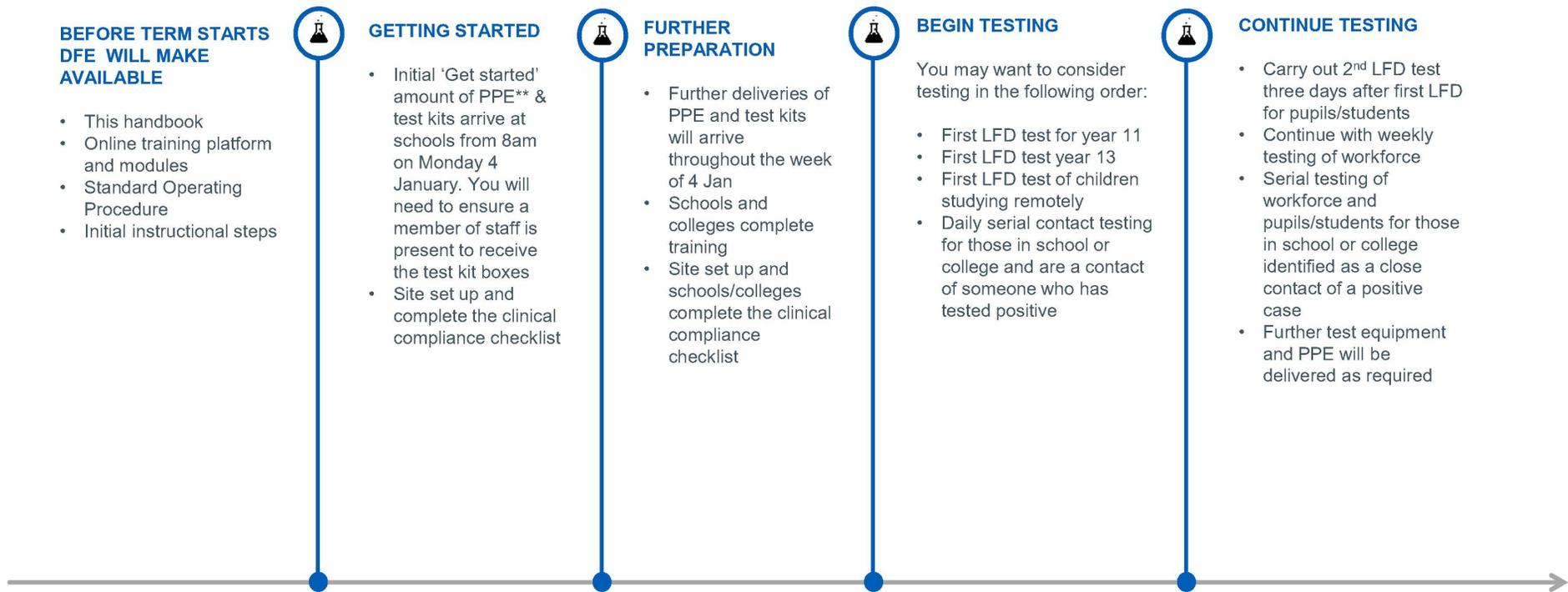
Lateral Flow Testing

COVID testing

- ⏱ Accessible and easy to use
- 🧪 No lab required, with fast results
- ✋ Safe technology

* If staff, pupils or students cannot take a test (e.g. on the weekend) they should self-isolate for that day, and resume serial contact testing on their return to school / college. If they return after the 7 days are finished, then they should take one final test, and if it is negative they can return to school/college.

Suggested timelines for schools & colleges

NHS Test and Trace

BEFORE TERM STARTS DFE WILL MAKE AVAILABLE

- This handbook
- Online training platform and modules
- Standard Operating Procedure
- Initial instructional steps

GETTING STARTED

- Initial 'Get started' amount of PPE** & test kits arrive at schools from 8am on Monday 4 January. You will need to ensure a member of staff is present to receive the test kit boxes
- Site set up and complete the clinical compliance checklist

FURTHER PREPARATION

- Further deliveries of PPE and test kits will arrive throughout the week of 4 Jan
- Schools and colleges complete training
- Site set up and schools/colleges complete the clinical compliance checklist

BEGIN TESTING

You may want to consider testing in the following order:

- First LFD test for year 11
- First LFD test year 13
- First LFD test of children studying remotely
- Daily serial contact testing for those in school or college and are a contact of someone who has tested positive

CONTINUE TESTING

- Carry out 2nd LFD test three days after first LFD for pupils/students
- Continue with weekly testing of workforce
- Serial testing of workforce and pupils/students for those in school or college identified as a close contact of a positive case
- Further test equipment and PPE will be delivered as required

Note: All pupils/students can attend school regardless of how many tests they have had (Note: those with symptoms **or** a positive result do not attend school or college)

*LFD Test – lateral flow device test

** PPE – personal protective equipment

Quotes from schools & colleges

NHS
Test and Trace

"Given staff have tested negative, it has **given them a lot of confidence** to know that social distancing makes a difference"

Clare Cassidy, Sedgehill Academy.

"Routine and repeat testing at Newcastle Sixth Form College has given all of our students and staff the **reassurance** that the college is a **safe environment for them to work and study. The testing process is smooth** and has **minimal impact** on teaching and learning. In addition to this, the daily testing of close contacts has enabled students who would normally have had to self-isolate to continue to **attend and enjoy the benefits of face-to-face teaching**."

Gerard Garvey, Newcastle Sixth Form College

"This has been a **game-changer** and repeat testing has kept both staff and students in school."

Michele Chilcott, South Wilts Grammar School

"The programme has been **enormously popular with parents** who are happy that we are keeping kids in school – I have received many thanks from parents. I have really enjoyed being involved in this programme as a **contribution to society and to science**. It has been a privilege to be a part of it."

Amanda Smith, Poole Grammar School

What your testing site will look like

Testing sites can be set up in spaces of varying sizes provided they meet some key layout requirements

Legend:
- Registration Desk
- Recording Desk
- Processing Area
- Swabbing Desk
- Processing Desk
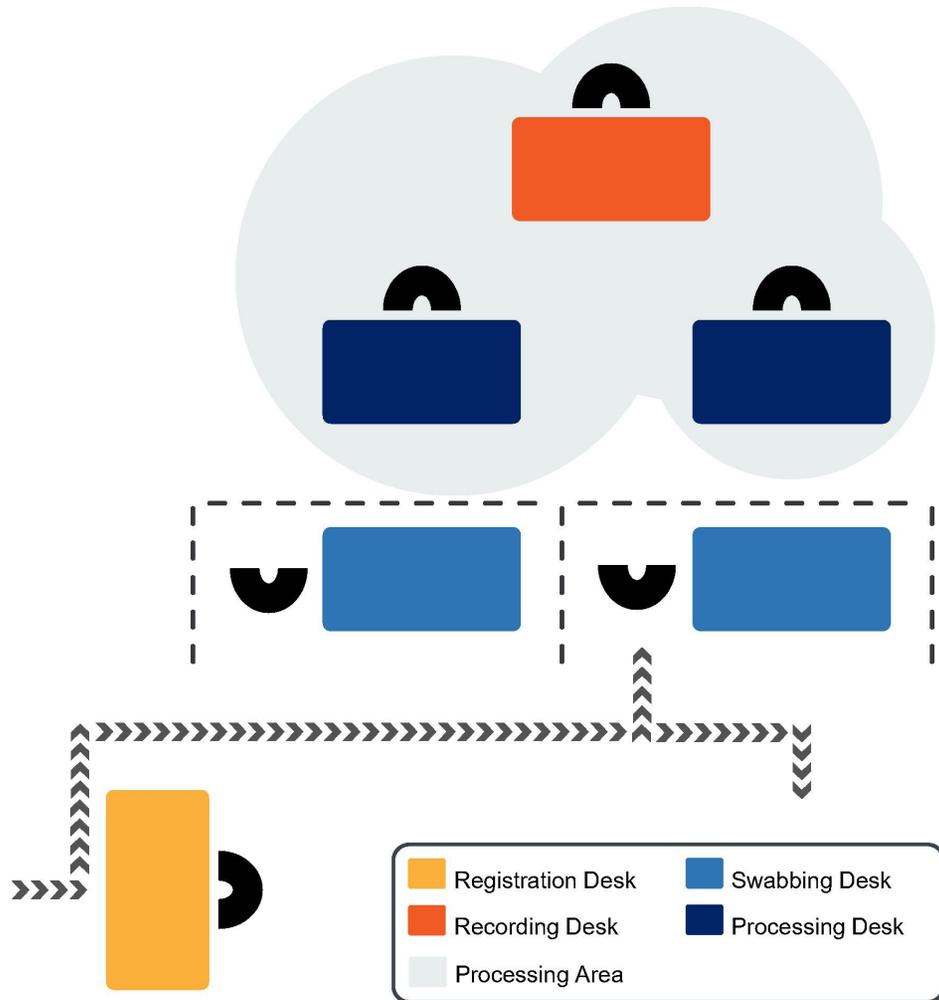
Key layout requirements

- test site flooring must be **non-porous** and the test site cleanable with the approved cleaning product

- test site must be **well lit** and have **good airflow** with no recirculation of air

- the ambient **temperature should be 15-30°C** for the lateral flow devices to operate and 2-30°C for storing them

- **registration desk** at the first point where individual being tested would enter the test site

- **one-way direction of travel** for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance

- test subject chairs in the swabbing bay should be **minimum of 2m apart**

- each **swabbing desk must have a processing desk** close by – no more than 1m away. **Recording desk** to be located close by

- **clear division between swabbing and processing area.** This should be clearly set out. Individuals being tested must not enter the processing area.

- further information on **waste disposal** will be provided shortly

- further details of how to set up your testing area will be made available via the webinars

Workforce planning

- Schools and colleges participating in testing will need to determine how many staff they need and where those staff will come from, for example existing staff and/or volunteers or agency workers. Where schools or colleges ask existing staff to undertake a testing role, employers should make sure this is in line with agreed terms and conditions of employment.

- There are seven roles/job types that will need to be filled to enable schools to deliver testing. These roles are set out on slide 13. The number of roles is not the same as the number of staff you will need to deliver testing. The size of workforce a school or college will need to deliver testing will depend on the number of staff and pupils, the physical space available and the time available to complete all tests.

What help is available?

- **A workforce planning tool** will be available via the Schools/Colleges Portal. The tool will help schools and colleges to plan the minimum number of testing bays they will need and the number of staff in each role type that will be required. The tool will also indicate the approximate level of funding that a school/college will be eligible for to help cover testing costs.

- **Webinars** will be available from w/c 21 December which will provide more detail on how a testing centre works in practice to help answer any questions schools or colleges may have. More details will be provided during these sessions on how to access more support if required to help with planning.

- **Military** support will be made available and is designed to make sure that those schools and colleges that require additional help can access it.

- **An online training package** will be made available to enable testing staff to prepare to carry out their role. The training package is mandatory.

Funding

Schools and colleges will receive funding to support them with testing costs incurred. A total of £78m has been made available and will be paid retrospectively.

Independent schools will not be eligible for this funding.

The amount of funding available to a school or college will depend on its size as this will impact the number of additional staff required to conduct testing. We are providing a ready reckoner which will provide illustrative workforce requirements and associated funding. For illustrative purposes we have provided some examples based on average sized settings:

- A mainstream secondary in inner London, with 1000 pupils and staff will need 13 people working on mass testing and will receive approximately £20,000
- A mainstream secondary outside London, with 2000 pupils and staff will need 24 people working on mass testing and will receive approximately £28,000
- A special secondary school outside London, with 100 pupils and staff will need 7 people working on mass testing and will receive approximately £9,000
- A further education college outside London, with 3000 pupils and staff will need 30 people working on mass testing and will receive approximately £35,000

Workforce Roles

Note: more than one role can be performed by one person.

Role	Description
Quality Lead/ Team Leader	Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service
Test Assistant	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. Ensures cleaning of swabbing bays.
Processor	Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays.

Role	Description
COVID-19 Coordinator	Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines.
Registration Assistant	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.
Results Recorder	Collates results from Processor and uploads to digital solution. Further details on the digital solution will be provided in the 'How to' Guide provided separately
Cleaner	Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste

Suggested communication activities with parents, students and staff

NHS Test and Trace

Activity *	Audience	Link to resources
School head teacher or college principal review the testing engagement handbook and check if they have the latest guidance and templates	School/college leader	This pack
Send letter via most appropriate channel to inform testing activities taking place	Local stakeholders, governors	Sample letter, attached
Send letter via most appropriate channel to inform testing activities taking place, attach test result guidance, privacy notice and consent form	Parents Staff Pupils/Students	Sample letter, attached Consent form, attached Privacy notice, attached
Educate and raise awareness of testing activities, provide reassurance (e.g. staff meetings, parental communications, assemblies, form group discussions) and use resources to support young people to explore, learn, discuss testing and the impact of COVID-19.	Parents Staff Pupils/Students	Posters, user guides, www.storicise.com
Host Q&A session to clarify/address concerns. A list of FAQs will be available to download from the **DfE portal**	Parents Staff Pupils/Students	Sample FAQs, attached
Track and ensure consent forms are received Send reminder of testing activities	Parents Staff Pupils/Students	Sample letter, attached Consent form, attached
Send out reminder, and testing instructions, test result guidance	Parents Staff Pupils/Students	Leaflet attached
Provide advice on new approach to managing close contacts of positive cases and daily 'serial contact testing' arrangements Start testing, communicate test results to staff, students/ pupils and parents as appropriate	Parents Staff Pupils/Students	Advice on when student/pupils test positive, attached Advice on serial contact testing, attached

Obtaining consent/permission

NHS Test and Trace

Participation is voluntary for the programme and active consent is required either by staff, pupils or students or parents/legal guardians, as appropriate. However, if any staff member, student or pupil does not wish to consent to take part in testing they will still be able to attend school or college unless they develop symptoms.

People who decline to participate in serial contact testing will follow the usual national guidelines and are legally obliged to self-isolate according to the advice given to them by the NHS Test & Trace service.

As part of the serial contact testing process, participants' consent should include providing their confirmatory test results to the school or college. Each school or college is responsible for taking and tracking consent for participation and communicating the purpose of the testing to develop an understanding of the service amongst the participants and wider community stakeholders.

A consent template is provided on the portal which will cover consent for testing, use of personal information to register students, and visibility/communication of positive results to students.

Young people and children
- 11-15 year olds may self-swab (swab their own nose/throat) with supervision of an appropriate member of staff if they have the consent of their parent or guardian.
- Young people aged 16+ may self-swab, provided the site staff are satisfied that they are 'Gillick Competent' (able to consent to their own medical treatment without parent or guardian present)".

For looked after children, local authorities may already have arrangements in place that cover medical treatment, which may extend to this form of testing. Where that is not the case, parental consent should be secured via the child's social worker, who may need to contact the birth parents or other persons who hold parental responsibility.

IMPORTANT: Please amend the letters, privacy notice and consent form with your school or college details - highlighted parts to amend/delete are in red.

Please find template consent form in the separate attachment

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Data security and handling

A template Privacy notice has been developed, in order to meet data protection guidance, please share this with staff, parents/legal guardians, students/pupils.

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. To simplify this part of the process, DfE has provided some information and templates for you to use. This does not replace your own due diligence and assurance as Data Controllers but we hope this will make these discussions and decisions easier for you.

Lawful Basis for Processing
You will need to satisfy yourself that you have a lawful basis for processing the personal data. You might want to consider whether the duties prescribed in education legislation on schools and FE institutions within the statutory FE sector to make arrangements to safeguard and promote the welfare of pupils/children provide sufficient legal basis without having to rely on consent.

Privacy Notice template and Frequently Asked Questions
We have put together a Privacy Notice which outlines how the personal data is to be used in the event of both positive and negative tests and the rights that individuals have. You are not obliged to use these templates but for ease we recommend you keep as much as the original wording as possible so that parents who have children at two or more schools or colleges are not receiving conflicting information.

We recommend that you send a copy of this with your initial correspondence about the testing so that when people are making a decision about whether to agree to a test, they are doing so with a full understanding of what happens to their personal data.

We also suggest that you place a copy on your website and have it displayed in a common area of the school or college. The Frequently Asked Questions have been designed as another format for privacy information and you may find that your community respond better to the question and answer style of Privacy Notice.

If you have questions about these please contact the Data Protection Officer for DfE via dp.enquiries@education.gov.uk and mark your email "COVID Testing in Schools/Colleges – Data Protection Issues".

If you live in Wales, Scotland or Northern Ireland, there is country-specific information on retention of records in relation to COVID-19.

Please find template privacy notice in the separate attachment on the portal

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Appendices

Useful resources to support
communication and engagement

What to do if a pupil/student tests **positive** for COVID-19 on a Lateral Flow Device (LFD)

Printable guidance for Schools and Colleges

A pupil/student in my school / college has tested positive on an LFD test, what do I do now?

1. Record details

- Ensure any details of the pupil / student are recorded **securely** to protect their privacy.
- They will need to do a **confirmatory PCR test.**

2. Contact parent / legal guardian

Call their **parent or legal guardian and** arrange for the pupil or student to be collected if needed.

Tell them they should take a **confirmatory PCR test**

Find **a quiet space** to talk with the pupil or student, being mindful of the need for social distancing/PPE

3. Provide reassurance

They may be anxious about their health and impact on their family. This is a chance to reassure them:
- For most people, symptoms will last up to 10 days and be mild.
- **There is support available** with learning from home and support for their parents with work and benefits.

5. Reminder to share result of PCR test

Before they go, remind them and /or their parent/carer to let school/college know about the **result of the PCR test** (they will be told via text/email)

4. Offer support

Take steps to ensure that pupils or students can **access remote learning** at home. Remote learning advice: https://bit.ly/covidhomelearning

It is really important that they follow the national guidance and self isolate for 10 days from the PCR test.

They can **take pride** that they are doing their bit to protect their friends and family and defeat the virus

Signpost to other advice:
- Support if you're off work while self-isolating: https://bit.ly/isolatesupport
- If you're worried about your health, visit https://www.nhs.uk/ or call 111.
- Remote learning advice: https://bit.ly/covidhomelearning
- Printable action list for schools/colleges for children with symptoms

IMPORTANT: If, at any point, a student, pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.

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A new approach to close contacts – 'serial contact testing'*

NHS Test and Trace

Printable guidance for Schools and Colleges

A new approach known as **'serial contact testing'** has been developed to help find more asymptomatic cases. This will allow those (pupils/students and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school/college. If they agree to be tested for 7 days* following their last contact with a positive case.

> **IMPORTANT**: If, at any point, a student/pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.

A close contact of my child at school / college tested positive, what are my options?

I want to take the daily test…

You'll need to take a lateral flow test at the start of each day for **7 days***

You can choose to opt out from daily testing at any time and self-isolate.

If your lateral flow test is negative

Continue with your normal activities until your next test is due.

If your lateral flow test is positive

Follow the national guidance, and **take a confirmatory PCR test**, self isolate until the result of your PCR test is available.

If your PCR test is positive

Complete 10 days self isolation. All other identified close contacts and household members of this positive case will now also follow the national guidance.

If your PCR test is negative

Continue with your normal activities until your next LFD test is due.

I'd rather stay at home…

If you do not wish to be tested daily or are unable to be tested for any reason, you must self-isolate in accordance with national guidance until 10 days after the person they are a contact of tested positive

> ! Any new positive cases during serial contact testing will reset the clock for the serial contact testing (daily testing) to the start of 7 days.

*If the participant cannot take a test (e.g. on the weekend), they should self-isolate for that day, and resume serial contact testing on their return to school / college. If they return after the 7 days are finished, then they should take one test to complete the self-isolation period, and if it is negative they can return to school/college and their testing period is complete (even if they have not taken 7 tests in total).

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Communication

Consistent, accurate and positive communication about testing activity is essential.

We would advise communicating with parents and staff directly via existing school/college communication channels e.g. **letters/emails home using the templates provided.**

We would also encourage **proactive use of agreed materials** such as the instructional leaflets and the graphics / links on this slide, or other materials on Government social media feeds related to lateral flow / serial contact testing at schools / colleges.

There is an explainer video on lateral flow testing here:
https://twitter.com/10DowningStreet/status/1328387524490911745?s=20

A graphic video to mark the launch here:
https://twitter.com/educationgovuk/status/1338819876798992387?s=20

A video interview with Prof Tim Brooks / PHE:
https://twitter.com/educationgovuk/status/1338909220197064705?s=20

And with the Principal of Small Heath Leadership Academy:
https://twitter.com/educationgovuk/status/1338907957547962369?s=20

And please monitor our accounts for the latest information to share:
https://twitter.com/10DowningStreet
https://twitter.com/DHSCgovuk

https://www.youtube.com/c/DepartmentofHealthandSocialCare
https://twitter.com/educationgovuk

Teachers: There are also resources available for schools / colleges to talk to young people at www.storicise.com

And general materials on coronavirus including in different formats via Public Health England:
https://coronavirusresources.phe.gov.uk/

Department for Education
29.9K Tweets
Following
HM Government
NHS Test and Trace
Enass Al-Ani
Principal, Small Heath Leadership Academy
We're taking part in the pilot project for mass testing in schools,
2.7K views   0:03 / 0:41
11   13   19

Lateral Flow Testing
COVID testing
Accessible and easy to use
No lab required, with fast results
Safe technology

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Media handling, site access and photography

NHS Test and Trace

A template Privacy notice has been developed to share with those participating in the tests, in order to meet data protection guidance, please share this with staff, parents/legal guardians, students/pupils.

Your support for the delivery of communication activity is welcomed and encouraged.

Please let the DHSC mass testing communications team know if you would like to invite media, distribute press releases or conduct photography and filming on site for external communications purposes.

Please give a minimum of seven days' notice for media communication about, including press notices or media visits.

All media enquiries about the mass testing programme should be directed to DHSC press office https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/media-enquiries

Please share the following details:
What is the purpose of the press visit / photo shoot or filming? How is the footage going to be used?

- Who will be taking the picture, i.e. name of the agency?
- Do you need anything from the operational staff on site?

!

Please find below some guidance that we usually share with photographers/ videographers attending the site.

Those tested
Please protect those being tested and their identities if they have not granted permission for filming. Please avoid faces unless permission has been given.

Operational staff
Please be respectful of the teams on the site and their time. They are working extremely hard and their focus is on completing tests safely and quickly.

Visitors info
Please send your full name in advance of the visit and bring photo ID with you.

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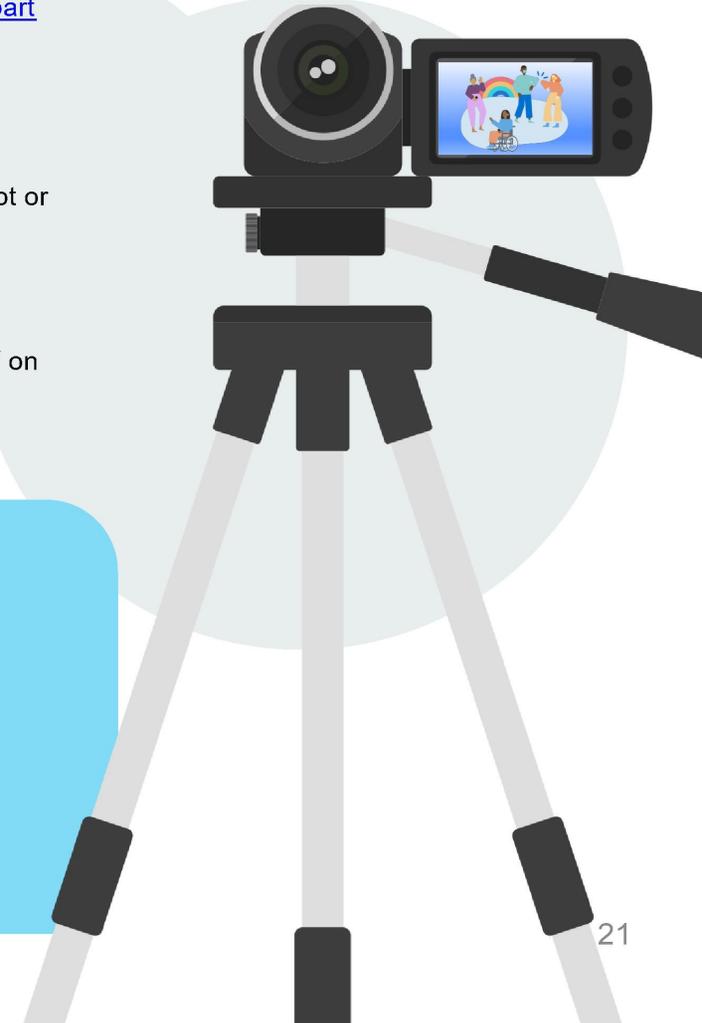
Test instructions / Posters

For pupils/students (supervised self-swabbing)

Please find posters in the separate attachment on the portal

Test instructions / Leaflet

For pupils/students (supervised self-swabbing)

Please find instructional leaflet in the separate attachment on the portal

COVID-related pupil/student absence –
Printable Guidance for Parents and Pupils/Students (1/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.

What happens if a close contact of my child tests positive on a Lateral Flow Device?

- They can consent to take part in 'serial contact testing' where they are tested daily for 7 days
- If they test negative, they can remain in school/college that day
- If you or they do not wish to take part, they will need to self-isolate

What do I need to do if my child tests positive for COVID-19 on a Lateral Flow Device?

- They will need to take a further 'PCR test' to confirm the positive result
- Contact the school / college to inform us of the PCR test result which you will receive via text / email
- If the PCR result is positive, your child will need to self-isolate for a minimum of 10 days

How does my child testing positive impact the rest of my household?

- Your household will have to self-isolate for 10 days
- Follow the latest government guidance.

When can my child return to school / college after testing positive for COVID-19?

- Your child can stop self-isolating and return to school / college on day 11 **after the positive PCR test** if they've not had a high temperature for 48 hours and are well
- They can return then even if they have a cough or loss of taste/smell as these symptoms can last for several weeks

What if my child tests negative for COVID-19 on a Lateral Flow Device?

- There will be no need for them to self-isolate and they can remain in school / college as normal
- Social distancing and face coverings where appropriate will remain necessary

COVID-related pupil/student absence –
Printable Guidance for Parents and Pupils/Students (2/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.

What does a positive result mean for my child's education?

We have a strong commitment to ensuring all pupils/students can access a wide range of learning resources remotely and will continue to support their education whilst they are self-isolating.
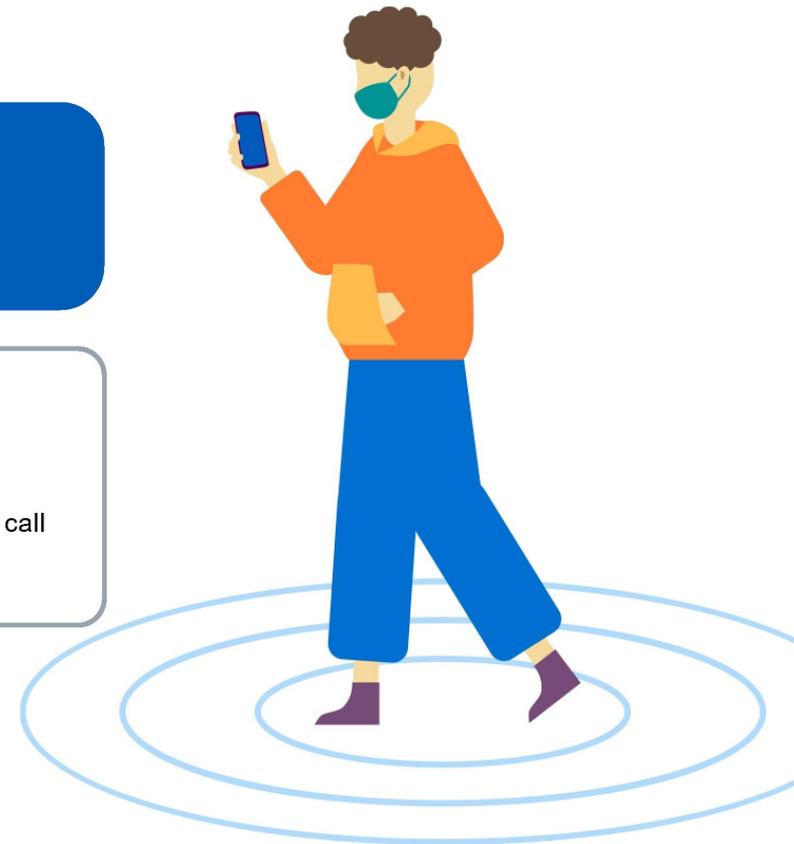
Additional information can be found https://bit.ly/covidhomelearning

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! Addressing your concerns

For more information you can visit:
https://bit.ly/covidhomelearning

If you're worried about your child medically, visit https://www.nhs.uk/ or call 111.

IMPORTANT: If, at any point, a student/pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.

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COVID-related pupil/student absence
Printable Guidance for Staff (1/2)

NHS Test and Trace

The guidance below addresses what a positive or negative test result means for you and your household, and the support available to you.

How does testing positive impact the rest of my household?

- Your household will have to self-isolate for 10 days
- Follow the latest government guidance.

What do I need to do if I test positive for COVID-19 on a Lateral Flow Device?

- You will need to take a further 'PCR test' to confirm the positive result
- Contact the school / college to inform us of the PCR test result which you will receive via text / email
- If positive, tou will need to self-isolate for a minimum of 10 days.

When can I return to school / college if I tested positive on a Lateral Flow Device for COVID-19?

- You can stop self-isolating and return to school / college on day 11 **after the PCR test** if you've not had a high temperature for 48 hours and are well
- You can return then even if you have a cough or loss of taste/smell as these symptoms can last for several weeks

What happens if a close contact of mine in school / college tests positive on a Lateral Flow Device?

- You can consent to take part in 'serial contact testing' where you are tested daily for 7 days
- If you test negative, you can remain in school/college that day
- If you do not wish to take part, you will need to self-isolate

COVID-related pupil/student absence
Printable Guidance for Staff (2/2)

The guidance below addresses what a positive or negative test result means for you and your household, and the support available to you.

What if I test **negative** for COVID-19 on a Lateral Flow Device?

- There will be no need for you to self-isolate and you can resume activities as normal
- Social distancing and face coverings where appropriate will remain necessary and frequent hand washing is recommended
- You may not be informed if your lateral flow test result is negative

! Addressing your concerns

If you're worried about your health, visit https://www.nhs.uk/ or call 111.

IMPORTANT: If, at any point, a student/pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.

Equality, Diversity and Inclusion (EDI) considerations

We have a responsibility to ensure materials and processes are accessible to all and to be mindful of potential barriers to participation.

Some guiding principles are outlined below. General materials from Public Health England in different formats / languages are available at https://coronavirusresources.phe.gov.uk/ and we will provide further materials relating to school / college testing in due course.

Communication: Are you communicating through formats accessible to everybody including those who have disabilities, those who are digitally excluded or face language barriers? E.g. size 14 font, left aligned, clearly visible text on paper.

Engagement: Are you engaging with local communities and faith leaders whose co-operation and support can mitigate the concerns of those who have limited trust or confidence in the government?

Representation and language appropriateness: Are the visual images and language you use in your communications and across your campaign locations representative and inclusive?

Site accessibility/User guidance: Do your testing sites and guidance include reasonable provisions for those with both visible and non-visible disabilities?

Data: Do you use clear languages across your campaigns to explain what data is collected, why it is being collected and how it will be used?

Isolation support: Have you considered the barriers vulnerable groups face to isolating and adequately communicated what resources are available from the Government and their local communities?

Additional resources

Resource	Access
Campaign Materials from Public Health England on Test and Trace • Posters • Signages • Social media content **Please note: there are a range of technologies and processes being used by NHS Test and Trace, so please check before using any of these materials.**	• https://coronavirusresources.phe.gov.uk/ • https://coronavirusresources.phe.gov.uk/Test-and-Trace/
Guidance for teachers, school / college leaders, carers, parents and students • Support learning during coronavirus • Pupil / student wellbeing and safety • School/college operations, exams and managing a school / college or early years setting • Funding and support for education and childcare • Student accommodation, travel and financial support • Further and higher education and vocational training	• https://www.gov.uk/coronavirus/education-and-childcare • There are also resources available for schools/colleges to talk to young people about COVID and mass testing at www.storicise.com with more planned to be ready for schools/colleges, parents and young people to access from Jan. • DHSC have co-created a similar set of materials with the Scouts who have a set of activities for young people along similar lines which are freely available for any organisation to deliver and can be white-labelled too: https://www.scouts.org.uk/coronavirus/covid-19-the-facts/
Remote learning resources and support	• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-remote-education • https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term
Printable action list on what to do if a pupil / student is displaying symptoms of coronavirus (COVID-19)	• https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf

Additional resources

Resource	Access
Test and Trace resources in alternative formats including: • Audio • BSL and BSL (with voiceover) • Easy read and large print formats	• PHE corona virus resource hub: https://coronavirusresources.phe.gov.uk/ • Most folders accessible to all; some folders restricted to .gov or .nhs email users, register here and then email partnerships@phe.gov.uk requesting superuser access
Easy read guidance: • Gov.uk stay at home guidance and staying well during coronavirus information • Achieve together easy read guidance on what is coronavirus and getting tested • Rdash easy read information on coronavirus, face coverings, self-isolation, swab testing	• https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876996/Easy_read_looking_after_your_feelings_and_body.pdf • https://www.achievetogether.co.uk/easy-read/covid-19-easy-reads/ • https://www.rdash.nhs.uk/support-and-advice/coronavirus-information/coronavirus-british-sign-language/
Coronavirus news summaries and information from various charities in various formats • Signhealth news summaries in BSL • RNIB coronavirus updates e.g. on sighted guiding and wearing face coverings and helpline • SCOPE information on care, education, work, housing and more during coronavirus • Rdash BSL videos on staying alert and coronavirus FAQs • Action on hearing loss coronavirus information and support	• https://signhealth.org.uk/resources/coronavirus/ • https://www.rnib.org.uk/coronavirus-updates • https://www.scope.org.uk/coronavirus-information/ • https://www.rdash.nhs.uk/support-and-advice/coronavirus-information/coronavirus-british-sign-language/ • https://actiononhearingloss.org.uk/coronavirus-response/

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