

Risk Assessment for Coronavirus – Summer Term 2021

The writing in red below is taken directly from the ‘Government guidance for a full return’, ‘Working safely during coronavirus: Performing Arts’ and ‘Schools coronavirus operational guidance (February 2021)’ documents with the Schools proposed response in black.

Category	Risk description	Control measures and mitigating considerations
Logistics	Spread of the virus across the School population	<p>Groupings: Maintaining consistent groups remains important Schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups The groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching</p> <p>‘Bubble’ will be based on Sections keeping 1st Year, 2nd/ 3rd, 4th/ 5th and Sixth Form in four separate bubbles. However, where possible we will keep Year groups separated. Year groups will be identified by badges/ wrist bands which should be worn every day. The School lawyers and Insurers have confirmed this as abiding with the Government’s guidance. Although Group bases in the Lower School and Upper School will remain in a bubble the two year groups will be kept 2m apart during their tutor time.</p>
	Spread of virus due to transport	<p>The School bus service including late buses will continue to run on the same timings. All students must wear a face covering whilst travelling on our buses and should only remove this when they have washed their hands in the wash stations. Students to sit by Year where possible. Minibuses must be cleaned inside after every use. When the minibuses have been used for KETA it will be the drivers responsibility to clean the handles and seats. For all other uses, the member of staff in charge should ask the students to clean their area including the door handles. Cleaning equipment will be provided on every minibus. Parents advised to avoid the use of public transport where possible. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. On arrival pupils and staff must wash their hands – additional hand washing facilities installed at Hill Lane gate, DT gate, Atrium North outside doors and Atrium South on the drive. On the North side of the building pupils must enter through the Atrium only. Face coverings must be worn when washing hands if social distancing cannot be maintained. Signs on all entrances to remind everyone to wash hands. All entrances to the School will be opened before and after School</p>
	Spread of virus due to inadequate cleaning	<p>Full cleaning service for the whole School. 4 additional cleaners during the school day Increased frequency of cleaning door handles, light switches, frequently touched hard surfaces, toilets, water fountains Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly Toilets cleaned at the start of every lesson All catering facilities and Dining room fully clean for the start of term. Students to spray clean their work area and any shared equipment used after every lesson All teaching spaces and teacher desks cleared of unnecessary items for ease of cleaning and to create space Reduced requirement to touch hard surfaces – keep doors open and keep lights on all day (if not automatic)</p>

		Students instructed to bring in their own water bottles and use the bottle filling facility only on the water fountains.
		Areas of the school shared by multiple staff have antibacterial wipes/ disinfectant spray
		IT support will ensure they sanitise their hands before touching staff IT equipment (in teaching rooms/ offices) and use anti-bacterial wipes to clean any equipment they touch before another member of staff uses it.
	Staff unable to attend work	<p>School leaders are best placed to determine the workforce that is required in school.</p> <p>Some roles, such as some administrative roles, may be conducive to home working, and Schools should consider what is feasible and appropriate.</p> <p>All teaching staff and the vast majority of Non-Teaching Staff (NTS) are expected to return to School.</p> <p>The vast majority of our non-teaching staff work in roles that are not conducive to home working while the school is fully open.</p> <p>Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</p> <p>CEV staff must return to School from the start of the summer term.</p>
	Spread of virus due to clothing	<p>We would encourage all schools to maintain their usual uniform policies</p> <p>Uniform re-instated.</p> <p>Students should arrive at School in Games kit if they have a PE/ Games lesson but not for an afterschool sports club.</p>
	Spread of virus on hard surfaces	<p>Posters placed prominently in every classroom insisting students spray clean their area before they leave.</p> <p>All personal items must be removed from the classroom at the end of the lesson by the students and the teacher. Anything left on desks will be left until the end of the day and removed by the cleaning staff with gloves.</p>
Medical	Infected staff or pupils attending school with or without symptoms	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Any child or adult displaying any potential coronavirus symptoms is strictly barred from attending school, as per the isolation period above.</p> <p>Anyone developing symptoms during the school day must be sent home. The isolation period includes the day the symptoms started and the next 10 full days.</p> <p>Visual and verbal health monitoring on arrival in school – teachers to be alert and send to the medical room if students have any symptoms.</p> <p>Nursing team as per usual School day.</p> <p>Nurse will use remote thermometers.</p> <p>If staff show symptoms they should inform SGH and include whether cover will be needed during that day, inform the nurses who they have been in contact with during the day, sign out by email, go home and then follow Government guidance regarding self-isolation above for 10 days and order a test (www.nhs.uk/coronavirus), not a lateral flow test, to find out whether they have contracted coronavirus.</p> <ul style="list-style-type: none"> • If the test is positive they must inform NHS test and trace of the School details (with the nurses as the main contact) and any staff/ parents they have been in close contact with. (<i>Close contact is defined below</i>). • If the test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. <p>Pupil, parents and staff must engage with the NHS Test and Trace process</p> <p>For any cases/ students displaying symptoms the Government Test and Trace system must be followed.</p>

		<p>Parents and staff must inform the School nurses of the test results. The School will contact PHE if cases return with a positive test in School. If you are contacted by test and trace you should inform the School and self-isolate for 10 days. Anyone who has been in close contact with a person who has tested positive must be sent home and self-isolate Pupils and staff must self-isolate for 10 days since they were last in close contact with that person. NHS App: Staff and Sixth Form have been advised to turn the contact tracing function off whilst in School (as stated in the NHS Factsheet) If members of staff are asked to self-isolate a member of SLT will contact them within their first week of isolation. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>
		<p>Chaplains room as an isolation room for suspected Coronavirus cases. ‘Fogging’ machine used for a deep clean if a case is confirmed. PPE to be used by nurses when entering this room. Disabled toilet to be assigned for use with suspected cases. This must be out of use for the rest of the School until it has been thoroughly cleaned with a ‘fogging’ machine.</p>
		<p>Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March. From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). Pupils will not be required to wear a face covering on the School site but may do so if they wish. Staff are recommended to wear a face covering in communal indoor areas where social distancing is not possible but it is at their discretion.</p>
		<p>Maintain the hygiene message (include in communications) and make sure that the anti-bacterial hand gels are kept topped up.</p>
	Maintaining bubbles in the medical room	<p>Students to queue at 2m distances as they may be from different bubbles. Waiting area to continue into the memorial garden where a covering will be installed. Nurses to manage within the room.</p>
	Airborne spread of virus	<p>The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. Posters in every room and around school. Lidded bins already in every room. Tissues in every room Regular communication to wash hands and respiratory hygiene</p>
Testing	To identify asymptomatic cases	<p>Testing remains voluntary but strongly encouraged A medical Lateral flow testing room has been set up following the Government guidance. If someone has previously tested positive for Covid-19 they should not undergo a test for a period of 90 days following the date they tested positive. The School will include this in the testing programme for all the pupils they are aware of.</p> <p>All staff will be issued with self-testing kits on Friday 5 March and will undertake two tests per week.</p> <p>All students will be issued with self-testing kits following their in-School testing (in March) and should undertake two tests per week (Sunday and Wednesday)</p> <p>If a LFT returns a positive result staff and students must arrange for a PCR test to confirm the result. They must self-isolate for the appropriate length of time indicated in the medical section (above) or may return to School immediately the PCR test confirms a negative result.</p>

		<p>Covid testing Privacy statement can be found under Annex B</p> <p>The School will do its best to identify close contacts to minimise the number of students/ staff informed to self-isolate. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Close contacts must self-isolate for 10 days and cannot undertake daily testing. Household members of these pupils do not need to self-isolate unless the pupil or staff member who is self-isolating subsequently develops symptoms.</p>
<p>Social distancing</p>	<p>Larger gatherings</p>	<p>Lunches We expect that kitchens will be fully open from the start of the autumn term.</p> <p>Every other chair on tables removed – staggered chairs would mean that 1m was kept Hall to be set up for lunches meaning a 360 capacity Pasta/ baked potato counter moved to the side of the Hall with an additional salad bar. The queue will be siphoned off at the first door The salad bar and hot/ cold desserts servery will be adjusted to make these available. Sodexo staff to hand out cutlery. No open cutlery trays. Sodexo staff must serve all food to prevent serving utensils being touched by more than one person. Menu shown on screens around the School and sent home weekly through the Bulletin. Labelled zones in the Dining room/ Hall. Tables to be cleaned once the zone has emptied. Queue in the crush hall not the main hall. Perspex separators installed above the serving counters. The water taps in the Dining room are available for use with cups available whilst queueing. No early lunch passes to be issued. Medical needs (Red cards) will need to be discussed on a case by case basis. Bags to be left in the opened lockers designated to the bubble. Packed lunches must be eaten in either the Dining room or the Gazebos. The balcony will not be available.</p> <p>Students will not be allowed to leave the School during lunchtimes until at least 17th May 2021.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies.</p> <p>Assemblies Monday assemblies live streamed to group base. Awards will be announced All other assemblies produced digitally for group bases.</p> <p>Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. From 29 March, outdoor competition between different schools can take place. From 12 April, indoor competition between different schools can take place. The playing of contact sports will be in line with government and national governing body guidelines at all times. Inter School sports will re-commence for the summer term including weekend sport. A separate risk assessment is in place for the use of Wellington Sports ground.</p>

	<p>Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p> <p>Clubs/ Societies Co-curricular clubs will run but must not have pupils from different ‘Bubbles’ unless the groups are small and consistent. Events will continue to be creatively modified within a bubble. Students partaking in outdoor sports clubs should leave their bags in the bag room if the weather is poor.</p> <p>Schools should avoid creating busy corridors, entrances and exits. A one-way system in place around the school between 8am-5.30pm. Arrows on floor and signage in place Markings in place on all floors to remind to maintain social distance. Queue outside of classrooms on the side of the door opposite to the flow of corridor movement.</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised Side screens installed in the Pryory and shared offices including NTS offices. Where possible staff not to face each other without a 2m gap. Continue to use Dining room for break to minimise use of staff room Staff to use common sense in these areas to ensure they keep 2m apart Additional staff space will be made available with a gazebo on the field designated for staff use only.</p> <p>Parents evenings will continue to be run remotely</p>
Maintaining social distance in teaching rooms	<p>Adults should maintain a 2m distance from each other and from children</p> <p>All classrooms can accommodate a full class at 1m distance. In Science labs, where desks are fixed and pupils cannot be 1m apart, screens have been installed to separate students, however, in Chemistry this is a practical hazard so students must wear masks at all times. During Science practical activities pupils will be expected to wear their masks. All classrooms changed to single desks. Teachers should stay 2m away or 1m plus if this is not possible from their students. All rooms have tape installed to identify a teacher only area following the distance guidance. Screens have been installed in classrooms between the teaching desk and the pupils where teachers have requested this additional measure. Students should sit at the same desk in any given room. Teaching staff must have seating plans. Students to queue up outside classrooms (practical subjects only) following the markings on the floor. The teacher should allow the students into the class asap. For all other classes, students enter as soon as they arrive at the classroom if it is empty. Students to leave classrooms one by one managed by the teacher. Students must not wait for their friends but immediately move to their next lesson. All students must have a pocket hand sanitiser. All teachers must ask pupils to sanitise their hands at the start of lessons.</p>
Pinch points that concentrate flow of people at the same time, reducing the ability to socially distance	<p>Vending machines will be removed and wash basins installed in their place.</p> <p>Ice cream van will return to the School grounds from Thursday 27th May.</p> <p>Lockers Students to be asked to bring books/ files for the day only and carry around school in bags. No lockers to be used for permanent storage. Locker rooms closed and blocked off except the First Year space. Corridor lockers recoded and locked so no student access. Every other locker will have its door removed to enable pupils to use them as bag drops at lunch. The ground floor will be for the Lower School and the first floor for the Upper School. Plastic lockers will be temporarily installed in the Sixth Form concourse and the table tennis room for Sixth Form use only. The First Year locker area will remain open but every other door will be removed to enable a lunchtime bag drop off. The staggered endings to lessons should help with movement around the School and prevent younger pupils being hit with bags.</p> <p>Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly</p>

		<p>Toilets Return to normal but with additional signage on the main toilets to keep distance and not to meet others</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors. All parental meetings must take place via Zoom. No visitors on site unless this is essential for the pupils' education or the running of the School. Any visitors or pupils who register at reception asked to use the hand gel</p> <p>Reception Staffed behind Perspex screens Inventory system to be managed by reception staff only. No offer of drinks and magazines removed. No shared lanyards. Use of gloves by receptionist for dealing with post and items handed in by pupils. Social distance markings on the floor away from desk and glass doors wedged open. There will be no access to the rear of reception as we are using one of the rooms there as the isolation room.</p>
Maintaining social distance within the concourse		<p>Some sofas reinstalled for the summer term to add to the café style furniture. Bar for coffee/ tea available for student use. This must be cleaned regularly during the day. Screens installed to block off the bar from the main concourse. Sodexo will not provide drinks at break. Toilets can be used by both Year groups.</p>
Maintaining social distance in small workspaces		<p>Peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. These staff should sign in and leave asap. 2m distance in place for: VMT - All rooms have air conditioning to improve ventilation and lessons can continue. Masks must be worn where possible. Language assistants. Fixed table removed from FL1 Curriculum support offices Counsellor relocated to MR4. Reprographics has been redesigned to maintain social distance.</p>
Avoiding the mixing of bubbles		<p>Tutor groups remain as they are with Year groups separated within classrooms. Sixth form prefects/ prepositors can go into group bases as long as they remain 2m away from all at the front of the class.</p> <p>Library Sixth Form can use during any lessons Areas designated to bubbles including on every desk.</p> <p>Social spaces All 1st to 5th Year pupils will be expected to be outside the building during break and lunch unless they are in a club, the Library or having lunch. Social spaces to be made on the field as near as possible to the School building. Labelled gazebos for every Year group constructed on the field, although the Sixth Form can also use the Concourse. Students can use the field or tables as long as they keep to their bubble. Due to the warmer weather the sides of the Gazebos will be opened up, therefore masks no longer need to be worn in Gazebos. Pupils are encouraged to use the open spaces of the field.</p> <p>Use of the astroturf at break</p>

		<p>Separate space for Lower School, Upper School and Sixth Form. First Year can use the Netball Courts.</p> <p>Use of the astroturf at lunch Separate space for each section on lunch. First Year can also use the Netball Courts</p>
Teaching	Teaching pupils remotely	All teachers must teach through Zoom and follow the Zoom protocols included in the child protection policy. All pupils and parents have been informed of the protocols for pupils.
	Teaching whilst maintaining social distance and pupils	<p>Pupils must bring headphones in case their teacher has been informed by PHE to self-isolate (through Test and trace) so they can access the zoom lesson. A cover teacher will be used for these classes. This is not an alternative teaching method as all teaching staff will be expected to teach on site, unless specifically directed by the Government Test and Trace scheme to remain at home. Any staff with symptoms must remain at home and immediately seek testing and return to work immediately in the case of a negative result.</p> <p>Any pupil who is absent from School due to Covid related reasons will be given access to lessons through Zoom. Teachers must prepare the lesson for the students in School but must engage any student accessing via Zoom and incorporate them in the lesson as much as possible. Separate activities do not need to be planned for those at home. This is not for pupils who are just anxious about being in School.</p>
		To ensure the highest of educational provision subject specialist rooms will be used. Everyone onsite instructed to minimise movement around the site – only movement between classes.
		In classrooms, it will be important that schools improve ventilation, (for example, by opening windows). All staff instructed to keep windows and doors open where possible to ensure classrooms are well ventilated
		Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. In L4 & L5 the cabinets at the back of the rooms will be moved into L3 to create more space. In H10 and H11 the seating will be turned around so that 3/4 rows face the door. The whiteboard (not electronic) will be moved to the new front of class. Only single tables, where possible, in classrooms therefore new single tables installed in E7, Music, L4, L5 and CL1. All rooms have had the single tables moved to maximise the distance between pupils.
		Other support staff for pupils with SEND should provide interventions as usual. Schools should ensure that appropriate support is made available for pupils with SEND. All Curriculum support staff to return. Staff to use the space outside their rooms and the lecture room to maintain distance. Pupil Curriculum support timetables will be adjusted to ensure bubbles are maintained.
		Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles All subjects may undertake practical activities. Students must bring the necessary equipment for every lesson as sharing of equipment will be restricted. This will be communicated to parents so they can check. Pupils will be instructed to have a labelled pencil case with pen, 2B pencil, pencil sharpener, rubber, black fine liner, Pritt stick and coloured pencils. Cleaning to continue at the end of lessons for desks and all practical equipment Lab coats in Science & DT and aprons in Art must not be for shared use. Students will be instructed to buy a lab coat that can be used in all these subjects. Any borrowed items must be stored for 72hours before another use. Computer rooms will not be available to be booked by classroom teachers.
	Education that involves outside	Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement ‘bubbles’.

	speakers and larger groups	<p>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>PSHE, FS, Open Forum, Extended Studies will continue to be delivered, including visitors where this is absolutely necessary for the education, wellbeing and wider development of pupils. Where larger groups gather in the Dobson social distancing must be maximised and where possible any speakers should talk via Zoom.</p>
	Teaching where mixing of bubbles may occur	<p>Art All three rooms to have their external doors used for pupil entrances and exits.</p> <p>PE Changing rooms only to be used by one bubble at a time – supervised by PE staff (preferably 2 in each room for safeguarding purposes). The Gym will be open as a teaching space. All equipment must be wiped clean after use.</p>
	Continuing education remotely should a bubble be sent home or the School need to close	<p>Departmental Heads must prepare resources for a full/ partial closure. Teaching to continue through Zoom. First Year and all new pupils must be educated about the use of Zoom New staff must be educated about the use of Zoom – compulsory twilight</p>
Events/ activities outside of normal teaching	Risk of spreading the virus and not following Government advice	<p>In line with the roadmap, schools can resume educational day visits from 12 April.</p> <p>In line with the roadmap, schools can undertake domestic residential education visits, from 17 May.</p> <p>Given the complexities attached to international travel at this stage of the pandemic, we recommend schools do not go on any international visits this academic year up to and including 5 September 2021.</p> <p>All overnight trips in place for the summer term have been cancelled. Overnight domestic trips may resume from 17 May.</p> <p>All overseas trips cancelled until September 2021.</p> <p>Day trips will resume for the summer term.</p> <p>Offsite visits will resume to SWAC/ Gecko/ Winchester Cathedral (subject to the Cathedrals guidance)</p> <p>The government has set a requirement for people returning from some countries to quarantine for 14 days on their return.</p> <p>If staff go abroad they must be back for the start of term/ half-term bearing in mind any need to quarantine for 14 days on their return. The Government guidance is clear that teachers should not take holidays that mean they are unavailable for work at the beginning of term. The list of countries that invoke a 14 day quarantine can be found in the Government guidance ‘Coronavirus (COVID-19): travel corridors’.</p> <p>School lettings External lettings can resume as long as they follow Government guidelines.</p> <p>Partnerships The School will keep in touch with partnership Schools but no activities will run.</p> <p>Evening talks Non-essential afterschool incl evening talks will not be permitted (including History and Classics lectures) Parental PSHE sessions to run as Webinars.</p> <p>Performances Performances - If planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely</p> <p>Music and Drama performances can resume with an audience of 50% of the capacity.</p> <p>The Dobson Theatre will be ‘fog’ cleaned after every performance.</p>

Annex B: King Edward VI School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at King Edward VI School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. King Edward VI School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the School to ensure we meet our public health and safeguarding legal obligations.

Personal Data relating to tests for pupils is processed under a legal obligation (paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014) which requires that the School implements arrangements to safeguard and promote the welfare of pupils at the school. The processing of personal data for pupils is also necessary for reasons of public health, which supports the sharing of information with local health authorities where required, for the wider public benefit.

Personal Data relating to staff 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. The School also has a legal obligation, under Health and Safety legislation (Health & Safety at Work Act 1974) to provide staff with a safe working environment.

Consent for participating in the testing process is required, which includes a need to understand that as part of testing we process personal data. For pupils, consent is collected from parents / guardians and for staff, consent is obtained directly from the data subject. This processing of personal data is conducted under data protection legislation, known as UK GDPR and the Data Protection Act 2018.

If you decline a test, we record your decision under the legitimate interest of the 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 member of the School's Leadership Team or a designated Testing Operative.

Data Controllershship is then passed to the Department for Health and Social Care (DHSC) for the data that we transfer about you 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:

- Unique ID
- Consent
- Student / Staff Status

- Student Name
- Year Group
- Unique barcode assigned to each individual test
- Test result

Consent, the unique barcode and test result are collected specifically for the purpose of the tests.

How we store your personal information

The information will only be stored securely on local spreadsheets in school whilst it is needed. The unique barcode and test result will be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The School 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 or student will be informed of the result by the School and advised how to book a confirmatory test.

We will use this information to enact our 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 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 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 statistics 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.

The School will only pass the unique barcode and test result information to the DHSC, all other personal data is provided directly to the DHSC Data Controllershship by the data subject themselves.

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 dataprotection@kes.hants.sch.uk 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 dataprotection@kes.hants.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