



St. Edward's Church of England Academy
Westwood Road, Leek, ST13 8DN
Telephone: 01538 714740
Principal: Mr. T. Hutchinson
<http://stedwards.academy>

Dear Parents/Carers,

Volunteers for Lateral Flow Testing:

As part of the national drive against Covid-19 the Academy will be carrying out Lateral Flow Tests for Year 7 and 8 pupils and staff.

Once consent is received from those to be tested we will be required to carry out these tests frequently. Pupils in Year 7 and 8 will need to take a test twice a week and staff once per week, with potential a small number of pupils/staff being tested each day should that have come into close contact with an individual who has tested positive.

We are looking to run these tests from the 18th January anyone who feels they could assist us in the delivery of these tests would be required to complete some brief online training and meet with us in the Academy to go over the expectations and our Covid secure measures. They will have to complete Level 1 Safeguarding Training and may be required to undergo an Enhanced DBS clearance check dependent on the role.

There is no necessity to be clinically trained or have any experience in conducting such tests or even having worked in a school before. But we are asking for volunteers at this point to gauge how we can run our testing regime.

Below I have added the details of the tasks that the volunteers would be required to do. Please read these and then complete the attached volunteer form that can be found here.

Testing Assistant

- Provides guidance to subjects on swabbing as requested, and ensures cleaning of booths or sample collection station
- Directs subject to available testing stations and directs them to the exit when they are finished
- On hand to provide subject with additional verbal instructions if required
- Provides regular cleaning to testing stations throughout day (subjects are also ask to self-clean between each test)
- For schools/colleges that require administered swabbing (e.g. SEND schools)

Processor

- Sets up sample for analysis, and pipettes reagent to sample
- Times the sample analysis
- Await and read result displayed, and mark it on device
- Provides to Results Recorder to upload to digital platform
- Prepares test sample for analysis and interprets result



Registration Assistant

- Responsible for ensuring subjects have registered and distributing test kits on arrival.
- Greets subject at arrival, asks them to sanitise hands and ensures the subject is eligible for asymptomatic testing
- Aids the subject in registering for the test if they are unable to complete a test personally
- Provides assistance for people who might not have the relevant digital information such as phone number and email address
- Guides people who are coming and for a valid reason need to test anonymously
- Directs subjects into testing area, ensuring testing area does not exceed maximum capacity
- Communicate to test subjects the purpose of participating in testing at your site and the testing journey.

Results Recorder

- Collates results from Processing Operatives and uploads to digital solution
- Reads test result outcome (marked by Processing Operative)
- Enters result into the results logging web app, if using a locally provided device, or native iOS results logging app, if using a DHSC provided managed device.
- This includes scanning of QR code (result is automatically sent to Test & Trace)

Cleaner

- Cleans testing desks, and other testing areas as required. As a minimum frequently touched surfaces should be cleaned twice a day, and one of these should be at the beginning or the end of the working day.
- Cleans the testing site in the case of a spillage.
- Working alongside the waste services providers to ensure waste is disposed (including health waste)

If you are able and interested in supporting in one or more of these roles please complete and submit the form that can be found [here](#) by Midday on Friday 8th January 2021.

We are very grateful for any support that can be offered and want to work together as a whole Academy community to combat and succeed against this terrible virus.

Many thanks



Mr T Hutchinson
Principal

