



31<sup>st</sup> December 2020

Dear Parents, Carers and members of the local community,

**Volunteers Needed**

As you will be aware the Government has asked all High Schools to run a mass testing programme for Covid-19 starting next week. We have already asked families to provide consent for their child to be tested and we are grateful to the families who have already responded. That survey remains open for a little while longer for anyone who has not yet had the chance to complete it. Now we must start to form our plan for the testing and we need your help.

The Government's aim is for each school to recruit a team of existing staff and volunteers who will support the testing process. The Government have detailed the roles required to complete tests and while the supervisory roles will need to be carried out by school staff other roles are suitable for volunteers as listed below:

<b>Test Assistant</b>	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processing Operatives. Ensures cleaning of swabbing bays.
<b>Processor</b>	Prepares test sample for analysis, conducts processing of LFT and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays.
<b>Registration Assistant</b>	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.
<b>Results Recorder</b>	Collates results from Processing Operatives and uploads to digital solution
<b>Cleaner</b>	Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste

High School students are expected to be able to administer the test on themselves and school staff will support the more vulnerable students, so Test Assistants will not be required to conduct the test on students.

While we are still waiting for further information which will allow us to plan the exact testing programme, we can at this point start to form our testing team. We are therefore interested to hear from anyone in the local community who would be willing to help. If you feel you would be able to volunteer please complete the survey on the link below – or forward this to someone else you know would be.

<https://forms.gle/CuEt4NUM8yMMctYE7>

Completing the survey is an expression of interest only at this point. We will contact everyone who submits their details on or shortly 4th January to discuss the matter further and arrange appropriate training. The usual safeguarding procedures for volunteers in the educational sector will be followed.

We are all aware of the increase of Covid-19 cases in our area, by engaging with this testing scheme we should be able to reduce the spread of the virus and help to keep all our families safe.

Yours sincerely,

Mrs S. Swinburn

Assistant Headteacher KS3