



E: childcaretestingprogramme@gov.scot

9 March 2021

NOTE FOR ALL DAY CARE OF CHILDREN PROVIDERS

To all registered day care of children services,

This note, which follows the notice sent on 19 February, is primarily for all settings in phase two of the asymptomatic testing programme. Phase two covers all standalone Early Learning and Childcare (ELC) and School-aged Childcare (SAC) settings registered with the Care Inspectorate which are not attached to schools. All such day care of children settings are in scope whether private, voluntary, independent or local authority operated and regardless of whether you are a provider of funded ELC or not.

ROUTINE ASYMPTOMATIC TESTING FOR STAFF

Thank you to all settings for engaging with their local authority to confirm contact information and the number of staff in your setting. We are presently finalising the data collection by checking all of this information. Following which we will be able to place the first order for a delivery of testing kits to settings.

Managing and preparing for deliveries

You will recall on the 19 February we were working towards the first delivery being made in bulk to a number of local hubs managed by local authorities for onward distribution and collection of test kits. While we have been undertaking the data collection we have continued engagement on distribution mechanisms with the suppliers and Deloitte who are supporting the delivery programme.

We can now confirm that we are able to make the first deliveries direct to settings, without the requirement to route through local hubs. These deliveries will be made by Brakes or Bidfood – the food distribution suppliers – regardless of whether your setting already receives deliveries from these suppliers.

In circumstances where some settings in a chain of sister settings have asked local authorities to combine their headcount so that a single order is made, we will take account of this within the direct deliveries.

When we have a confirmed delivery schedule we will be able to share this with you, this will provide you with a date on which your delivery will be made. Someone will be required to be available at the setting address to receive this delivery. More information about this will be shared as soon as possible.

It is likely that the Objective Connect Workspace, explained below, will be the key mechanism to communicate the delivery plans given that this will be contained in a spreadsheet. It is therefore vital that you carefully read the following information about Objective Connect and begin to familiarise yourself with it as soon as you receive the invitation to join.

Supporting Documentation and Materials – Objective Connect

In order to access important documents and guidance on routine asymptomatic testing of staff, you need to register on Objective Connect. In Objective Connect we will establish workspaces and organise settings into workspaces based on groups of local authority areas.

Objective Connect is a platform we can use to share the most up-to-date versions of resources that are essential for the asymptomatic testing programme. You are able to view and download documents shared in this workspace, including for onward sharing with staff in your setting.

You will receive an invitation to join a Workspace on Objective Connect either later this week or the week commencing 15 March. You will need to create an account in order to accept this invitation. Given the issuing of invites is a manual process which must be undertaken for each individual setting it will take us some days to issue all invitations, your patience is appreciated. We will let you know when all invitations should have been received as part of a future communication.

You will need to check back regularly in Objective Connect for any updates to key documents, a version control document will make clear those which have been changed.

Conclusion

We are working to ensure roll out of phase two as soon as possible and expect that to begin within a matter of weeks. It is crucial to support this roll out that you join Objective Connect Workspace and familiarise yourself with all the supporting documentation as described in the Annex to this notice.

Most of this information will need to be downloaded, printed and shared with staff to support their understanding of the testing offer and their own responsibilities if they choose to participate.

The safety of children and childcare staff remains our priority and, although, the evidence continues to show that childcare settings are low risk environments, we understand the importance of offering staff and families as much reassurance as possible. Therefore, alongside the safety measures and mitigations you are putting in place within your settings, this asymptomatic testing programme is an important part of ensuring settings remain as safe as possible.

Testing is voluntary. However, we are encouraging all settings and staff to participate in the programme for the wellbeing of their setting community.

We will remain in contact with you as the programme progresses. Should you have any queries, please e-mail the childcare testing programme via the following link:
[Childcare Testing Programme](#)

ANNEX – SUPPORTING DOCUMENTATION ON OBJECTIVE CONNECT

Document	What is it? What should I do with it?
Standard Operating Procedure	This is the detailed clinical and practical description of the approach to this kind of testing. It is developed and maintained on a cross-UK basis informed by the clinical advisors. You should take some time to read this.
Legal Agreement	This is the formal agreement which sets out the responsibilities of the workplaces which are participating in the process. You should read this, and you should note that by participating in the programme you are acknowledging acceptance of this legal agreement. You do not need to return this to us.
Data Protection Impact Assessment	This provides a completed template assessing the impact of the use of personal data as part of the testing programme. For your own records you may wish to complete this where relevant for your own setting and save a copy locally. You do not need to return this to us.
Privacy Notice	This notice sets out how personal information including test results will be treated, processed and stored. You should share this document with staff participating in the testing for their awareness.
Consent Form	This form should be provided to staff who wish to participate in the programme, who should delete as appropriate and sign the form. Settings should retain these signed forms for your records for 12 months following the end of the programme. Please note the reference to young people is only relevant to schools where senior phase pupils are participants.
How to Guide	This how to guide covers the entire process from receiving a delivery through to reporting on the results of individual tests. Setting managers should use this to familiarise themselves with the whole process and support staff to understand how testing will work and their responsibilities if they choose to participate.

Introduction to Rapid Self-Testing	This should be shared with staff, it may also be posted on notice boards.
How to do a Rapid COVID-19 Self-test	This should be shared with staff, it may also be posted on notice boards.
NHS Poster for Staff	This may be posted on notice boards in staff areas or around the setting.
Instructions for Use	These should be provided alongside the test kits.
Fact Sheet	This should be shared with staff, to support them to participate in the programme.
User Journey Diagram	This will support setting managers to understand the whole process in the form of a flow diagram and should also be shared with staff.
Frequently Asked Questions	This document contains a large range of FAQ, it covers the whole programme so some questions are schools focused and others are ELC/OSC focused as well as those which encompass both. Setting managers will wish to familiarise themselves with these FAQ and this will be your first port of call if you or staff members have any questions. It is regularly updated so you should check Objective Connect for the latest version at least once a week.
Test Kit Log	Setting managers or administrative staff will need to make a copy of this log and record on it the distribution of packs of test kits to members of staff participating. This includes recording the serial number of the packs, this is vital to allow any issues with the packs to be tracked. You should retain these logs for at least 12 months following the end of the programme. You may be asked for the logs by us or DHSC at any point to support tracing of kits e.g. if any batch faults are identified.
Template Staff Letter	This provides settings with a template letter to staff about the programme as part of inviting them to participate, you may wish to adapt for your setting purposes.
Template letter for parents	You may wish to tell parents about the testing which is being offered to staff, this template is provided to support that communication.