



Volunteer Centre
Sutton

Covid-19 Volunteering

Volunteer role description

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Organisation	This role is part of the Sutton Council COVID-19 Response Asymptomatic Targeted Testing (ATT)
Project	Covid-19 National Schools Testing Programme
Role Title	Covid-19 Schools Testing Assistant
Responsible to:	Reports directly to the Covid-19 Testing Team Lead
Location	The roles will be delivered across different locations across Sutton.
Commitment	<p>On the online registration form, you will be asked to select your availability from Monday – Friday and the hours you would prefer to volunteer. Depending on the Lateral Flow Testing operation at each school, dates and times will vary, but most schools have requested support in the morning or afternoon.</p> <p>After completing the registration form, you will receive a detailed rota that reflects the exact schedule from each school. We anticipate that the Covid-19 Schools Testing Programme will run for the next few weeks, so you do not need to commit to volunteering every day for the entire period.</p>
Purpose of Role	<p>As part of efforts to keep Sutton safe by reducing COVID-19 (coronavirus) cases in the borough, Sutton Council is helping Sutton schools to source people to help with the Lateral Flow Testing of asymptomatic staff and pupils.</p> <p>Lateral Flow Testing (LFT) is important because it will help us identify cases of COVID-19 in people with no symptoms, who may be unwittingly spreading the infection. Through doing this, we will help 'break the chain of transmission' of this disease. This testing is in addition to, and complements, the existing national testing programme for people with symptoms. The tests give results within 30 minutes, without the use of a laboratory.</p>
Role Description	<ul style="list-style-type: none"> • Direct staff and pupils to available testing stations and to the exit when they are finished • Provide clear guidance and advice to staff and pupils on how to perform an effective self-test • Oversee the self-test, giving encouragement, reassurance and empathy where needed • Collect the completed swabs and passes them to the Covid-19 Testing Processor • Provide regular cleaning to testing stations throughout day, and ensure cleaning of booths or sample collection station • Support general site set up, including appropriate signage to manage flow • Report any issues or incidents on-site to the Team Leader • Label all equipment accurately where required • Follow Public Health England (PHE) guidance on COVID-19 prevention measures, including: hands, face and space, social distancing and ventilation and other guidelines, ensuring compliance by all on Covid-19 secure site <p>You will need to be prepared to have a Lateral Flow Test twice a week and will be required to wear appropriate Personal Protective Equipment (PPE) for the duty you are undertaking (maximum of gloves, apron, mask, and visor for test station duties).</p>

Attitude	<ul style="list-style-type: none"> • Maintain a friendly and helpful presence and responds empathetically to general questions and anxieties with the correct information around the process for testing. • Reliable and trustworthy and able to respect confidentiality, as you might have access to sensitive information • Excellent communication skills with an ability to diffuse any potential conflict in a calm, clear and sympathetic way
Training and Induction	<p><u>Online Training Modules</u></p> <p>Volunteers will be required to complete various 15-minute online training modules that are relevant to the role. A short multiple choice online assessment will take place after each module.</p> <ul style="list-style-type: none"> • Testing Process Overview • Lateral Flow Device Process (Module 1) • PPE & Infection Control (Module 3) • Guiding Subject Through Swabbing • Meet and Greet (Module 5) <p><u>On-site Induction</u></p> <p>There will be a complete run-through of the swabbing and processing procedure which will be delivered in small groups.</p>
DBS	A DBS will not be required
Support and supervision	The Covid-19 Testing Lead will be always on-site, to ensure that you are happy in the role and are able to discuss any questions, concerns or feedback that you might have.
Volunteer Expenses	Volunteer expenses will be provided. Further information will be given after an application has been made.
Additional Information	Please note this role is not suitable for anyone who is currently shielding as they will have contact with many people, and, despite wearing PPE, it would not be advisable.
Recruitment Method	<p>To register your interest in volunteering, please complete Covid-19 Schools Testing Programme - Volunteer Registration form</p> <p>If you have any questions, please feel free to email schoolstesting@vcsutton.org.uk</p>