

COVID-19 Mandatory Vaccination Policy

Background

Huntingdale Primary School follows Department of Education and Training (DET) policy in relation to implementing the COVID-19 mandatory vaccination directions issued by the Victorian Chief Health Officer:

- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Visitors and volunteers must be advised to adhere to COVID Safety requirements set out in the DET School Operations Guide.



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Purpose

To:

- Ensure Huntingdale Primary School has appropriate processes in the collection and recording of vaccination status of volunteers and visitors
- Ensure all volunteers and visitors have a valid vaccination record when working a Huntingdale Primary School.
- Are compliant with the Victorian Government and DET policies in regard to vaccination.
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation

- The principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff.
- This policy works in conjunction with the following policies:
 - Visitors
 - Volunteers

Visitors and volunteers working on school sites

- Under directions issued by the Chief Health Officer, Huntingdale Primary School is required to collect, record and hold COVID-19 vaccination information from any person performing work on school site to ensure they meet the mandatory vaccination requirements in order to enter or remain on school site.
- For school staff (being teaching service staff and school council employed staff) this information is collected by DET. The



- DET also collects and manages vaccination information of certain contract providers that are managed centrally.
- For all other visitors working on school site, including volunteers and CRTs engaged locally, we are required to collect, record and hold vaccination information.
- The following information outlines the process Huntingdale Primary School staff must follow to ensure vaccination information is collected and recorded in accordance with the mandatory vaccination directions, DET and Victorian privacy laws.

Procedures for collecting and recording vaccination information

- Wherever possible we will contact volunteers and relevant visitors prior to their attendance on school site, to inform them of the vaccination requirements prior to attendance. At the same time, volunteers and relevant visitors will be reminded that they must not enter the school site if they are unable to provide vaccination information or if their vaccination information does not meet the requirements relating to mandatory vaccinations.
- All volunteers and visitors arriving on site to work will be required to present the school officer where staff will collect and record vaccination information in accordance with the DET Policy

[COVID-19 Vaccinations – Visitor and Volunteers on School Site.](#)

- Information will only be collected once, unless further information is required (such as when the person requires their second dose or where the requirements change, and we are required to collect further information as a result)
- Our staff must use the [Vaccination Status Register](#) to record the required vaccination information
- The vaccination register, and any additional vaccination information provided by a volunteer or visitor working on school site will be stored securely in the school office.
- If volunteers or visitors working on a school site are unable to provide the required vaccination information or the information provided does not meet the requirements relating to mandatory vaccinations, we will ensure they leave the school site immediately and report the incident to the Department's Incident Support and Operations Centre. For further information about how we will manage these situations, please refer to DET's Policy: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Parents and carers visiting school sites

- Under the Department's policy [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#) parents and carers who enter school buildings must have had at least one COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November 2021 or have a valid medical exception, with certain exceptions prescribed in DET's policy:
 - when attending to administer medical treatment to their own child when the treatment cannot be administered by the school.
 - when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer.
 - when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar.



- Parents and carers attending any event or activity **inside** a school building including, but not limited to tours, graduations, kindergarten transition, whole of school events are required to show evidence of vaccination.
- Meetings and other discussions (such as Student Support Group meetings) with parents and carers who do not meet vaccination requirements should be held virtually.
- Parents and carers attending school sites for drop off and pick up who do not enter school buildings do not need to comply with vaccination requirements.
- In accordance with this policy, our school will ask all parent to use the office door entry when entering school buildings, check-in using the QR Code, and show office staff their vaccination status or a valid medical exception. Vaccination information of parents and carers will not need to be recorded, unless they are attending the school to work on site.

Evaluation

This policy will be reviewed as part of the school’s 3-year cycle or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
12 November- Principal		