

# PRINCES HILL PRIMARY SCHOOL COVID-19 MANDATORY VACCINATIONS INFORMATION COLLECTION AND RECORDING PROCEDURES



Princes Hill Primary School follows Department of Education and Training 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 Working on School Sites.](#)

Under directions issued by the Chief Health Officer, we are 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 the Department. The Department also collects and manages vaccination information of certain contract providers that are managed centrally by the Department.

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 Example School staff must follow to ensure vaccination information is collected and recorded in accordance with the mandatory vaccination directions, Department policy 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 to our school office where staff will collect and record vaccination information in accordance with the Department policy: [COVID-19 Vaccinations – Visitor and Volunteers Working 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 is stored securely in the 'Vaccination Documentation' folder in U drive of the school's admin server.
- Visitors planning to attend school events, for example but not limited to, school assemblies, expos or graduations are encouraged to present their vaccination documents to the school

office in the days or weeks prior to the event in order to manage the workload of the school's office staff.

- 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 the Department's policy: [COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites](#).

If staff have any questions in relation to these procedures, contact the Business Manager.