



COVID-19 Vaccination Policy – Procedures and Forms

The following procedures and forms support implementation of the KSCS COVID-19 Vaccination Policy including:

1. COVID-19 Vaccination Procedure
2. Individuals Impacted by the Directions Table
3. Sign in Procedures
4. Education Worker Directions (No 4) Schedule 3
5. Information to support discussions about COVID-19 and Vaccinations

1. COVID-19 Vaccination Procedure

Kerry Street Community School (KSCS), as a registered non-Government school, complies with all directions required of it under applicable legislation, including the *School Education Act 1999*, *Occupational Safety and Health Act 1984*, the *Privacy Act 1988* and the *Public Health Act 2016*. We respond appropriately to the ever-changing COVID-19 restrictions and requirements, including compliance with Government mandates and Directions. Our focus is, and will remain, on provision of education for our students and providing an optimum learning environment. KSCS is committed to keeping our staff, parents and students informed of any changes required of us in relation to public health orders

Education Worker (Restriction on Access) Directions No.4

- A.** Under these Directions, if Education Workers do not meet the mandatory vaccination requirements, they will not be able to attend school, community kindergarten, or boarding/residential facility sites to work.
- B.** If a person is required to be vaccinated under the Directions, they will be excluded from an education facility from 1 January 2022 if they haven't had their first dose by that day.
- C.** In addition, if a person is required to be vaccinated under the Directions, they will be excluded from an education facility from 31 January 2022, the start of Term 1, if they are not double dose vaccinated by that day.
- D.** Employees are required to follow the Directions. Employees who do not comply may be subject to disciplinary action, which can include termination of employment.

Booster Vaccination (Restriction on Access) Directions No.2

- A.** Under these Directions, if Schedule 1 employees of the Booster Vaccination Directions do not meet the booster vaccination requirements, they must not enter, or remain on the school site, unless the person is exempt.
- B.** From 31 January 2022, a person becomes eligible for their booster vaccination 3 months after the date they became fully vaccinated.
- C.** If eligible, a vaccination directed person must receive a booster vaccination within one calendar month of the date the person first became eligible, or by 5 February 2022, whichever is the latter.
- D.** Employees are required to follow the Directions. Employees who do not comply may be subject to disciplinary action, which can include termination of employment.

Evidence of Vaccination

- A.** Evidence of vaccination (or exemption) will be required before entering the school site. The school will collect evidence directly from all employees and community members, whilst an assurance of vaccination status will be obtained from third party providers.
- B.** The Chief Health Officer has approved the following forms of evidence as proof of vaccination against COVID-19:
 - 1.** written confirmation of vaccination issued by the Department of Health of the COVID-19 vaccination; or
 - 2.** a COVID-19 digital vaccination certificate or an immunisation history statement showing the COVID-19 vaccination recorded on the Australian Immunisation Register; or

3. an International COVID-19 Vaccination Certificate issued by the Commonwealth Government showing the COVID-19 vaccination recorded on the Australian Immunisation Register.
- C. The COVID-19 vaccination status of employees and any other individuals is considered sensitive health information under the *Privacy Act* and the School will comply with their obligations under privacy legislation. See the *KSCS Privacy Policy* and the *KSCS Records Management Policy*.
 - D. Where an employee or individual refuses to provide information regarding their vaccination status and a public health order or direction applies, the school can deem that employee to have not been vaccinated and take appropriate measures.
 - E. The School may be required to collect vaccination status and medical exemption information on an ongoing basis. As further vaccines become available, some medical exemptions may no longer be applicable or may need to be reissued to ensure that they are still relevant.
 - F. Employees are required to provide an updated Proof of Vaccination once they have received their booster vaccination.

Exemptions

- A. Medical exemptions must be obtained from the Australian Immunisation Register using an IM011 form. This can only be completed by eligible health professionals and submitted to the Australian Immunisation Register for assessment.
- B. Proof of a medical exemption can be found on an individual's Immunisation History Statement.
- C. A person may also apply for a temporary medical exemption from the Chief Health Officer.
- D. A person attending the school site outside of school hours is exempt.
- E. Parents/carers or family members that are picking up or dropping off a student or attending the school for a purpose relating to a student's needs are exempt.

Choosing not to be vaccinated or to share vaccination status

- F. If a person is required to be vaccinated under the Directions, they will be excluded from the school site from 1 January 2022 if they haven't had their first dose by that day.
- G. In addition, if a person is required to be vaccinated under the Directions, they will be excluded from the school site from 31 January 2022, the start of Term 1, if they are not double dose vaccinated by that day.
- H. If a person is required to receive the booster vaccination under the Directions, they will be excluded from the school site 1 month after their date of booster eligibility (currently, 4 months from the day they became fully vaccinated).
- I. The School will consider the circumstances of any employee who chooses not to receive a COVID-19 vaccine or who chooses not share evidence of their vaccination status, on a case-by-case basis. The School will meet with the employees concerned to discuss their situation and review the potential options available.
- J. If there are no suitable alternatives available or the options have been exhausted, it may that the employment relationship will come to an end because the employee can no longer fulfil the obligations under the employment contract.

Penalties

- A. It is an offence for a person to fail, without reasonable excuse, to comply with any of these directions, punishable by a fine of up to \$20,000 for individuals and \$100,000 for bodies corporate.



Individuals Impacted by the Directions

Please note: The following information is based on the *Education Workers Directions No. 4*. In the ever-changing climate government announcements may arise which will override the information listed below. Any impacting changes will be communicated to school community.

Category of person		Examples (Not limited to)	Vaccination required Y / N	Evidence to be collected	Notes / comments / exemptions
Employees	1.1 Teaching, Administration, and Support staff	Classroom Teachers Specialist Teachers Education Assistants Principal Bursar Administration Assistant Wellbeing Coordinator	Y	Evidence of vaccination or exemption	All staff working at a school site are required to be vaccinated. Teachers who visit the school are required to be vaccinated. This includes music teachers, language teachers, and specialist program teachers. In order to commence a period of employment, new staff are required to be vaccinated. Staff on long-term leave, e.g., long service leave and maternity leave, are required to be vaccinated prior to return from leave.
	1.2 Relief staff	Relief Teacher Relief Education Assistant Relief Specialist Teacher	Y	Evidence of vaccination or exemption	All casual/relief staff are required to be vaccinated.
	1.3 Ancillary staff member	Parent Coordinators: Cleaning Coordinator Internal Maintenance Coordinator	Y	Evidence of vaccination or exemption	Parent Coordinators are required to be vaccinated.

		External Maintenance Coordinator Community Jobs Coordinator			
2. Practicum and work placements	2.1 Pre-service teachers	University Students TAFE Students	Y	Evidence of vaccination or exemption	Pre-service teachers are required to be vaccinated prior to commencing their practicum placement.
	2.2 Student work placements	High School Students	Y	Evidence of vaccination or exemption	Students completing work placements, work experience, or volunteering, are required to be vaccinated
	2.3 Others completing practicum placement	Art Therapy Students	Y	Evidence of vaccination or exemption	
3. Parents/Carers	3.1 Parents/carers picking up and dropping off children	Parents/ Carers Family members Visitors	N	N/A	Parents/carers and visitors who pick up and drop off students are not required to be vaccinated.
	3.2 Parents /carers attending school for a purpose relating to a student	Parent meetings Parents/carers supporting a child 1:1 to transition into school Parents/carers supporting a child 1:1 as documented in an individual plan	N	N/A	Parents/carers or family members that are attending the school for a purpose relating to a student's needs are not required to be vaccinated. Parents/carers supporting supporting students 1:1 with anxiety, mental health, and self-regulation as documented in an individual plan are not required to be vaccinated. Parents/carers supporting a child 1:1 to transition into school including Kindergarten parents/carers and parents/carers attending a student trial are not required to be vaccinated.
	3.3 Parents/carers who visit the school for student related events	Parent/carers attending: Community meetings Community workshops	N	N/A	Parents/carers and visitors who visit the school for student related events are not required to be vaccinated.

	School performances Orientation				
3.4 Parents/carers who visit the school outside of school hours	Parent meetings After school activities Community Jobs Community events	N	N/A		Parents/carers attending the school site outside of school hours, are not required to be vaccinated.
3.5 Parents/carers who visit the school on an ad hoc basis (less than once per week)	Parent/carers attending: Classroom support Reading volunteers Excursions Cooking school lunch Completing community jobs	N	Ad hoc sign in requirement		Parents/carers, volunteers, and community members who come to school on an ad hoc basis to work, participate in, or facilitate activities are not required to be vaccinated. Attendance at school is cumulative and non-vaccinated parents/carers, volunteers, and community members may only attend school once per week in total for all activities outside ones permitted in points 3.1, 3.2, 3.3 and 3.4.
3.6 Parents/carers and community members who visit the school on a regular basis (more than once per week)	Parent/carers attending: Education support Literacy/numeracy support Completing community jobs	Y	Evidence of vaccination or exemption		Parents/carers, volunteers, and community members who come to school on a regular basis to work, participate in, or facilitate activities are required to be vaccinated. Parents/carers and community members who volunteer in canteens, uniform stores, literacy/numeracy, or education support programs, or any other activity on a regular basis, are required to be vaccinated.
3.7 Parent/carers, volunteers and community members who attend overnight camp	Parent/carers attending: School camp Sleepovers	Y	Evidence of vaccination or exemption Ad hoc sign in requirement for day trips		Parents/carers attending camp for a day trip on an ad hoc basis are not required to be vaccinated

4. Playgroup	4.1 Playgroup attendees	Facilitators Parents/carers Visitors	Y unless attending on an ad hoc basis	Evidence of vaccination or exemption Ad hoc sign in requirement	Parents/carers, community members, and visitors attending playgroup on an ad hoc basis are not required to be vaccinated. Attendance at school is cumulative and non-vaccinated parents/carers, volunteers, and community members may only attend school once per week in total for all activities outside ones permitted in points 3.1, 3.2, 3.3 and 3.4.
	5.1 Volunteers attending the school site during school hours on a regular basis	Volunteers Board members Parent Forum members	Y	Evidence of vaccination or exemption	Volunteers, Parent Forum, and Board members attending the school site during school hours on a regular basis are required to be vaccinated.
5.2 Volunteers attending the school site outside of school hours or on an ad hoc basis	Volunteers Board members Parent Forum members	N	Ad hoc sign in requirement during school hours	Volunteers, Parent Forum, and Board members attending the school site outside of school hours or on an ad hoc basis are not required to be vaccinated.	
6. Allied Health Professionals	6.1 Allied Health Professionals	Occupational Therapists Speech Therapists Physiotherapists Psychologists Counsellors	Y	Evidence of vaccination or exemption	When working at a school, therapists are required to be double dose vaccinated in line with the Primary Health Care Directions.
7. Third Party Providers	7.1 Contractors and External Providers who attend school sites	Cleaners Support Services Construction Services Excursion Providers	Y	Confirmation of employee vaccinations and/or evidence of vaccination or exemption	Contractors or external providers who attend school sites are required to be vaccinated. This includes contractors, sub-contractors, any person engaged to provide goods, services, and/or works at the school site, representatives from other government departments, social workers, nurses, and any other external providers.

	7.2 Contractors and External Providers that attend the school site on an ad hoc basis	Cleaners Support Services Construction Services Excursion Providers	N	Ad hoc sign in requirement during school hours	Any person engaged to provide goods, services, and/or works on an ad hoc basis (no more than once per week) are not required to be vaccinated. Excursion providers and external staff associated with excursions off site, e.g., swimming instructors and camp activity providers, are not required to be vaccinated. A person who delivers goods on an ad hoc basis or who is not required to come within 1.5 metres of students at the school are not required to be vaccinated.
8. Third party / community user	8.1 Third party/community user – facility access	Users of: Hall Hire Kitchen Hire	N	N/A	Third party/community users only work at school after school hours and are not required to be vaccinated. E.g., this includes sports groups, language classes, musical groups, scout groups, volunteering groups, dance classes and church groups.
9. Department of Education / AISWA	9.1 Department of Education / AISWA Employees	PL Facilitators Consultants Regulators	Y	Evidence of vaccination or exemption	A person employed or engaged in the Department of Education or AISWA who attends the school site other than on an ad hoc basis are required to be vaccinated.

3. Sign in procedures

All reference to vaccination status will remain completely confidential.

Procedure:

- A. All parents attending school beyond dropping off / picking up children must sign in at the office.
- B. Administration will enquire as to reason for attending the school site.
- C. Unvaccinated adults can attend school site during school hours for the purpose of:
 - a. 1:1 support for child/ren as documented in an Individual Plan or support to transition into school
 - b. Attending school related events
 - c. Attending outside of school hours
 - d. Attending the school on an adhoc basis (no more than once per week)
- * More information regarding individuals impacted by the Education Worker Directions, please see Vaccination Policy and Procedure
- D. Administration will record purpose for attendance and ensure that either vaccination certificate is sighted, or visitor falls into one of the above categories.
- E. Visitors will be issued with a visitors pass.
- F. Visitors must sign out upon departure.

4. Education Worker Directions (No 4)– Schedule 3 School Worker

Complete document: [Education Worker Restrictions on Access Directions \(No.4\).pdf](#)
www.wa.gov.au

Column 1 – School worker

Column 2 – Exempt persons

Schedule 3

School worker

Row	Column 1	Column 2
1	<p>A person who is employed or engaged to work at a school or boarding premise by the Department of Education or the owner, operator or person in charge of the school or the boarding premise.</p> <p><i>Note: This includes a person engaged or employed on a casual or ad hoc basis by the Department of Education or the owner, operator or person in charge of the school or boarding premise, such as a relief teacher, an education assistant, a school officer or any other education staff working at a school or a boarding supervisor at a boarding premise.</i></p>	<p>A student who is enrolled at the school or resides at the boarding premise.</p> <p><i>Note: Students enrolled at a school are not required to be vaccinated to attend the school at which they are enrolled. However, a student enrolled at a school may be required to comply with vaccination requirements in these or other directions for the purposes of a placement or volunteer work, coordinated by the school, in a Group 1 or Group 2 industry or occupation.</i></p> <p>A person who is a parent, carer or family member who is picking up or dropping off a student or is attending the school or boarding premise for a purpose relating to a student.</p> <p><i>Note: This includes a parent who attends a school for a parent teacher meeting.</i></p>
2	<p>A person who is on a placement at a school or boarding premise as a formal part of their education, including an apprentice or student on work experience.</p> <p><i>Note: For example a student from another school, a vocational education and training institution or a university on a placement at a school.</i></p>	

Row	Column 1	Column 2
3	<p>A person who provides goods or services at a school or boarding premise and is employed or otherwise engaged, including in a voluntary or unpaid capacity, to work at a school or boarding premise by the owner, operator or person in charge of the school or boarding premise or a third party on behalf of the owner, operator or person in charge of the school or boarding premise including:</p> <ul style="list-style-type: none"> (a) a person engaged by a labour hire firm that provides staff to supplement the permanent workforce and contractors; (b) an administrative staff member including a person working in administration, policy, management or reception services; (c) an ancillary staff member including a cleaner, a gardener, a handyperson a person performing food preparation services and a person providing maintenance services. <p><i>Note: This includes swimming instructors.</i></p>	<p>A person who is an ad hoc volunteer.</p> <p>A person who provides goods and services on an ad hoc basis, including but not limited to a tradesperson, drainer, gasfitter, plumber, mechanic, electrician, builder, air conditioning or refrigeration worker, metal fabricator, plumber, plasterer.</p> <p>A person who delivers goods on an ad hoc basis or who is not required to come within 1.5 metres of students at the school or boarding premise.</p>
4	<p>A person who participates in or facilitates activities at the school or boarding premise other than a person who does so on an ad hoc basis only.</p> <p><i>Note: This includes parents and community volunteers, such as those working in the canteen, uniform store, involved in school</i></p>	<p>A person who is a visitor to a school or boarding premise, including a parent, carer of family member of a student or volunteer, who participates in or facilitates activities at the school or boarding premise on an ad hoc basis only.</p>

Row	Column 1	Column 2
	<i>literacy programs, parent excursion supervisors and members of any Parents and Citizen (P&C) committees.</i>	A person who enters, or remains at, a school outside of school hours other than a person of the kind set out in rows 1, 2, 3 or 5 of column 1 of this schedule.
5	A person employed or engaged in the Department of Education who attends a school or boarding premise other than on an ad hoc basis only.	

4. Information to support discussion about COVID-19 and Vaccinations

At parent request, staff have discussed how we will respond to students' discussions regarding vaccinations. As always, we will respond to discussions using and Non-Violent Communication approach. First and foremost, the start to our school year will focus on setting classroom agreements, including inclusivity and respect for others.

Where possible, we aim to limit discussions on this topic as we are aware it is an emotive issue for all. Staff will be using protective interrupting strategies and requesting students save such discussions for home. We will be using the phrase "People have different thoughts and opinions on this topic, so this is a conversation for home." We also ask that families respect this request and also have these conversations off school grounds and out of earshot of students. Please be understanding if a staff member asks you to have a conversation in a different location. This request has come from both staff and the school community.

Where discussions do take place, we will use NVC phrasing and principles. We will also focus on inclusive phrasing such as 'things we do to be healthy' and 'employing good hygiene practices to protect from all germs. We will avoid using terms such as 'pro' and 'anti' and instead explain that different people and different families think differently, and everyone should be respected.

Finally, at parent request, I have attached, and listed below, a number of resources to support these conversations at home. Included is an image of our current staff members in masks. Resources are broad and cover a number of topics. Please note that at school our focus will be on redirecting children to have conversations regarding COVID-19 and vaccinations at home, therefore, there isn't any single resource that we will be drawing on at school. Staff have contributed to and are aware of this resource list.

Communicating with Children

[Communicating with children about COVID-19 - Emerging Minds](#)

[Coronavirus \(COVID-19\): How to Talk to Your Child \(for Parents\) - Nemours KidsHealth](#)

[COVID-19: family guide | Raising Children Network](#)

<https://raisingchildren.net.au/.../face-masks-coronavirus...> (Using play to reduce anxiety around masks)

<https://view.publitas.com/.../my-teacher-wears-a-mask/page/1> (Great social story to read to your child)