



COVID-19 Vaccination Policy

Introduction

This policy sets out York Childcare's stance as an organisation on employees being vaccinated and how the vaccination programme impacts our workforce.

COVID-19 vaccination programme

All adults in England have now been offered at least 2 doses of a COVID-19 vaccine. The UK Government and NHS state that vaccines are safe and effective and getting fully vaccinated is the best way of protecting you and others against COVID-19.

Vaccines are being administered at vaccination centres, including some hospitals, sports stadiums, conference centres and GP surgeries. YC encourages employees who are not registered with a GP to do so as soon as they can. See government guidance on How to register with a GP surgery for information on how to do this.

Individual's decision

We ask that, employees take the opportunity to be vaccinated. We understand that this is ultimately each individual's choice, but we encourage our workforce to make an informed decision by:

- reading up about COVID-19 vaccinations via official sources;
- paying attention to the information the NHS provides when offering a vaccine;
- being wary of misinformation around COVID-19 vaccinations put out by unreliable sources: and
- consider the impact of not being vaccinated on you, your colleagues, the children in your care and their families some of whose members may be vulnerable.

Further information

Information on the national COVID-19 vaccination programme is set out at [COVID-19 vaccination programme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/covid-19/vaccinations), which includes details of:

- vaccination of specific groups, such as pregnant individuals and older people
- what to expect after your vaccination, including guidance on returning to normal activities; and
- the safety and effectiveness of being vaccinated; and
- what to expect after your vaccination, including potential side effects.

Time off for vaccination appointments

To assist our workforce, we are providing all employees with up to two hours additional paid leave in 2021 to attend COVID-19 vaccination appointments.



Employees should obtain approval from their line manager in advance of taking time off to attend a COVID-19 vaccination appointment. As much notice as possible is required by employees who wish to take time off for this purpose. YC may, at their discretion, ask employees to produce evidence of their appointment.

Return to work following vaccination appointments

Following a vaccination, employees should be able to resume their normal activities, including working, as long as they feel well.

This means that employees should return to work as soon as they can after their vaccination appointment. If it is not practical for the employee to return to work immediately after their appointment, for example if it is towards the end of their working day, this means that employees should return to work on the next day they are due to be working after their vaccination appointment.

However, employees who are unwell after receiving a coronavirus vaccination should take sickness absence in the usual way. Please refer to YC's sickness policy.

Treating colleagues with respect

YC recognises that the subject of the COVID-19 vaccination programme can be divisive and lead to the expression of strong opinions. However, employees must remain responsible and respectful when communicating with colleagues about COVID-19 vaccinations.

Employees must not act against colleagues in a way that could amount to bullying or harassment, for example mocking a colleague's views on COVID-19 vaccinations or foisting their own views on COVID-19 vaccinations on others.

Notifying YC of vaccines status

In order for YC to meet our health and safety obligations to provide a safe workplace and to minimise the impact to the business of any employee not being fully vaccinated, YC requires all employees to confirm their vaccination status to their Line Manager when requested.

Vaccinated staff will be required to confirm the dates they received their vaccination or when they have booked to receive their vaccine.

Staff who do not intend to be vaccinated or have been advised not to be vaccinated on medical grounds must also inform YC of this. Your decision will be treated respectfully and will only be shared with others if deemed essential.