



COVID-19 Mandatory Vaccination

Information Collection and Storage Procedures

PURPOSE

To detail Victorian College for the Deaf's procedures for viewing and storing COVID-19 vaccination certificates and medical exemptions for visitors, parents and contractors.

POLICY

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers are vaccinated or medically exempted before entering school buildings.

More information about vaccination requirements can be found here: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Collecting and storing vaccine information

Schools must sight the vaccination certificate (or relevant medical exemption) of all visitors, and record on a register:

- the name of the worker or individual accessing the site
- their vaccination status
- the name of the staff member who sighted the evidence
- the date the evidence was sighted
- the nature of that evidence (for example, COVID-19 vaccine digital certificate, immunisation history statement, or medical exception letter or certificate).

This register is kept securely at the school. It may be provided to the Department of Education upon request.

RELATED POLICIES AND RESOURCES

- Visitors Policy
- Volunteers Policy
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook
- Parent handbook

REVIEW PERIOD

This policy was last updated on 17th November 2021 and is scheduled for review in November 2022.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 17th November 2021.

