



The Olympus Academy Trust Vaccination Policy

Document Summary

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On School Websites?	Yes
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Amendment History

Version	Amendment Date	Author	Amendment Summary
v0.1	1 st March 2021	Head of HR	<ul style="list-style-type: none"> New Policy
v0.1	9 th March 2021		<ul style="list-style-type: none"> Approved by RNC.
v0.1	10 th March 2021		<ul style="list-style-type: none"> Consulted on by JCNC. No comments.
v0.1	1 st April 2021		<ul style="list-style-type: none"> Approved by the Board of Trustees
v1.0	1 st April 2021		<ul style="list-style-type: none"> Policy Issued.

1. Purpose

- 1.1 A vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects our workforce and the related rights of our employees.

2. Vaccine Status

- 2.1 Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

3. Our Stance

- 3.1 As an employer, The Olympus Academy Trust have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.
- 3.2 Because of this, we encourage our employees, in line with Government guidance, to take up the opportunity to have the vaccine when it is offered to them.
- 3.3 The Trust expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

4. Making an Informed Decision

- 4.1 It is normal that some of our employees may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as the NHS. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.
- 4.2 Olympus Academy Trust is currently running an awareness campaign on the vaccine, with our Occupational Health providers Medigold Health and you can find more information about this [here](#).

5. Having the Vaccine

- 5.1 Current Government strategy for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.
- 5.2 The Trust encourage employees to verify a notification purporting to provide vaccine appointment details if this appears suspicious due to a number of scams attempting to gain bank details.
- 5.3 Employees should notify their line manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees must provide written evidence of the appointment date and time to their manager.
- 5.5 Vaccine appointments are to be treated in the same way as other medical appointments as outlined in the Trust's leave of absence policy which states:

“Medical/Dental Appointments – Employees (both full and part time) should, if possible, arrange medical, dental and other similar appointments outside their normal working hours. If it is not possible for an employee to do this, the employee should endeavour to arrange the appointment at a time that will cause the least disruption to their work, for example at the beginning or end of the working day.

Any employee who wishes to take time off to attend these appointments must notify their line manager as soon as possible and obtain approval for the time off work. Where appropriate, supporting documentary evidence may be requested (e.g. an appointment card or medical certificate).

Paid time off will normally be granted for employees attending medical appointments where the line manager is satisfied that it would not be practical to arrange the appointment outside of the school day.

Non-urgent medical appointments would normally be expected to be taken outside of the working day, and therefore the line manager may request the employee to reschedule a non-urgent appointment if its timing would cause disruption to the running of the school or the completion of vital or urgent work.”