**Coronavirus vaccine policy v1 (this is an example vaccine policy that has been prepared for providers by ARC England. In offering the example, ARC is not able to guarantee that the policy meets UK employment law or other relevant legislation. Providers are advised to seek appropriate professional advice in relation to changes made to the employment contracts of existing staff)**

**Date XXXX**

**Rationale**

The Government has implemented a regulatory piece of legislation in order to reduce the spread of coronavirus in care homes to protect residents who are vulnerable to the disease. The regulations require that “the registered person for nursing and personal care” in a care home in England must ensure that no one enters the care home unless they can provide evidence that they have been fully vaccinated by an authorised vaccine against coronavirus, subject to certain exceptions.

Change to the legislation

<https://statutoryinstruments.parliament.uk/timeline/st4lp11z/SI-2021/>

**Policy**

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. This policy is applicable to all staff starting with us from the (insert date) and all existing staff with effect from (insert date).

Vaccine status

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine has usually been 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. However, with effect from Thursday 11th November 2021, the regulations under which our registered care homes are required to operate include as a condition of deployment in a frontline role that all staff will have received both doses of the Covid-19 vaccination. This means that all staff deployed in a frontline role must have received the first dose by Thursday 16th September 2021 to allow for the eight-week gap between doses and to ensure that they are fully vaccinated by Thursday 11th November 2021.

With effect from (date), all new staff joining (organisation name) where they may be deployed in a front line role in a registered care home setting will be required to demonstrate that they are fully vaccinated or are covered by one of the exemptions in the [Green Book.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/998309/Greenbook_chapter_14a_1July2021.pdf)

For existing staff working in front line roles in registered care settings, from Thursday 11th November 2021, it will be unlawful for (organisation name) to deploy you in such a role unless you have been fully vaccinated or are covered by one of the exemptions in the [Green Book](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/998309/Greenbook_chapter_14a_1July2021.pdf).

Because this represents a change to the terms and conditions of employment of existing staff, (organisation name) will consult with staff, staff representatives and Health and Safety representatives collectively and individually in relation to the implementation of this policy. Whilst the consultation process may result in changes to some aspects of the implementation of the policy, from Thursday 11th November 2021, it will not be possible for (organisation name) to operate registered residential care homes unless front line staff have been vaccinated or are subject to a Green Book exemption.

As part of the consultation process, existing staff will receive no less than their statutory or contractual notice (whichever is longer) of the change to their terms and conditions or where collective consultation is required, the minimum times prescribed by statute.

For those staff who work in residential care home settings who are not covered by a Green Book exemption and who choose not to receive the vaccination, (organisation name) will no longer be able to deploy you in a frontline role with effect from Thursday 11th November. Whilst we will seek to deploy such staff in alternative roles, where it is not possible to do this, following a process which will include an investigation into the circumstances of the individual staff member and the offer of support through 1:1 meetings, your employment with (organisation name) may come to an end.

Our stance

As an employer, we 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.

The vaccine to prevent serious health effects from coronavirus has been developed and made available to all members public. Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

We 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.

Making an informed decision

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.

[Optional] The organisation is currently running an awareness campaign on the vaccine, and you can find more information about this at [insert details].

Having the vaccine

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.

We 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.

Employees should notify [insert name/role] 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.

[Select from the paragraphs below and delete as appropriate]

Vaccine appointments are to be treated in the same way as other medical appointments so, where possible, employees should attempt to secure an appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. Where time is taken off work to attend the appointment, this will be unpaid.

[OR]

Vaccine appointments are to be treated in the same way as other medical appointments so, where possible, employees should attempt to secure an appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. Employees are required to make up time taken off work to get the vaccine, as agreed with the employee’s manager.

[OR]

Employees should attempt to secure a vaccine appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. Where time is taken off work to attend the appointment, this will be paid to a maximum of …… hours per appointment. Time taken in excess of this on each separate occasion will be unpaid.

[OR]

Employees should attempt to secure a vaccine appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. Time taken off work to attend the appointment will be paid.

[OR]

Employees are entitled to paid time off to attend a vaccine appointment.

[OR]

[Insert other arrangements for time off/pay during time off]

**Equality Impact Assessment**

All Colleagues, volunteers and workers are required, when following this policy, to ensure that they do not disadvantage any person or group on the grounds of race (including colour, nationality, ethnic or national origin), religion or belief, age, sex, gender reassignment, disability, sexual orientation, being pregnant or on maternity leave and/or being married or in a civil partnership

Resources (can be deleted)

Consultation response

<https://www.gov.uk/government/consultations/making-vaccination-a-condition-of-deployment-in-older-adult-care-homes/outcome/making-vaccination-a-condition-of-deployment-in-care-homes-government-response#appendix-amendment-of-the-code-of-practice>