**Notice to Staff**

**Vaccine: Take it, Promote it, Record it. Let’s keep Covid down.**

The last year has been a difficult time for those working within prisons, and we thank you for your perseverance and continued commitment to those in our care. We share your disappointment that HMPPS staff were not prioritised for vaccinations earlier this year but are hopeful that the swift pace of the government rollout will mean that all our staff will have been offered a vaccine in the coming weeks.

Public Health England have stated that **a large proportion** of staff working in prisons need to be vaccinated to reduce Covid-19 transmissions and prevent further outbreaks across the estate.

Within HMPPS, we have set up a vaccine reporting option on every staff member’s SOP, to help us get a picture of vaccine coverage across the organisation. Knowing the proportion of staff vaccinated helps HMPPS and public health leaders to understand the risk in each of our services and, if it is high, may help to have fewer controls and restrictions.

Recent data suggests that two thirds of staff who are currently eligible for the vaccine have so far reported this on SOP. We appreciate your assistance in this matter and encourage all remaining staff who have been offered the vaccine to record on SOP whether they have accepted or declined the vaccine.

Your data on SOP will not be used to challenge your decision on whether to accept the vaccine, nor will it be used to challenge the timing of when you received it. HMPPS staff may have been offered vaccination as part of local arrangements in the community where there are surplus vaccines available, or because of other circumstances. It is obviously a personal choice to accept the vaccine, but you are encouraged to update your SOP record to let us know your decision. We continue to encourage any staff who are offered vaccine to take up that offer.

Recording your vaccination status on SOP is easy and will make a real difference. It’s very simple and quick to do.

Once you have logged in to SOP, click ‘My Further Information’ and then ‘My Vaccination Information’. There are only 3 fields to complete; vaccination type (1st or 2nd dose), accepted or declined and then, if accepted, date of vaccination.

If you don’t have access to a computer or struggle to access SOP, you can also consent to your line manager updating SOP on your behalf. Just inform your line manager of whether you have accepted or declined the vaccine and the date on which you did so.

If you have a sickness absence resulting from side effects of the Covid-19 vaccine, your line manager will request your consent to update your vaccination status on SOP.

We are happy to answer any queries you may have and would ask that you refer to the [FAQs](https://intranet.noms.gsi.gov.uk/support/covid-19-coronavirus/staff-and-managers2/vaccines) available on the intranet if you have immediate questions. Any questions not answered within this FAQ can be directed to [hmppsvaccines@justice.gov.uk](mailto:hmppsvaccines@justice.gov.uk)