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|  | **Her Majesty’s Prison and Probation Service**    HMPPS Covid-19 Response  MoJ  102 Petty France  London      Email [HMPPSVaccines@justice.gov.uk](mailto:HMPPSVaccines@justice.gov.uk) |
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| 27 May 2021 |
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Dear Governors,

**Staff Vaccination Status Reporting on SOP**

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 are aware that many staff were disappointed with the JCVI decision not to prioritise prisons for vaccination and that this may impact on their willingness to share their vaccination status with us. We 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 and that this comms package will assist in explaining the importance of reporting their vaccination status on SOP.

Public Health England have stated that **80% or more** of staff working in prisons need to be vaccinated to reduce Covid-19 transmissions and prevent further outbreaks across the estate.

At HMPPS, we have set up a vaccine reporting option on every staff member’s SOP, to help us get a picture of vaccine coverage numbers. Recent data suggests that only two thirds of staff who are currently eligible for the vaccine have so far reported this on SOP.

Accurate reporting of staff vaccination levels become increasingly critical as prisons look to progress to Stage 2 of regime recovery, as vaccination data will be a contributing factor in determining prison’s RAG ratings at the weekly heatmap panels.

We require your assistance in improving reporting figures and would therefore ask that the following actions are taken by **25th June**:

* Encouragement of all remaining staff who have been offered the vaccine to record whether they have had or declined the vaccine on SOP. A draft Notice to Staff has been provided to assist with this.
* All line managers or the People Hub manager (where they have access to all hierarchies) to run a staff vaccination report. This can be done be accessing ‘My Team Information’ on SOP and clicking ‘Cross Team Vaccination Report’. Line managers should approach all staff who have not recorded either receiving or declining a vaccine and, with their consent, update SOP on their behalf to include this information.
* Governors to request that all non-directly employed staff and external providers report their staff vaccination status to the prison. Disclosure of vaccination status is voluntary, but we would encourage all staff working within prisons to assist us in this endeavour by reporting their status to their employer. We have provided a draft letter for this and a smart survey link for providers to report their information to us directly. This will allow us to capture staff working within the closed environment who cannot report via SOP.

We recognise that not all staff will have been offered a vaccine yet and would therefore advise that:

* Line managers repeat the above exercise with their staff and update SOP accordingly between **19th – 23rd July**.
* Governors ask **external providers to repeat the above exercise and provide an updated smart survey return by 23rd July**.

We appreciate that this is an additional ask of prisons at a difficult time and thank you for your continued commitment to ensuring the safety of our staff as we progress through regime recovery.

Yours sincerely

HMPPS Vaccines Team

Covid-19 Response

Change Delivery & Central Services Group