

Grace period eligibility assessment form

A resource of the **Immunisation enrolment toolkit** for early childhood education and care services in Victoria

Using this form

If used, this form should be completed by the children's service while interviewing the parent/carer if acceptable documentation has not been provided for enrolment.

Staff should be aware that some of the questions on this form:

- may have already been asked on other enrolment documentation that may indicate they are eligible for the grace period. If this is the case, the assessment form may not be necessary
- may raise sensitive issues about a family's circumstances, so should be handled with appropriate care.

If the parent/carer answers 'yes' to one or more of the questions on the form overleaf, the child is eligible for the grace period. If any question is answered 'yes', it is not necessary to ask any of the other questions.

It is recommended that staff start the conversation by explaining to the parent/carer the reason they are asking the questions: to determine whether the child can be enrolled under the grace period provision, which allows 16 weeks for the family to undertake vaccination and/or obtain an acceptable immunisation status certificate. This can also be a chance for the family to get some extra help if they need it.

If used, a copy of this completed form should be kept with the child's enrolment record.

Sensitive questions – guidance

'Is child protection involved with your family or have they been in the past?'

A family is considered to have been involved with child protection if any of the following apply:

- a report has been made about the child under the *Children Youth and Families Act 2005*
- the child has been or is on a protection order (including where the child has been or is in foster care or out-of-home care)
- the child or family have received support from child protection.

'Has your family received support through Family Services?'

'Family Services' includes support through services such as Child FIRST; services connect; a community-based child and family service; or an integrated family service.

'Are you living in crisis or emergency accommodation, or are you being supported by a housing agency?'

This question refers to children living in emergency or crisis accommodation or being supported by a housing agency or a family violence service, due to family violence or risk of family violence or homelessness.

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Available at: <www.health.vic.gov.au/no-jab-no-play>

Grace period eligibility assessment form

Name of child:		
Name of parent:		
Date:		
Question	Yes	No
Is your child Aboriginal or Torres Strait Islander? <i>(verbal response)</i> [Note: if the answer to this question is yes, a Koori Education Support Officer can be engaged to support the family. See the Useful Contacts section of this Toolkit.] [Note: Aboriginal or Torres Strait Islander families may be engaged with, or wish to engage with, their local Aboriginal Community Controlled Health Organisation (ACCHO), for the purposes of accessing immunisation. For contact details for ACCHOs see the Useful Contacts section of this Toolkit.]		
Do you or your child hold a health care card? <i>(sight a copy of card)</i>		
Do you hold a pensioner concession card? <i>(sight a copy of card)</i>		
Do you hold a veterans affairs Gold or White card? <i>(sight a copy of card)</i>		
Is your child from a multiple birth of triplets or more? <i>(sight a copy of the child's birth certificate)</i>		
Are you and your child currently evacuated from your home due to an emergency such as a flood or bushfire? <i>(verbal response)</i>		
Is your child in the care of an adult who is not the child's parent due to an emergency or exceptional circumstance such as parental illness or incapacity? <i>(verbal response)</i>		
Did your child arrive in Australia as a refugee or asylum seeker? <i>(verbal response)</i>		
Is child protection involved with your family or have they been in the past? <i>(see note on previous page) (verbal response)</i>		
Has your family received support through Family Services? <i>(see note on previous page) (verbal response)</i>		
Are you living in crisis or emergency accommodation or are you being supported by a housing agency or family violence service? <i>(see note on previous page)(verbal response)</i>		
Assessment and records		
Is child eligible for the grace period	Yes	No
<i>If Yes</i>		
Date child will first attend the service		
Date the grace period ends (16 weeks after date child first attends)		
Has acceptable immunisation documentation been provided at the end of the 16 weeks?	Yes	No

Note: the legislation requires a service to take reasonable steps to obtain an immunisation status certificate, within 16 weeks of the date the child first attends the service. Services may wish to use this form to record the steps taken in that regard.

If acceptable immunisation documentation has not been provided by the end of the 16-week grace period, services should continue to use the resources included in the Immunisation enrolment toolkit to provide the family with ongoing support and information to bring their child's immunisations up to date.