

Related Documents:  Policy  Form  Other Document

## APPLICATION OF THIS POLICY (for internal school/ECS use ONLY)

This policy and associated procedure applies to all owned and controlled Anglican schools and associated Education and Care Services (ECS) and Outside School Hours Care (OSHC) in the Diocese of Brisbane, Anglican Church Southern Queensland (ACSQ) (referred to throughout the rest of this document as schools and ECS).

All references to a school are to be read as being 'an owned and controlled Anglican school in the Diocese of Brisbane, ACSQ'. Where the abbreviation ECS and/or OSHC is mentioned it is to be read as an ECS associated with an Anglican school.

Separately incorporated Anglican schools and associated Education and Care Services (ECS) within and external to the Diocese of Brisbane have approval from the Anglican Schools Commission (ASC) to adopt or utilise this policy and associated procedure as a template for a school or ECS specific policy.

The Policy relates to the implementation of the Queensland Blue Card System as required by the *Working with Children (Risk Management and Screening) Act 2000* (the Act), and the *Working with Children (Risk Management and Screening) Regulation 2011* (the Reg).

As a 'regulated business',<sup>1</sup> schools and ECS are required to comply with all components of the Blue Card System. ECS as a separate entity to the associated school are considered to be a separate 'regulated business' to that of the school.

'Regulated employment' for a school and an ECS are legislated under separate categories within the relevant legislation.

This policy and associated procedure outlines the obligations, roles and responsibilities of employers, employees, volunteers and visitors in all Anglican schools and ECS to create a safe and supportive service environment through:

- mitigating risk to students' health and wellbeing through a systematic Child and Youth Risk Management Strategy (C&YRMS); and
- Working With Children Check (WWCC) also known as Blue Card screening; and
- compliance and ongoing monitoring.

## 1. PURPOSE STATEMENT

This policy and associated procedures applies to all matters concerning the implementation of the Blue Card System to promote safe and supportive service environments for children and young people under the age of 18 years attending a school or ECS and to all employees, volunteers and visitors to schools and ECS.

## 2. STATEMENT OF COMMITMENT

The Anglican Church Southern Queensland supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of all children and young people. Anglican schools and Education and Care Services are therefore committed to responding to allegations of harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all children and young people and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of children and young people from harm.

<sup>1</sup> *Working with Children (Risk Management and Screening) Act 2000*

In support of this commitment, Anglican schools and Education and Care Services are dedicated to their Child and Youth Risk Management Strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of children and young people in their care.

### 3. COMPLIANCE

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The ACSQ requires compliance by schools and ECS with this policy and associated procedure. Regular monitoring and other auditing procedures, external and internal to the school or ECS will facilitate this process. Oversight of this process will be the responsibility of the ASC, ACSQ.

### 4. POLICY REVIEW

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The ASC, will review this policy and associated procedures every two (2) years or as required by amendments to legislation.

### 5. REFERENCES & RELATED DOCUMENTS

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#### Relevant legislation

- *Working with Children (Risk Management and Screening) Act 2000*
- *Working with Children (Risk Management and Screening) Regulation 2011*

#### Schools specific

- *Education (Accreditation of Non-State Schools) Act 2001*
- *Education (Accreditation of Non-State Schools) Regulation 2000*

#### Education and Care Services specific

- *Education and Care Services Act 2013*
- *Education and Care Services National Law (Queensland) Act 2011*
- *Education and Care Services National Regulations*
- National Quality Framework (2012): Australian Children's Education and Care Quality Authority

#### Related documents / references

##### Anglican Church of Australia

- Faithfulness in Service
- National Register Canon 2007
- Faithfulness in Service in Schools – A Code of Conduct Developed for School Principals
- Faithfulness in Service in Schools – A Code of Conduct Developed for Members of Governing Bodies of Schools

##### Anglican Church Southern Queensland

- Code of Conduct – The Corporation of the Synod of the Diocese of Brisbane
- Complaints Management in Anglican Schools – Anglican Schools Commission
- Diocesan Governance Canon Anglican Church Southern Queensland
- Professional Standards Canon
- Student Protection in Anglican Schools Policy and Procedures

##### School or ECS specific Policies and Procedures

- Child Protection Policy (ECS specific)
- Child and Youth Risk Management Strategy
- Privacy Policy – School specific / Anglican Church Southern Queensland
- Recruitment and Selection Policy and procedures
- Codes of Conduct (Staff) / (Students) / (School or ECS Community)
- Employee Training and Management policies and procedures

##### Queensland College of Teachers

- Code of Ethics for Teachers in Queensland
- Professional Standards for Queensland Teachers
- Professional Boundaries: A Guideline for Queensland Teachers

## 6. ABBREVIATIONS

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AHPRA	Australian Health Practitioner Regulation Agency
ASC	Anglican Schools Commission
BC	Blue Card
BCB	Blue Card Business
BCR	Blue Card Register
BCS	Blue Card Services
CPSO	Child Protection Support Officer, Anglican Church Southern Queensland
C&YRMS	Child and Youth Risk Management Strategy
DPS	Director of Professional Standards, Anglican Church Southern Queensland
EB	Exemption Business
ECS	Education and Care Service
OSHC	Outside School Hours Care
QCT	Queensland College of Teachers
QEC	Queensland Education and Care
RTO	Registered Training Organisation
SPO	Student Protection Officer
'the Act'	<i>Working with Children (Risk Management and Screening) Act 2000</i>
'the Policy'	Blue Card System Policy – Anglican Schools Commission
'the Procedure'	Blue Card System Procedures – Anglican Schools Commission
'the Reg'	<i>Working with Children (Risk Management and Screening) Regulation 2011</i>
WWCC	Working With Children Check

## 7. DEFINITIONS and KEY TERMS

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Definitions and key terms can be found on pp 14 – 18 of this policy document.

## 8. APPENDICES

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- Appendix 1: C&YRM Strategy template (ASC)
- Appendix 2: WWCC (BC or E card) Guidelines (by role or position)
- Appendix 3: Blue Card Decision Tree – Employee
- Appendix 4: Blue Card Decision Tree – Volunteer
- Appendix 5: Blue Card Decision Tree – Volunteer (Homestay)
- Appendix 6: Organisation representative Blue Card Checklist
- Appendix 7: Blue Card Process Tree – Organisation representative
- Appendix 8: Verbal warning 'disqualified person'
- Appendix 9: WWCC Employee and Volunteer register (BCR) template (ASC)
- Appendix 10: Blue Card System Incident Report Form
- Appendix 11: Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures Form

## 9. POLICY STATEMENT

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The welfare and best interest of children and young people is paramount. Schools and ECS are required to adhere to relevant legislative provisions and this policy and associated procedures to create a safe and supportive service environment for children and young people.

### 9.1 THE BLUE CARD SYSTEM

The Blue Card System<sup>2</sup> managed by Blue Card Services:

- is a key prevention and monitoring system of people working with children and young people in Queensland;

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<sup>2</sup> <https://www.bluecard.qld.gov.au/>

- aims to minimise the risks of harm to children and young people by contributing to the creation of safe and supportive environments; and
- is founded on the principle that all children have a fundamental right to be protected from harm.

### Key benefits:

- The **past** is risk managed through the initial assessment, which determines a person's eligibility to work with children, based on known police or disciplinary information;
- The **present** is risk managed through police information of all Blue Card or Exemption card holders, which is continuously monitored so any changes are actioned appropriately; and
- The **future** is risk managed by service providers, who are required to implement child and youth risk management strategies and review them annually.

Schools and ECS will adhere to all relevant legislative requirements of the Blue Card System, which include:

### Child and Youth Risk Management Strategy (C&YRMS)

- Under 'the Act' and 'the Reg', organisations regulated by the Blue Card System are legislatively required to develop, implement and maintain a C&YRMS.<sup>3</sup>
- The purpose of the C&YRMS is to help identify potential risks of harm to children and young people and to implement strategies to minimise those risks.<sup>4</sup>

### Blue Card Screening

- Employees, volunteers and visitors to a school or ECS have an obligation and responsibility to meet eligibility screening requirements<sup>5</sup> (Blue or Exemption Card) unless exempt by virtue of legislation.
- Principals of a school and Directors or Nominated Supervisors (where relevant) of an ECS have an obligation to ensure thorough and complete processes for implementing, recording and reporting compliant Working with Children Checks (WWCC) are established and maintained throughout the school or ECS environment.
- Employees who fail to attain or continue to hold a positive notice will not be permitted to continue their employment within the school or the ECS.<sup>6</sup>
- Volunteers who fail to attain or continue to hold a positive notice will not be eligible to volunteer at the school or the ECS.

### Compliance and Ongoing Monitoring

- Blue Card Services (BCS) constantly monitor change in status to police information of Blue Card holders. BCS takes immediate steps to protect children from potential harm.
- 'The Act' places a legislative requirement on each regulated business to ensure:
  - all employees, volunteers, and visitors who are required to hold a Blue or an Exemption card are correctly linked to the school or ECS (as required);
  - that an employee and volunteer register (Blue Card Register) is established and maintained; and
  - all employees, volunteers and business operators' details are accurate and complete in the Blue Card Register (BCR) regardless of whether they require a Blue or Exemption card or are exempt by virtue of legislation.
- 'The Act' and 'the Reg' place a legislative requirement on regulated businesses to ensure the BCR and associated documents are maintained through diligent quality control.
- Individuals are expected to renew their cards, as required by 'the Act' and this policy, to ensure they remain eligible to provide services within the regulated business.
- Significant penalties apply for non-compliance.

<sup>3</sup> s.171 & 172 *Working with Children (Risk Management and Screening) Regulation 2001*

<sup>4</sup> C&YRMS Toolkit: Blue Card Services

<sup>5</sup> Chapter 8 *Working with Children (Risk Management and Screening) Act 2000*

<sup>6</sup> Chapter 8 *Working with Children (Risk Management and Screening) Act 2000*

## 10. CHILD AND YOUTH RISK MANAGEMENT STRATEGY

To comply with the legislative framework, a Child and Youth Risk Management Strategy (C&YRMS) must include eight minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment;
- strengthen an organisation's **capability** to provide such an environment;
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation; and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under 'The Act'.<sup>7</sup>

All schools and ECS will comply with the development, implementation and annual review of a school or ECS specific C&YRMS.

The development of a C&YRMS requires a whole of school or ECS approach. Stakeholders consulted include students, employees, parents, volunteer groups and council or committee members.

The C&YRMS identifies potential risks of harm to children and young people and provides strategies to minimise these risks.

The strategy is a clear, consistent and logical framework that outlines how all student protection activities work together to create a safe and supportive service environment for children and young people.

The strategy demonstrates how the school or ECS policies, processes, training, and registers assist in creating practices that comply with the legislative requirements, communicate student protection and risk management matters with all parties, and at all times prioritises the safety and wellbeing of students.

Each of the following eight components are mandatory and are to be included in the strategy:

### Commitment

1. A statement about commitment to safety and wellbeing of children and the protection of children from harm; and
2. A code of conduct for interacting with children.

### Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

### Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines; and
5. A plan for managing breaches of the risk management strategy; and
6. Risk management plans for high risk activities and special events.

### Consistency

7. Policies and procedures for managing compliance with the blue card system; and
8. Strategies for communication and support.<sup>8</sup>

<sup>7</sup> Child and Youth Risk Management Strategy Toolkit – Blue Card Services

<sup>8</sup> s.3 Working with Children (Risk Management and Screening) Regulation 2011

## 10.1 CHILD AND YOUTH RISK MANAGEMENT COMMITTEE

School Principals are to establish a Child and Youth Risk Management Committee (or equivalent) to provide assistance and advice to the Principal, school council or board and where relevant to the Director or Nominated Supervisor of an ECS on matters relating to the Blue Card System in particular the C&YRMS.

Refer to p. 20 of the associated procedures for more information.

## 10.2 CHILD AND YOUTH RISK MANAGEMENT STRATEGY TEMPLATE

The Anglican Schools Commission has developed a sample template to assist schools and ECS in the development of their C&YRMS. Refer to **Appendix 1: C&YRMS template**

The Self-Assessment Checklist developed by BCS will assist schools and ECS in the development and subsequent annual review of their strategy. This can be located on the BCS website: <https://www.bluecard.qld.gov.au/pdf/rmst/RMS-SelfAssessmentChecklist.pdf>

## 10.3 CHILD AND YOUTH RISK MANAGEMENT STRATEGY LIFECYCLE

Schools and ECS are to manage the development, review and release of their C&YRMS annually as follows:

Month	Action
January	Release
September	Feedback
October	Review and update
November	Approval
January	Release

## 11. WORKING WITH CHILDREN SCREENING

The Blue Card System requires diligent screening of relevant persons employed, volunteering in, or visiting a school or ECS in accordance with Chapter 8 of 'the Act'.

'The Act' outlines strict requirements and guidelines for screening the eligibility of people to work in child-related employment. At all times, decisions about the applicants are made in order to secure the welfare and best interests of children and create a safe and supportive service environment.

Responsibility for implementing WWCC screening ultimately rests with the Principal of a school, Director or Nominated Supervisor (where relevant) of an ECS.

Implementation can be delegated according to the requirements of the school or the ECS.

BCS provides the appropriate paperwork for all applications, validations, renewals, notifications and changes.<sup>9</sup>

### 11.1. TYPES OF BLUE CARDS

#### Blue Card (BC)

- **Positive Notice Blue Card 'P' (Paid)** – School and ECS employees, other than registered teachers or health practitioners registered with AHPRA. Blue Card Business (BCB) applications are also issued with a 'P' BC. A 'P' BC is valid for three years unless cancelled or suspended.

Employees may commence employment once their 'P' card application has been lodged with BCS or a current 'P' card has been validated on-line and when advice has been lodged with BCS authorising BCS to link the card holder to the school or the ECS.<sup>10</sup>

<sup>9</sup> [www.Bluecard.qld.gov.au](http://www.Bluecard.qld.gov.au)

<sup>10</sup> Part 4 Division 4 Working with Children (Risk Management and Screening) Act 2000



Regulated businesses must apply for a **P** card using a BCB form. The BC must be issued before the regulated business can commence regulated employment.

- **Positive Notice Blue Card 'V'** (Volunteer) – volunteers. Parents of a current school or ECS student are exempt (except as home stay providers) from requiring a BC when employed in a volunteer role. A 'V' BC is valid for three years unless cancelled or suspended.

Volunteers **must not** begin in the role until their BC application has been approved and a Positive Notice and 'V' BC issued<sup>11</sup>. A volunteer with a current BC ('V' or 'P') can commence in the role when the BC has been validated on-line and when advice has been lodged with BCS authorising BCS to link the card holder to the school or the ECS.

A person with an existing valid 'V' Blue Card cannot use that card to commence paid employment with a school or ECS. The card must be 'transferred' to a 'P' card and the required fee paid to BCS. The employee may begin employment once the transfer form is lodged with BCS.

Persons who are under the age of 18 years and a student participating in an accredited training role with a Registered Training Organisation (RTO) require a 'V' BC or if paid a 'P' BC.

### Exemption Card

- **Positive Exemption Card 'E'** (Exemption) – Applies **only** to registered teachers and police officers when they are employed or volunteer in a role outside of their professional practice. There is no expiry date on an 'E' card. An Exemption Business (EB) Card application is to be used for operating a 'regulated business' outside of the professional capacity of a registered teacher or a police officer.

Registered teachers are **only** exempt from requiring a BC if their work is not 'regulated employment' e.g. at a school. For a teacher, work is 'regulated employment' if working in an ECS and therefore an 'E' card is required. Teachers working within a school and also undertaking 'regulated employment' at an ECS are to apply for their 'E' card through the ECS.

Employees may commence employment once their 'E' card application has been lodged with BCS or a current 'E' card has been validated on-line and when advice has been lodged with BCS authorising BCS to link the card holder to the school or the ECS.

A registered teacher or a police officer must apply for an 'E' card using an EB application form when an individual or business provides services within the school for commercial gain and the nature of the services meets the definition of a regulated business and is outside of their professional capacity.

Registered teachers who are not employed by the school or ECS (they are employed by another regulated business) but are employed or volunteer in a role providing child-related services outside of their normal teaching role e.g. music tutor or sports coach **require** an 'E' card.

### Examples

A registered teacher at **School A** commences voluntary employment as a sports coach with **School B**, they are not employed as a teacher at **School B**. In this situation the teacher is required to hold an 'E' card.

A police officer who is **not** a parent at **School A** volunteers to coach a netball team at **School A**. In this situation the police officer is required to hold an 'E' card. If the police officer was a current parent of **School A** the 'parent' exemption would apply.

## 11.2. WORKING WITH CHILDREN CHECK

All employees, volunteers and visitors of a school or ECS are required in accordance with legislation to undertake a WWCC.

<sup>11</sup> Part 4 Division 3 Working with Children (Risk Management and Screening) Act 2000

As an education provider engaging people as paid employees, volunteers or trainee students to work with children, there are specific categories, exemptions and obligations that apply to each group of people.<sup>12</sup>

A school or ECS cannot make it a compulsory requirement for employees, volunteers or trainee students to hold a blue card or an exemption card unless they are providing child-related services that are regulated by 'the Act'.

A new employee or volunteer may already hold a current Positive Notice Blue Card / Exemption card with another organisation. **On-line validation** and **authorisation** of that card is required in order to **link** the person to the school or the ECS with BCS.

Authorisation ensures the school or the ECS will be notified by BCS of any change in that person's police information or eligibility status. It is an offence for a 'regulated business' to share this information with another 'regulated business'.<sup>13</sup>

Where a person with a 'V' or 'P' Blue Card is proposing to provide paid services to a school or ECS, the individual must complete the appropriate BC Business (BCB) form and submit to BCS for recording.

The person about whom the application is made is liable to pay the prescribed fee unless other local conditions or arrangements apply.

All employees, volunteers, and regulated businesses must appear in the school or ECS specific Blue Card Register, regardless of whether they are required to apply for a Blue or Exemption Card. Refer to Section 12.1 of this policy.

Police officers and registered teachers do not apply for a BC and should instead apply for an 'E' card if they are providing child-related services which are outside of their professional duties.

#### **Parents (current)**

'The Act' in most situations exempts parents of current student/s, volunteering to undertake regulated employment at a school or ECS from requiring a WWCC. Situations where a current parent is required to hold a BC include, home stay providers and home stay residents, governing body directors/members and Executive P & F membership (if an OSHC is operated).

#### **Directors (non-state school governing body)**

The *Education (Accreditation of Non-State Schools) Act 2001* requires directors of a non-state school governing body to hold a 'P' BC or an 'E' card **before** they can commence work as a director.

This application is required on a BCB form for a 'P' card to be issued. For volunteer positions the prescribed fee can be waived. A statutory declaration is required and can be located on the BCS website at: <https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Directors-of-a-non-state-school-governing-body.pdf>

#### **Responsibilities**

The Principal and if relevant the ECS Director or Nominated Supervisor are responsible for ensuring that all requirements of the WWCC screening process are met, including:

1. all relevant persons performing regulated employment are required to complete WWCC screening;
2. the appropriate approved form is completed accurately;
3. the verbal 'disqualified person' warning is given to all applicants;
4. all identification is sighted and verified that the full and correct name, date of birth and signature on the identification matches the applicant's details (or *alternative certifications*) as provided;
5. the required form/s (current as at 1 July of the respective year or as advised by BCS) are lodged in a timely manner to BCS;
6. the application is accompanied with the prescribed fee for a 'P' Blue Card, if required;

<sup>12</sup> <https://www.bluecard.qld.gov.au/volunteercoordseducationproviders/whoneedsbluecard.html>

<sup>13</sup> *Working with Children (Risk Management and Screening) Act 2000*



7. existing applications are linked to the organisation by way of formal advice to BCS;
8. the Blue Card Register is accurately maintained and complete;
9. all relevant current employees have their renewal applications processed as per legislative requirement; and
10. that BCS are advised of all employees (including volunteers) who leave the organisation and/or cease undertaking 'regulated employment' with that organisation.

The following resources provide guidance with regard to decision making for the requirement of a WWCC and provision of a relevant BC or 'E' card:

- **Appendix 2: WWCC Guidelines for Anglican schools and associated ECS**
- **Appendix 3: Blue Card Decision Tree – Employee**
- **Appendix 4: Blue Card Decision Tree – Volunteer (excluding home stay)**
- **Appendix 5: Blue Card Decision Tree – Home stay**

### 11.2.1. Home stay considerations

Legislation requires that a person who provides accommodation (**home stay provider**) for a child in their home as part of a home stay arrangement which is organised through a school is required to hold a Blue or Exemption card.

In addition each adult residing in the home in which the home stay is conducted is also required to hold a 'V' BC unless they are already holders of a 'P' or 'E' card.

If the home stay provider provides the home stay as a volunteer and not more than twice in the same year and for a period that, or for periods that are each, 10 days or less, a BC or 'E' card is not required.

Adult international students who are temporarily staying in a home stay residence do not require a BC.

If a school provides accommodation for an international student (under 18 years of age) with a family (regardless of whether or not they are a school family) who reside outside of Queensland, the WWCC for the respective state or territory applies. The Queensland legislation, 'the Act' and 'the Reg' **only** relate to Queensland residents.

A student **is not to be** accommodated in a 'home stay' arrangement without the school ensuring that all adult persons (with the exception of adult international students residing temporarily) residing within that home have a 'positive notice', WWCC or equivalent in the respective state or territory.

#### **Example**

An international student is offered home stay accommodation for the school holiday period with a family residing on a rural property in Victoria. A WWCC application is to be lodged and approved by all adults residing within that home in accordance with the Victorian government legislative requirements prior to the student being accommodated. Penalties exist in each state or territory jurisdiction.

In the example provided, the school would record the WWCC details and the Positive Notice on their BCR and within the relevant Home stay Register.

BCS provide links to the appropriate state or territory WWCC agencies: <https://www.bluecard.qld.gov.au/interstate-visitors/index.html>

### 11.3. CONTACT PERSONS and ORGANISATION REPRESENTATIVE/S

'The Act' requires a regulated business to nominate a 'notifiable person' with BCS. This person becomes the 'contact' person for BCS.

In schools and ECS, the notifiable person is the employer (e.g. Principal or Director or Nominated Supervisor [if relevant] of the ECS). The employer should nominate a second contact person to BCS to cover absences of the primary 'contact' person.

BCS requires the current details of the contact person/s in each school and ECS. It is imperative that these details are kept current with BCS. This communication can be provided in a letter to BCS.

Each school or ECS will delegate one or more organisation representative/s for completion of and signing of the WWCC documentation on behalf of the organisation.

The organisation representative has the responsibility of providing in person the verbal 'disqualified person' warning as required by legislation. Refer to **Appendix 8: Verbal warning**

A checklist has been developed for all organisation representatives to complete for each new or existing BC or 'E' card application or renewal form. This checklist will provide the required information for entry into the BCR. Refer to:

- **Appendix 6: Organisation Representative Checklist**
- **Appendix 7: BC Process Tree: Organisation Representative**

#### **Responsible organisation representative**

The school Principal or if relevant the Director or Nominated Supervisor of an ECS will nominate one of the organisation representatives as the person responsible for the co-ordination, implementation and management of the BCR and internal compliance audits.

The organisation representative/s are to be adequately trained and supported to make compliant decisions regarding WWCC applications and implementation of the Blue Card System.

The associated procedures outline how the WWCC is implemented within Anglican schools and ECS. The development and implementation of local processes or work instructions are critical in supporting and ensuring compliant management.

#### **11.4. OUTCOME OF SCREENING**

BCS will issue either;

- A *Positive Notice* or *Positive Exemption Notice* – a notice declaring the application is approved.
- or
- A *Negative Notice* or *Negative Exemption Notice* – a notice declaring the application is refused.

##### **11.4.1. Negative Notice / Negative Exemption Notice**

BCS will inform, in writing, the school or ECS contact person when an application has been withdrawn or has resulted in a *negative notice* or *negative exemption notice*. The school or ECS will not be told why, unless the applicant was a disqualified person.

The school or the ECS must ensure the applicant **does not** provide any paid or volunteer 'child-related' services within or for the school or ECS, including home stay or coaching. Penalties exist, refer to Section 13 of this policy.

It is prohibited for a regulated business to employ a person with a current *negative notice* or *negative exemption notice*. A person with a current *negative notice* or *negative exemption notice* **may not** apply for, start, or continue in regulated employment. Penalties exist, refer to Section 13 of this policy.

## **12. MONITORING ELIGIBILITY TO WORK WITH CHILDREN**

BCS monitors and audits regulated business's compliance with the Blue Card System obligations, to ensure measures are implemented and maintained to promote safe and supportive service environments for children and young people in the care of each school or ECS.

Employees and volunteers have certain obligations in advising BCS to ensure eligibility to undertake child-related work, including:

## Personal information

- Move or change postal address
- New telephone or contact number
- Change of name
- Change in eligibility (e.g. no longer registered as a teacher)

## Employment circumstances

- No longer working with an organisation
- Starting new child-related work or study

## Lost or stolen cards

- Report to BCS within 14 days all lost or stolen BCs

## Renewals

- Ensure that applications for renewal are lodged with BCS as required. Refer to Section 12.3 of this policy.

## Change in police information

- An employee or volunteer **must immediately** notify BCS and their employer of any change to their police information.

## Suspension or cancellation of Blue or Exemption Card

- An employee or volunteer cannot apply or continue to work in regulated employment if their BC is suspended or cancelled.

The school or ECS is required to notify BCS of any:

- changes in details, such as change of name, address, or police information of a person currently holding a Blue or Exemption card linked to that organisation.
- change in contact person/s details.
- person/s who leave the organisation.

The school or ECS is responsible for:

- complete and transparent processes to support compliant implementation and maintenance of the Blue Card System;
- maintaining a complete and accurate Blue Card Register;
- ensuring timely renewal of BC's;
- responding to negative notices and suspension of BC's; and
- regular internal audits to ensure reliability of data and records.

### 12.1. CANCELLATION OF BLUE OR EXEMPTION CARD

If a contact person of a school or an ECS receives written notification from BCS that a BC or Exemption card belonging to an employee or a volunteer has been cancelled they are to **immediately** notify the Executive Director, ASC and the DPS in writing (an e-mail is appropriate), providing the details of the card holder and a copy of the correspondence received from BCS.

The school Principal or where relevant the ECS Director will take the necessary steps to ensure that the relevant card holder (employee or volunteer) no longer continues in 'regulated employment'.

The relevant BCR is to reflect the cancellation and a notation of the action taken.

### 12.2. BLUE CARD REGISTER

It is a legislative requirement that regulated organisations establish and maintain an employee register which is a written record or register of all paid employees, volunteers and business operators involved in child-related activities within the organisation. This is known as a Blue Card Register (BCR).

ECS associated with a school are considered to be a separate organisation to that of the school for the purposes of the Blue Card System and as such are required to establish and maintain a separate BCR to that of the school.

Organisations may utilise an existing database to meet the requirement of maintaining a BCR.

The minimum requirement for the format of a BCR is outlined in the BCS Child and Youth Risk Management Strategy Toolkit. A template can be found at:

<https://www.bluecard.qld.gov.au/risk-management.html>

A template has been developed by the ASC, adapted from the BCS template, with a number of additional information columns to support compliant operational management.

The columns highlighted in orange are mandatory fields for a BCS audit. The additional fields are optional but will significantly assist compliant management of the BCR particularly for an internal audit. Refer to **Appendix 9: WWCC Employee and Volunteer register (BCR)**

All employees, volunteers and businesses associated with a school or ECS, including parent volunteers and school or ECS council or committee members **must** appear in the BCR, regardless of whether or not they are required to hold a BC or 'E' card.

### Examples

A volunteer parent (except for home stay) who has a child currently attending the school or ECS will not need a Blue Card but **must appear** in the BCR.

A child (not yet 18 years) who volunteers as a sports coach will not need a BC but **must appear** in the BCR with the date of their 18<sup>th</sup> birthday as their expiry date. They will be required to have a 'V' card to continue in the volunteer role from their 18<sup>th</sup> birthday.

The structure, procedures and quality control of the BCR are to be supported by local (to the school or the ECS) area processes and allocated to one or more specific roles within the school or ECS.

#### 12.2.1. Monitoring and compliance audit

The responsible organisation representative will continuously monitor the internal BC related processes of all school or ECS organisation representatives for compliance.

At a minimum, the responsible organisation representative will undertake a monthly internal audit of the quality and reliability of the BC data to ensure the integrity of the process and identify any areas for improvement.

The responsible organisation representative will prepare a quarterly report to be provided to the school Principal or to the Director or Nominated Supervisor (if relevant) of an ECS to ensure 100% compliance in terms of currency of card holders and accuracy of data.

Every school and ECS BCR and processes will be reviewed as part of the DPS Student Protection evaluation on a three year cycle, or as determined or considered by the DPS and/or the Executive Director, ASC.

BCS have a legislative authority to randomly audit regulated organisations.

#### 12.3. ALERT OF EXPIRY

Employees including volunteers are responsible for ensuring that their 'P' or 'V' BC is renewed prior to the card expiry date. BCS will contact the card holder prior to the expiry date. No contact is made by BCS to the school or the ECS.

Employees and volunteers without a current BC may not continue to provide child-related employment to the school or ECS unless a renewal application has been lodged within the required timeframe.

It is imperative that schools and ECS have in place an automated alert operating four (4) months prior to the expiry date of each BC.

Schools and ECS cannot employ or continue to employ a person without a current and valid BC or 'E' card. Penalties exist; refer to Section 13 of this policy.

## 12.4. RENEWAL

'E' cards do not expire but may be cancelled or suspended.

'P' and 'V' BC's expire after three (3) years, unless cancelled or suspended.

Holders of a 'P' BC may continue in paid employment when the renewal form has been lodged to BCS **prior** to the card expiry date.

Holders of a 'V' BC must ensure their BC remains current and may not continue to provide any child-related services if their card has expired.

A 'V' BC holder may continue to provide child-related employment if their renewal form is lodged to BCS **at least 30 days** prior to the card expiry date.

**Note:** When a BC is renewed a new number is provided i.e. the last digit after the '/' changes. This means that this BC holder will need to be re-linked to each organisation where they are undertaking 'child related employment'.

## 13. PENALTIES

A range of offences and penalties exist in 'the Act' that relate to regulated organisations (employers) and individuals (employees and volunteers) including:

- An employer must not employ a volunteer unless the volunteer has a current positive notice and the employer has provided notification that the employer is proposing to employ the employee. 50 penalty units (\$6,095.00 as at 1 July 2016).
- An employer must not employ or continue to employ a paid or prospective paid employee if they work, or are likely to work, in regulated employment for at least:
  - eight consecutive days, or
  - once a week, each week, over four weeks, or
  - once a fortnight, each fortnight, over eight weeks, or
  - once a month, each month, over six months,

Unless the paid employee has a current positive notice and the employer has notified the chief executive that the employer is proposing to employ the employee **or** the employer has applied for a prescribed notice (blue card) for the employee. 50 penalty units (\$6,095.00 as at 1 July 2016).

- An employer must not allow an employee to perform work that is regulated employment where the employer has been given notice that an employee's positive notice (blue card) has been suspended. 200 penalty units (\$24,380 as of 1 July 2016).
- **Risk management strategy**  
An employer who employs people in regulated employment must develop each year a [risk management strategy](#), as required by 'the Act'. 20 penalty units (\$2,438 as at 1 July 2016).
- **Employee warning**  
Prior to an employee signing a blue card application, an employer must warn the employee that it is an offence for a disqualified person to sign a blue card application. 10 penalty units (\$1,219 as at 1 July 2016).
- A person must not apply for, start or continue in, regulated employment:
  - if they hold a current negative notice. 500 penalty units (\$60,950 as at 1 July 2016 or 5 years imprisonment; or
  - if, after applying for a blue card, they withdraw their consent to employment screening. 100 penalty units (\$12,190 as at 1 July 2016) or 1 year imprisonment.
- A person with a current blue card who is employed as a volunteer and either starts in paid regulated employment or starts a regulated business must notify the chief executive of the change in employment in the [approved form](#) and pay the prescribed fee. 10 penalty units (\$1,219 as at 1 July 2016).

Full details can be found on the BCS website at: <https://www.bluecard.qld.gov.au/offences-and-penalties.html> **Note:** as at the effective date of this policy a penalty unit = \$121.90



## 14. COMPLAINTS

In the event that any person has a concern that the processes within this Blue Card System policy and associated procedure have not been complied with, the person is able to make a complaint in writing to the relevant school Principal or to the Director or Nominated Supervisor of an ECS. Refer to **Appendix 10: Blue Card System Incident Report Form**

If the complaint directly relates to non-compliance of the Student Protection in Anglican Schools Policy and Procedures (mandatory component 4: C&YRMS)<sup>14</sup> then the complaint must be made as outlined in the 'Complaints Management in Anglican Schools Policy and Procedures' to the Director of Professional Standards, Anglican Church Southern Queensland [dops@anglicanchurchsq.org.au](mailto:dops@anglicanchurchsq.org.au) or telephone 07 3835 2266.

If the complaint directly relates to non-compliance of the relevant ECS child protection policy and procedure (mandatory component 4: C&YRMS) then the complaint is to be made to the Director or where relevant the Nominated Supervisor, except if the complaint relates to the Director or Nominated Supervisor. In this situation the complaint should be made to the relevant school Principal of the associated ECS.

## 15. MANAGING BREACHES

All breaches of the Act and/or of this policy and associated procedure either reported or identified are to be managed appropriately and as soon as practicable by the school Principal or if relevant the Director or Nominated Supervisor of an ECS.

Mandatory component 5 of a C&YRMS<sup>15</sup> requires schools and ECS to develop a plan to manage any action or inaction by a person within the organisation that fails to comply with any of the policies and procedures which form the C&YRMS.

The Executive Director, ASC is to be immediately notified in writing by the Principal of all reported or identified breaches of 'the Act'. Refer to **Appendix 11: Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures Form**.

The ASC may consult with the DPS to assist in the determination of action required. Such actions may include; an internal investigation by the respective school, the engagement of an external investigator or the commission of a review or an audit.

Recommendations made from an investigation, review or audit may include:

- emphasising the relevant component of the C&YRMS, e.g. Staff Code of Conduct
- providing closer supervision
- providing further education and training
- mediating between those involved in the incident (where appropriate)
- reviewing current policies and procedures
- developing new policies and procedures
- providing a formal warning (employee)
- disciplinary action

The school Principal or where relevant the Director or Nominated Supervisor of an ECS is responsible for ensuring that recommendations are implemented. The Child and Youth Risk Management Committee (or equivalent) may be responsible for actioning recommendations.

## DEFINITIONS and KEY TERMS

**Adult:** means an individual who is 18 or more. (Schedule 1 *Acts Interpretation Act 1954*)

**Alternative certifications:** relating to an employee, means—

- (a) a certification, in the approved form, by a prescribed person that the prescribed person has sighted the employee's proof of identity documents; and
- (b) a certification, in the approved form, by the employer that the employer did not sight the documents only because—

<sup>14</sup> Child and Youth Risk Management Strategy Toolkit – Blue Card Services

<sup>15</sup> Child and Youth Risk Management Strategy Toolkit – Blue Card Services



- i. the employee's usual place of residence is more than 50km from the employer's business address; or
- ii. the employee is a person with a disability that affects mobility.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Approved teacher:** A person who:

- (a) holds full registration or provisional registration under the *Education (Queensland College of Teachers) Act 2005*, or
- (b) a person who holds a permission to teach under the *Education (Queensland College of Teachers) Act 2005*.

(Schedule 7 Dictionary 'the Act')

<https://www.bluecard.qld.gov.au/definitions.html>

**Approved form:** means a form approved under s. 400. (Schedule 7 Dictionary 'the Act')

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Breach:** is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy (C&YRMS).

<https://www.bluecard.qld.gov.au/pdf/rmst/201605-Child-and-youth-risk-management-strategy-toolkit.pdf>

**Child:** means an individual who is under 18. (s.36 *Acts Interpretation Act 1954*)

<https://www.bluecard.qld.gov.au/definitions.html>

**Commercial Service:** a service operated on a commercial basis.

<https://www.bluecard.qld.gov.au/definitions.html>

**Contact person:** the person listed with BCS to receive all notifications on behalf of the school or ECS. In the event of a negative notice, the contact person should be of appropriate authority to take immediate action.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Current:** for a document, means that at the time the document is sighted, the document has not expired or been cancelled.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSR11.pdf>

**Director (Education and Care Service):** person responsible for the day to day management and operation of the Education and Care Service.

**Director of Professional Standards (DPS):** person appointed in the Diocese who has responsibility for the maintenance of professional standards of clergy and church workers.

**Education and Care Service:** any service providing or intending to provide education and care on a regular basis to children under 13 years of age, except for services that are specifically excluded by either the National Law or the National Regulations: National Law s.5(1) (definition of 'education and care service'). Under the *ECS Act*, a Queensland education and care service is a service providing regulated education and care of children under 13 years of age, except for those excluded by the Act. s.5 (1) *Education and Care Services National Law (Queensland)*.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EduCareServNLawQ.pdf>

**Employees:** means office holders and staff members who work in a paid [full time/part time/casual] or voluntary capacity in an Anglican school or ECS.

**Employment:**— (Schedule 7 Dictionary 'the Act')

- (a) in relation to a trainee student—see sections 161 and 162; or
- (b) in relation to regulated employment mentioned in schedule 1, section 14 (1) or (2)—includes employment by the State in the circumstances mentioned in section 164; or
- (c) otherwise for chapter 8, chapter 11, part 7 or schedule 1—see section 161.

**What is employment (s.161 'the Act')** a person is employing another person if the first person has an agreement with the other person to carry out work.

It is immaterial for this section –

- (a) whether the agreement is written or unwritten, and
- (b) whether the work is carried out voluntarily or for financial reward, and
- (c) what a person's motivation is for carrying out the work, and
- (d) the time for which the person is engaged to carry out the work, and
- (e) whether the agreement provides for the person to carry out work on 1 occasion or on an ongoing basis, whether regularly or irregularly.

Also, for this section, the nature of the work is immaterial.

<https://www.bluecard.qld.gov.au/definitions.html>

**Engage,** a person, for chapter 8A 'the Act', includes the following—

- (a) engage the person (whether or not the person is appointed under the *Public Service Act 2008*) within the meaning of that Act, section 150;

- (b) engage the person under a contract for services;
- (c) engage the person on a voluntary basis;
- (d) engage the person under an arrangement to provide the person with practical experience.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Negative exemption notice:** notice declaring the application is refused (a **negative exemption notice**).  
s. 282(b) 'the Act'

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Negative notice:** a notice declaring the application is refused (a **negative notice**).

s. 220(b) 'the Act'

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Nominated Supervisor:** In relation to an education and care service, a person who is a certified supervisor; and who is nominated by the approved provider of the service under Part 3 of the National Law to be the nominated supervisor of that service; and who has consented to that nomination:  
s. 5(1) (definition of 'nominated supervisor').

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EduCareServNLawQ.pdf>

**Organisation's representative:** the person/s responsible for completing the Blue Card Services forms. The organisation's representative gives the verbal 'disqualified person' warning, signs identification documents, verifies the signature, makes copies of the identification documents and signs the Blue Card Services form.

**Outside of School Hours Care (OSHC)** Outside School Hours Care is provided for school age children before and after school and as vacation care for at least four weeks per year.

**Parent:** (s.390 'the Act')

- (1) A **parent** of a child is the child's mother, father or someone else, other than the chief executive (child safety), having or exercising parental responsibility for the child.
- (2) However, a person standing in the place of a parent of a child on a temporary basis is **not** a parent of the child.
- (3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.
- (4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Police information:** about a person, means the following—

- (a) the person's criminal history;
- (b) investigative information about the person;
- (c) information as to whether the person is or has been—
  - i. a relevant disqualified person; or
  - ii. the subject of an application for a disqualification order; or
  - iii. named as the respondent to an application for an offender prohibition order.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Positive exemption notice:** a notice declaring the application is approved (a **positive exemption notice**).  
s. 282(a) 'the Act'

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Positive notice:** is a notice declaring the application is approved (a **positive notice**)

s. 220(a) 'the Act'

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Positive notice blue card** means a document, in the form of a card, issued to a person who is the holder of a current positive notice at or about the time that the person is issued with the positive notice, that includes the following information—

- (a) the name of the person who is the holder of the positive notice;
- (b) a registration number for the person;
- (c) an expiry date for the positive notice;
- (d) the signature, or an electronic version of the signature, of the person to whom the positive notice is issued.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Principal:** for a school with no position by that name, means the person responsible for the school's day-to-day management e.g. Head of School/College or Headmaster.

**Registered Teacher:** means a person who holds full registration or provisional registration under the *Education (Queensland College of Teachers) Act 2005* and whose full or provisional registration has not been suspended under s. 48 or s. 49 of that Act.  
Schedule 7 of 'the Act'

<https://www.bluecard.qld.gov.au/definitions.html>

**Regulated Business:** see Schedule 1, Part 2 of 'the Act'

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Regulated employment:** see Schedule 1, Part 1 of 'the Act'

- **Child accommodation services including home stays** (Sch 1 Part 1 s. 'the Act')
  - (1) Employment is regulated employment if the usual functions of the employment include, or are likely to include, a child accommodation service.
  - (2) If accommodation constituting a child accommodation service is provided, or is to be provided, by a person in the person's home (a **home stay provider**), each adult residing in that home, other than the home stay provider, is taken to be a volunteer who is engaged in regulated employment.
  - (3) However, employment mentioned in subsection (1) or (2) is not regulated employment if the home stay provider is a relative of the child who receives the child accommodation service to which the employment relates.
  - (4) In this section – **home**, of a person, includes the person's principal place of residence and any holiday home of the person.
- **Schools – boarding facilities** (Sch 1 Part 1 s. 'the Act')
 

Employment is regulated employment if –

  - (a) any of the usual functions of the employment is carried out, or is likely to be carried out, inside a boarding facility at a school; and
  - (b) the employee is not an approved teacher.
- **Schools – employees other than teachers and parents** (Sch 1 Part 1 s. 3 'the Act')
  - (1) Employment is regulated employment if the usual functions of the employment includes or are likely to include -
    - (a) providing services at a school that are directed mainly towards children; or
    - (b) conducting activities at a school that mainly involve children.
  - (2) However, employment mentioned in subsection (1) is not regulated employment if the employee is –
    - (a) an approved teacher; or
    - (b) a volunteer who is a parent of a child attending the school.
- **Education and care services and similar employment.** (Sch 1 Part 1 s. 4 'the Act')
  - (1) Employment is regulated if –
    - (a) it is employment as an educator or carer in, or staff member of, an education and care service or a QEC service; and
    - (b) the employee is not a volunteer who is a parent of a child to whom education and care is regularly provided in the course of the service.
  - (2) Employment is regulated employment if –
    - (a) any of the usual functions of the employment are carried out, or are likely to be carried out at education and care service premises or QEC service premises which children are being educated and cared for at the premises; and
    - (b) the employee is not a volunteer who is a parent of a child to whom education and care is regularly provided at the premises.
  - (3) Employment is regulated employment if –
    - (a) the usual functions of the employment include, or are likely to include, providing education and care to children in the course of a commercial service other than an education and care service or a QEC service; and
    - (b) the employee is not a volunteer who is a parent of a child to whom education and care is regularly provided in the course of the service.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**School or Anglican School:** has the meaning in the Diocesan Governance Canon [as at the effective date]: an Anglican school in the Diocese and includes:

- (a) a school which is owned and administered by the Corporation;
- (b) a school in the Diocese which is owned or administered by the Society of the Sacred Advent;
- (c) a school which is owned or administered by or affiliated with a Church Institution as provided under the Church Institutions Canon;
- (d) a school which is a separately incorporated company which is a subsidiary (as defined in the *Corporations Act 2001 (Cwth)*) of the Corporation; and
- (e) a school which was a member of the Anglican Schools Commission immediately before this Canon comes into force.

**School:** means –

- (a) a State school under the *Education (General Provisions) Act 2006*; or

(b) a school that is provisionally accredited, or accredited, under the *Education (Accreditation of Non-State Schools) Act 2001*.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Teacher:** approved teacher under the *Education (Queensland College of Teachers) Act 2005*, employed at a school.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Trainee student** of an education provider, means a person undertaking a course of study with the education provider.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Visitor:** The following information is required to make an informed decision as to whether a person is a visitor for purposes of WWCC. A visitor will **not need a Blue Card** if they are a volunteer guest who is;

- observing or supplying information or entertainment to ten or more people; and
- the activity is for ten days or less on no more than two occasions per year; and
- the person is unlikely to be alone with a child without another adult present

For further information regarding the nature of a visitor see s.3 'Schools – employees other than teachers and parents' 'the Act'. A visitor may include a tutor or coach who is not an employee but provides a commercial service within the school.

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

**Volunteer:** means a person who is employed by another person and does not carry out any work for the other person for a financial reward, **financial reward** does not include a payment that is a reimbursement for out-of-pocket expenses;  
(s.165 'the Act')

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>

Related Documents:  Policy  Form  Other Document

## PURPOSE OF THIS PROCEDURE

This procedure supports the Blue Card System in Anglican schools Policy (the Policy) and is to be read and applied in conjunction with 'the Policy'.

The purpose of this procedure is to provide guidance and direction to schools and associated Education and Care Services (ECS) in the implementation of the Blue Card System in order to create safe and supportive service environments where children and young people can learn and participate in activities essential to their development and wellbeing.

The Blue Card System has three components to be applied in schools and ECS:

1. The development and implementation of an annual Child and Youth Risk Management Strategy (C&YRMS); and
2. Working With Children Check (WWCC) also known as Blue Card screening; and
3. Compliance and ongoing monitoring.

## 1. CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Schools and associated ECS will comply with the development, implementation and annual review of a school or ECS specific Child and Youth Risk Management Strategy (C&YRMS). This is a legislative requirement for all 'regulated businesses'.<sup>16</sup>

ECS associated with a school are considered to be a separate organisation to that of the school for the purposes of the Blue Card System and as such require a separate C&YRMS.

The C&YRMS is a summary and overarching framework for all student protection and related risk mitigation activities within the school and ECS. The C&YRMS is not a policy or procedure document. A strategy is a plan, a method or group of activities necessary to achieve a goal.

Blue Card Services (BCS) have produced a range of resources to provide support to 'regulated businesses' in the development and review of their C&YRMS. These include:

- The Child and Youth Risk Management Strategy Toolkit  
<https://www.bluecard.qld.gov.au/pdf/rmst/201605-Child-and-youth-risk-management-strategy-toolkit.pdf>
- Suite of on-line training YouTube videos  
<https://www.bluecard.qld.gov.au/risk-management.html>
- Self Assessment Checklist  
<https://www.bluecard.qld.gov.au/pdf/rmst/RMS-SelfAssessmentChecklist.pdf>

In addition, the Anglican Schools Commission (ASC) has developed a C&YRMS template to assist in the development and review of the C&YRMS document. The template is available from the ASC. Use of the template is optional. Refer to **Appendix 1: C&YRM Strategy template**

The creation of the C&YRMS requires a whole of school or ECS approach. Stakeholders consulted should include students (if appropriate), parents, teachers, employees, volunteers, and board or council members. Such consultation results in a more comprehensive, consistent, and relevant strategy that satisfies the needs of the school or the ECS to promote a safe learning and living environment for children and young people.

The needs of pre-prep, junior and senior student cohorts can be quite different, particularly when it involves the management of volunteers and contractors, consequently it is important that the strategy is representative of the entire organisation.

<sup>16</sup> Chapter 8 *Working with Children (Risk Management and Screening) Act 2000*

### 1.1. CHILD AND YOUTH RISK MANAGEMENT COMMITTEE

Schools and ECS are to establish a Child and Youth Risk Management Committee (or equivalent) to provide assistance and advice to the school Principal, school council or board and where relevant to the Director or Nominated Supervisor of an ECS on matters relating to the Blue Card System, in particular the C&YRMS.

One role of this committee is to ensure that the process by which the school, and if relevant the ECS, C&YRMS is formulated and reviewed is in consultation with a range of stakeholders and takes a whole school or ECS approach, including input from support and teaching staff, students, parents and volunteers.

The membership of the Child and Youth Risk Management Committee is determined by the school Principal. The school and the associated ECS are to form one committee to manage both strategy documents.

Consideration is to be given to the following roles as members:

#### Core members

- Senior Leadership Team member (Chairperson)
- Head of each respective school (e.g. Junior / Middle / Senior)
- Director or Nominated Supervisor (ECS where relevant)
- Risk Management and Compliance Officer
- HR Manager
- BCR Co-ordinator
- Dean of Students
- Student Protection Officer/s
- School Counsellor/s
- School Chaplain
- Council / Board member

#### Invited members (for meeting involved in the review of the C&YRMS)

- Volunteer parent (1 x school and 1 x ECS where relevant)
- Student Representative Committee members (2 or more)

This committee is responsible for considering strategies and methods to ensure effective communication about the respective school or ECS C&YRMS within the school and the wider school community.

It is recommended that this committee meet quarterly with meeting minutes recorded and a report provided to the Principal advising of any issues or concerns identified.

### 1.2. ANNUAL REVIEW OF CHILD AND YOUTH RISK MANAGEMENT STRATEGY

It is a legislative responsibility that each 'regulated business' has developed a C&YRMS and that this strategy is reviewed and updated annually.

Schools and ECS are to schedule a review of the current calendar year C&YRMS for each September to October. In Figure 1 below this is referred to as a 'feedback review'. Such a review requires the systematic collection of feedback regarding the current year's C&YRMS.





Figure 1 Child and Youth Risk Management Strategy Review Cycle

The feedback identifies successful elements and opportunities for improvement. Stakeholders are engaged and priorities are outlined for the preparation and completion of the C&YRMS for the following school/calendar year.

The revised draft C&YRMS is finalised during October and submitted for approval in November, or at the last scheduled meeting for that year to school board or council.

This process ensures that a current annual strategy can be advertised to the school and ECS community at the beginning of each school year.

Information informing the review should be maintained as evidence, and be available for production if required in an audit.

## 2. WORKING WITH CHILDREN SCREENING

### 2.1. WORKING WITH CHILDREN CHECK

The WWCC, also known as the Blue Card check, is different to a police check. The WWCC includes an **ongoing assessment** of a person's eligibility to work or volunteer with children, based on their past police and disciplinary information.

This also includes checks of an individual's -

- National criminal history – including spent convictions (those not ordinarily declared), pending charges (not yet decided by the courts), and non-conviction charges (finalised by the courts but did not result in a conviction)
- Disciplinary information – teachers, child care providers, foster carers
- Child protection prohibition orders
- Disqualification orders
- Reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003*
- Information provided by the Police Commissioner in relation to investigations into allegations of serious child-related sexual offences, even if no charges were laid

The information is based over the span of the applicant's BC currency rather than just a snap shot of their status when they complete an application form.

### 2.2. TYPES OF CARDS

BCS will issue one of the following WWCC cards to an individual depending on the nature of their 'regulated employment' within a school or ECS:

- Positive Notice Blue Card 'P' (Paid)
- Positive Notice Blue Card 'V' (Volunteer)
- Positive Exemption Card 'E' (Exemption)

**Appendix 2: WWCC (BC or E card) Guidelines (by role)** provides guidance on the type of card required by persons performing or providing 'regulated employment' within a school or ECS.

There is an onus on both the individual and the school or ECS to ensure that the BC holder is issued with the correct card for the relevant 'regulated employment' undertaken.

### 2.2.1 Expiry of cards

- **Exemption Cards** - do not have an expiry date and are current as long as the holder maintains teacher registration or employment as a police officer and the card is not cancelled or suspended.
- **Blue Cards** expire after 3 years, unless cancelled or suspended.

Card holders performing 'regulated employment' have a responsibility to ensure that their BC is renewed prior to expiry. Refer to Table 1 below:

Blue Card type	Regulated employment	Renewal Tip
'V' Blue Card	Cannot continue in volunteer role without a current 'V' BC.	Volunteers / trainee students <b>must</b> lodge a renewal form <b>at least 30 days</b> before the expiry date to continue working in child-related activity.
'P' Blue Card	Can continue in employment if application for renewal is lodged prior to the expiry date of the BC.	BCR should provide an automated alert <b>at least 4 months</b> prior to expiry date.
'E' cards	Teacher: Does not expire if registration is maintained Police Officer: Does not expire until employment is terminated	

**Table 1:** Blue or exemption card expiry and renewal information

### 2.3. WHO NEEDS A BLUE OR EXEMPTION CARD

The Act recognises employees (other than teachers and people registered with AHPRA), trainee students, and volunteers (other than parents) as regulated employees when they meet the legislative definition as outlined in the definitions section of the Policy.

All regulated employees are required to hold a Blue Card as a condition of employment. The following appendices provide guidance to assist with applying for the correct blue/exemption card. These decision trees are useful tools for the organisation's representative.

- **Appendix 3: Blue Card Decision Tree – Employee**
- **Appendix 4: Blue Card Decision Tree – Volunteer**
- **Appendix 5: Blue Card Decision Tree – Volunteer (Home stay)**

**Appendix 2: WWCC (BC or E card) Guidelines (by role or position)** provides specific examples by role or position within schools and ECS. The information is drawn from the Act and Blue Card Services.

Local area work instructions will support compliant application of Chapter 8 of the Act.

### 2.4. COMMENCEMENT OF 'REGULATED EMPLOYMENT'

The BC application process cannot begin until an organisation proposes to employ an individual in either a paid or voluntary capacity.

## Example

A person who wishes to be eligible to apply for a position in a school or ECS, but does not yet have a position, **cannot** apply for a Blue Card in preparation for such employment.

The application process requires linking the individual to a particular employer (organisation) and forms part of the recruitment process.

This is the same situation for volunteer applicants.

Volunteers **must have received their 'V' BC prior to** commencing volunteer services with the school or ECS. Processing may take 28 days, assuming all information is correct and complete in the documentation provided. As the process may take considerably longer, it is important to begin this process as soon as practicable.

**Note:** current parents of students are exempt from requiring a 'V' BC for all child-related activities except as a **home stay provider**.

Paid employees **must have their completed application lodged** with Blue Card Services prior to commencement of duties with the school or ECS.

'Regulated businesses' undertaking work within a school or ECS **must hold** a current 'P' BC as per legislative requirement **prior** to commencing the work.

**Appendix 2: WWCC (BC or E card) Guidelines (by role)** provides further guidance in this regard.

### 2.4.1 New employee (paid or volunteer)

#### New Blue / exemption card application

For the purposes of the Act, volunteers are included in the definition of 'regulated employment'. All employees, volunteers, and regulated businesses who provide services within the school or ECS are to be considered under Chapter 8 of the Act. The following resources provide guidance to assist with applying for the correct blue/exemption card.

- **Appendix 2: WWCC (BC or E card) Guidelines (by role or position)**
- **Appendix 3: Blue Card Decision Tree – Employee**
- **Appendix 4: Blue Card Decision Tree – Volunteer**
- **Appendix 5: Blue Card Decision Tree – Volunteer (Home stay)**
- **Appendix 6: Organisation representative Blue Card checklist**

#### Existing Blue/exemption card holder

A new staff member or volunteer may already hold an appropriate Blue or exemption card through another organisation. In this situation the school or ECS **must** ensure that the card holder is also linked to their organisation. This process requires the completion of the Authorisation to confirm a valid card/application form lodged to BCS.

## Example

A volunteer may already hold an existing 'V' BC or may have a 'P' BC linked to a separate organisation.

They may use that BC to undertake volunteer work at a school or ECS.

**Remember:** Both validation (on-line) and authorisation are required when a new employee or volunteer commences 'regulated employment' and has an existing blue or exemption card.

As schools and ECS are separate regulated businesses, staff members working in the school but also undertaking work in an ECS must be linked with BCS to the ECS.

## Examples

An administration officer works in the school, but also provides relief support at certain times in an ECS, therefore their BC must be linked to the ECS.

A teacher who teaches in the school does not require an 'E' card **however** if working within the ECS in any role from time to time **will require** an 'E' card.

**Appendix 6: Organisation representative Blue Card checklist** will assist to ensure that all compliant process are undertaken.

### Transferring cards

Where a person with a 'V' BC is employed in a paid position by the school, the appropriate **employment transfer form** must be completed and submitted. The application can be in process at the time of commencing 'regulated employment'.

Where a person with a 'V' BC is proposing to provide commercial services through a child-related business, the individual must register the business and hold a 'P' BC (BCB application form) or if relevant an 'E' card (EB application form). This is organised by the individual or the business and is not linked to the school or the ECS through the authorisation process.

### Application in process with another organisation

Where an employee or volunteer has a BC application in process through another organisation, the school or ECS completes the appropriate form to **authorise** (link) the card, when issued to the school or ECS.

**Note:** Online validation will not be possible as the applicant will not have been issued with a Blue or exemption card.

### Alternative certification of identification

In the event that the organisation representative cannot sight the necessary documents, the applicant must supply *alternative certifications* to BCS.

The Prescribed Person Identification Verification form can only be used when the applicant's residence is more than 50km from the organisation or the applicant has a disability affecting mobility. This form must accompany the blue/exemption card application form. <https://www.bluecard.qld.gov.au/pdf/forms/PSBA039MAY16-Identification-verification-by-a-prescribed-person.pdf>

If a person cannot satisfy the identification requirements and have other documents which have identifying details such as full name, date of birth and signature they may complete and submit a Request to Consider Alternative Identification form to BCS. This form must accompany the blue/exemption card application form. Further information is available from BCS at: <https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-How-to-meet-identification-requirements-to-apply-for-a-blue-card.pdf>

### Interstate visitors with card

Queensland does not recognise working with children checks from other Australian states or jurisdictions. A new card, issued through the Queensland system, is required for all 'regulated employment'.

## 2.5. PERSONS DISQUALIFIED FROM APPLYING / RENEWING A BLUE CARD

Organisation representatives **must** provide a verbal warning before a person signs an application stating that it is an offence for a disqualified person to make an application under the Blue Card system. This is referred to as the 'disqualified person' warning.

The nature of a 'disqualifying offence' is noted on BCS application forms and can be provided to the applicant to read in order to clarify their situation. For additional information regarding 'disqualifying offences' go to: [www.bluecard.qld.gov.au/disqualification.html](http://www.bluecard.qld.gov.au/disqualification.html)

Refer to **Appendix 8: Verbal warning 'disqualified person'**

## 2.6. OUTCOME OF SCREENING

Blue Card Services will issue either;

- A Positive Notice – a notice declaring the application is approved.
- A Negative Notice – a notice declaring the application is refused.

In the event of a **Negative Notice** being issued, schools and ECS must have local processes to ensure that the person does not commence or continue in 'regulated employment', as per the requirements of the Act and the Policy. An appropriate notation (considering confidentiality) is to be made on the person's BCR entry. **Note: The entry is not to be deleted.**

A negative notice remains current until it is cancelled.<sup>17</sup> The school's contact person is notified when a card is cancelled or suspended, when the card has been correctly linked to the school.

### 2.6.1. Commencement of Employment

Employees with a 'P' BC application:

- May start their employment while Blue Card screening is in process.
- Are to have a BC entry in the BCR while the outcome is pending.
- When a **Positive Notice** is received, the BCR is updated.

Volunteers with a 'V' BC application:

- May not commence their duties until a **Positive Notice** is received.
- Will already have a BC entry in the BCR while the outcome is awaited.
- When a **Positive Notice** is received;
  - local processes indicate how volunteers are inducted into their role, and
  - the BCR is updated with their details.

### 2.6.2. Blue Card Register

BCR is updated with:

- the updated BC status;
- the BC number;
- expiry date;
- renewal alert;
- confirmation of application date; and
- copy of Positive Notice attached (as per local work processes).

## 2.7. RENEWAL

BCS will send a card holder a reminder for renewal 10 weeks prior to the expiry date. BCS does not notify employers of a card holder's expiry date.

The BC renewal process 'involves a new national police information check, a check of disciplinary information where applicable and a complete reassessment of an applicant's eligibility'.<sup>18</sup>

The employer is responsible for lodging the renewal form on behalf of paid employees, volunteers and trainee students.<sup>19</sup>

If a BC holder is undertaking 'regulated employment' with multiple organisations then the renewal process will emanate from either the 'paid' employment organisation or if only voluntary work is being undertaken then from any one of the relevant organisations.

Either way, the BC holder **must be re-linked** to each organisation that they are undertaking 'regulated employment' with.

**Note:** If a BC holder is undertaking 'paid' and 'voluntary' work at different organisations, their 'P' BC renewal must be lodged to BCS within the 30 day rule for them to continue in voluntary work.

### Example

John Smith (JS) is a paid employee at **School A**, and has a 'P' BC for this role. JS volunteers to coach a sporting team at **School B** and a sporting team at **School C**. JS is to renew his 'P' BC through **School A**.

<sup>17</sup> Div.11 s.231 *Working with Children (Risk Management and Screening) Act 2000*

<sup>18</sup> [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

<sup>19</sup> <http://www.bluecard.qld.gov.au/volunteercoordseducationproviders/managingtheprocess.html>

Remember that JS can lodge this renewal application to BCS up to the day before his BC's expiry date and he can continue in the paid employment.

Consider the 30 day rule with a 'V' BC renewal, remember if a 'V' BC renewal application is lodged to BCS at least 30 days prior to the expiry, the volunteer can continue in the role even if a new card has not yet been issued by the expiry date.

### 2.7.1. Failure to renew 'P' OR 'V' Blue Card

BCS **will not notify the contact person** if a BC holder fails to renew their BC.

There is an onus on individuals to ensure they hold and maintain a valid BC to undertake 'regulated employment'. This is a condition of the 'regulated employment'.

An employee or volunteer, who meets the requirements for holding a blue card, cannot continue in 'regulated employment' without a valid blue card or having lodged a renewal application to BCS within the legislative timeframes.

The school or the Director or Nominated Supervisor of an ECS is responsible for implementation of this requirement. Penalties exist if persons commence or continue in 'regulated employment'. Refer to s. 13 of the Policy for further information with respect to breaches of the Act.

Specific school or ECS processes are to outline the actions to be taken to ensure compliance with this requirement.

Managerial intervention may be required as the employer cannot continue to employ (paid or volunteer) a person without a valid BC. Consideration may need to be given to removing the person from performing 'child-related' employment until a valid card is obtained.

### 2.7.2. Alert of expiry

The BCR is to clearly flag the expiry date of each BC. The date of birth (DOB) of residents in the home of a home stay provider who are nearing their 18<sup>th</sup> birthday is to be recorded on the BCR as an expiry date and used as the 'expiry' alert.

The BCR and local processes should support an internal alert warning at least 4 months prior to the expiry date.

It is preferable that the alert is automated and provides alerts to the card holder and the person/s responsible for the BCR. Follow-up processes should outline actions taken to ensure the card is renewed prior to the expiry date.

Best practice ensures that more than one employee has access to the BCR and is aware of BC expiry dates and alerts in the event of leave or illness of the BCR co-ordinator.

## 2.8. LEAVING AN ORGANISATION

Once an employee or volunteer leaves the school or ECS, BCS are to be notified as soon as practicable using the appropriate BCS form.

The Blue Card Register is to be updated to reflect that the form has been lodged with BCS and that the person is no longer with the school or ECS. The person's Blue Card status is updated to inactive.

## 3. COMPLIANCE AND MONITORING

BCS has legislative authority to monitor and audit school and ECS compliance with the Blue Card System obligations to ensure that measures are being taken to maintain the processes and data management required.

The Director of Professional Standards (DPS) in consultation with the ASC will also undertake audits as part of the three year cycle of Student Protection Policy and Procedures compliance reviews, or as deemed necessary.

Schools and ECS are to ensure that an internal review and audit process is also in place.



### 3.1. CHANGE IN POLICE OR DISCIPLINARY INFORMATION

A blue or exemption card holder has an obligation to advise their employer of any change to their police information. They do not need to disclose to the school or ECS administration the specific nature of the change.

The school or ECS is required to inform BCS if a volunteer, employee or trainee student has provided advice to the school of any change in police or disciplinary information during the application process or after the BC has been issued.

The appropriate BCS form is to be used to notify of a change in police information. The form does not require any specific information about the situation. Once the form is submitted, BCS will determine whether the situation changes the applicant's eligibility to work with children and young people. Managerial action may be required depending on the nature of the change to the police information and the person's eligibility and suitability to continue in 'regulated employment'.

Local processes are to reflect the actions to be taken to comply with this requirement.

The BCR is to be updated to note the documentation, date submitted and any further actions or notifications from BCS.

### 3.2. CANCELLATION, SUSPENSION, OR NEGATIVE NOTICE

BCS will notify the school or ECS in the event of any *suspension* or *cancellation* of a person's BC, only when the card has been correctly linked to the school or the ECS.

BCS will notify the contact person in the event of a **negative notice** as a result of a change in police or disciplinary information.

A person with a **negative notice or negative exemption notice** cannot continue in 'regulated employment'.<sup>20</sup>

### 3.3. CONTACT PERSON

Schools and ECS are required to have a nominated contact person (primary contact) to represent the school or the ECS as the 'notifiable person'. The contact person will be notified by BCS of the outcome of the BC application and when there is a change in a card holder's status.

A second 'notifiable person' is recommended to cover any absences of the primary contact person.

It is recommended that the Principal or where relevant the Director or Nominated Supervisor of an ECS be the primary contact, with a member of the Senior Leadership Team as the second contact person.

The contact person/s should be someone with decision making authority within the school or ESC.

#### **Example**

An applicant may complete the paperwork to apply for a 'V' BC and then withdraw their application. BCS will provide this information to the school's contact person.

The outcome is that the applicant has not successfully completed the screening requirements for employment or volunteering as required by all regulated employees. The contact person will follow local procedures to ensure that person does not continue or commence in 'regulated employment' within the school or ECS.

Schools and ECS (where applicable) are responsible for ensuring that all staff who were once a contact person but are no longer in that role or no longer with the school or ECS are **removed** (unlinked) with BCS from the school or ECS using the appropriate BCS form.

<sup>20</sup> s.257 *Working with Children (Risk Management and Screening) Act 2000*

Schools and ECS are to have clear written work instructions to ensure the information received by the contact person is disseminated to those responsible for further actions, such as:

- updating the BCR;
- informing the volunteer coordinator or volunteer personally regarding a positive or negative notice; or
- informing a paid employee, who receives a negative notice or a suspension of their existing BC, that they can no longer continue in 'regulated employment'. This may include a paid employee who has worked for the school for an extended period however their status has changed.

### 3.4. ORGANISATION REPRESENTATIVE

The Principal and the Director or where relevant the Nominated Supervisor of an ECS is responsible for ensuring all WWCC requirements are met. The delegation of 'organisation representative' may be made to appropriate members of staff with particular areas of BC responsibility e.g. Home Stay Coordinator, Volunteer Coordinator or Sports Coach Coordinator.

An organisation representative is approved by the school or ECS to manage BC applications and forms on behalf of the organisation.

The organisation representative is responsible for deciding whether and how the Act applies to individuals, ensuring the correct and approved forms are completed accurately and completely, providing the verbal 'disqualified person' warning, checking and copying identification and signing the BCS form.

Schools and ECS are to ensure that all organisation representatives have a working understanding of the application of Chapter 8 of the Act.

### 3.5. RESPONSIBLE PERSON (organisation representative)

A nominated representative/s is to be appointed as being responsible for the coordination of the implementation, management of the BCR and internal compliance audits. This person may be referred to as the BCR 'responsible person'.

The 'responsible person' is a critical role in the compliant application of the Act. Adequate training and support is to be given to ensure competency and accuracy.

The 'responsible person' may or may not be the person responsible for entering the data into the Blue Card Register. It is recommended that no more than two organisation representatives are approved to maintain the BCR including the entry of data.

If multiple persons are entering data into the BCR, one person is to be appointed as the BCR co-ordinator. The co-coordinator is responsible for ensuring the BCR is updated regularly by monitoring the flow of documents and information between roles responsible for managing the implementation of the requirements of Chapter 8, the Act.

All roles are to be supported by clear written local work instructions. A checklist for organisation representatives will assist compliance for all new, existing and renewal card applications and processes. Refer to **Appendix 6: Organisation representative Blue Card checklist**

The following resources will assist organisation representatives and the BCR coordinator with compliance in this area:

- **Appendix 2: WWCC (BC or E card) Guidelines (by role or position)**
- **Appendix 3: Blue Card Decision Tree – Employee**
- **Appendix 4: Blue Card Decision Tree – Volunteer**
- **Appendix 5: Blue Card Decision Tree – Volunteer (Home stay)**
- **Appendix 6: Organisation representative Blue Card checklist**

### 3.6. BLUE CARD REGISTER

Schools and ECS are to maintain a BCR in accordance with the Act and the Reg. All employees, volunteers and businesses associated with a school or ECS, including school or ECS board or council members **must** appear in the BCR, regardless of whether or not they are required to hold a BC or 'E' card.

For an ECS, the details of the 'Approved Provider' must also appear on the BCR.

The BCR must reflect all changes, updates and additional information necessary to make an informed judgement regarding an individual's eligibility to continue providing services to the school.

The minimum requirement for the format of a BCR is outlined in the BCS Child and Youth Risk Management Strategy Toolkit. A template can be found at:  
<https://www.bluecard.qld.gov.au/risk-management.html>

A template has been developed by the ASC adapted from the BCS template with a number of additional information columns to support compliant operational management.

The columns highlighted in orange are mandatory fields for a BCS audit. The additional fields are optional but will significantly assist compliant management of the BCR particularly for an internal audit. Refer to **Appendix 9: WWCC Employee and Volunteer register (BCR)**

The organisation representative with BCR coordination responsibility is to ensure that the BCR is continuously updated and maintained.

The BCR is to have an automated alert system in place to identify when a BC is due for renewal. BCS recommend that at least 4 months' notice is required prior to expiry, to remind both the card holder and the responsible person that a renewal application must be completed and lodged.

**Note:** BCS will notify the individual BC holder (if contact details are accurate and current) of the expiry date and advice on renewing their BC.

All roles involved in WWCC and application of the Act are to be supported by local written procedures and work instructions. This is particularly important when more than one person has access to data collection for and entry in the BCR.

Quality control of the BCR is the responsibility of one person within the school or ECS, the organisation representative nominated as the person responsible for the coordination of the BCR.

This person is responsible for regular monitoring of other organisation representatives processes, internal audits and reporting to the Principal or if relevant the Director or Nominated Supervisor of an ECS.

### 3.7. BLUE CARD REGISTER AUDIT

#### 3.7.1. Internal audits

Monthly **internal audits** of the quality and reliability of the BCR data are required to ensure the integrity of the process within the school and ECS. An internal audit is to ensure that all persons undertaking 'regulated employment' are accurately reflected on the BCR and that all BCs are current and valid.

All new or updated entries for the relevant monthly period are to be quality checked as part of the internal audit process by the responsible organisation representative. The audit should examine that:

Organisation representatives are complying with the requirements of the Act and the Policy:

- checklist used
- form completed accurately
- identification documents sighted
- verbal 'disqualified person' warning provided

Every entry has accurately recorded a:

- DOB (not required for volunteer parents)
- surname
- first name
- middle name (where appropriate)
- card type
- role / position

Everyone who requires a Blue or Exemption card has:

- a number
- expiry date
- alert date
- BC status
- date of application or authorisation lodged
- date of confirmation received from BCS

Quarterly **internal audit** reports are to be developed by the BCR coordinator and provided to the Principal and if relevant the Director or Nominated Supervisor of an ECS. Compliance with Chapter 8 of the Act will be using the Blue Card Register as evidence. The expectation is 100% compliance with the requirements.

This report is to advise of compliance and any arising issues from the BCR data across the preceding reporting period and any pending issues and concerns for the next reporting period. In particular the report should address compliance with:

- Home stay providers and residents (adults and young people soon to be 18 years)
- Volunteer including coaches
- External tutors (e.g. music / drama)





## Child & Youth Risk Management Strategy 20XX

### Annual Strategy

*Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172*  
*Working with Children (Risk Management and Screening) Regulation 2011 s. 3*



Document Details	
Approved by: <b>Principal or Director (delete if required)</b>	Developed by:
Name:	Contact Officer:
Signed:	Name:
Date: .../.../....	Position:
Endorsed by School/College Council	
Date: ...../...../.....	

#### Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people (**delete young people if for an Education and Care Service**) and to implement strategies to minimise these risks.

A well-developed strategy will help **[insert name of school/or ECS ]** achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their **school/ECS (delete one of the options here)**.

**[insert name of school/ ECS here]** Child and Youth Risk Management strategy 20XX



In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

**The eight requirements are:**

**COMMITMENT**

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

**CAPABILITY**

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

**CONCERNS**

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

**CONSISTENCY**

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

[Insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

**Instructions**

The Head of School is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually. The completion of the Child and Youth Risk Management Strategy Checklist / Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with **[insert school/ECS name here]** governance requirements for implementation at the beginning of the subsequent school year. The review process must be documented which together with the strategy document will be archived for future reference.

Notwithstanding the scheduled review, should circumstances change significantly before the 12 month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

**Scope**

This strategy applies to all students, parents, employees, volunteers and visitors of **[insert name of school/ECS here]**.

**The following describes how the strategy document is to be developed.**

**Column A –Requirement:** This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

**Column B – Action/s:** Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

**Column C –Reference:** Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

**Column D – Responsible Officer:** This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

**Column E – Evidence:** This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

**Abbreviations**

**ACSQ** Anglican Church Southern Queensland

**[add other relevant abbreviations here in 2 columns if required]**

**[insert name of school/ECS here]** Child and Youth Risk Management strategy 20XX

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of commitment	<p>The Anglican church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p><i>[insert name of school or ECS here] support the rights of children and young people (delete young people if for an ECS) and are committed to ensure the safety, welfare and wellbeing of students/children (delete either students or children as required). [insert name of school or ECS here] is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</i></p> <p><i>This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students/children (delete either students or children as required) from harm.</i></p>	<p>Student Protection in Anglican Schools Policy 2015. <b>ACSQ</b></p> <p>This policy has been adopted by [insert name of school or ECS here]</p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Include details of local responsible staff member/ position</p>	<p><b>EXAMPLE AS BELOW</b></p> <p>Policy adopted on xx/xx/15</p> <p>Statement of Commitment framed. Visible placement in all reception/administration areas of school/college.</p> <p>Statement of commitment advertised on school's inter and intra net sites.</p>

	<p>In support of this commitment, <i>[insert name of school or ECS here]</i> is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of <i>students/children (delete either students or children as required)</i> in their care.</p>			
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[insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
2. Code of Conduct				

[Insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

Part 2: CAPABILITY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
3. Written processes for recruitment, selection, training and managing staff and volunteers.				

[Insert name of school/ECS here] Child and Youth Risk Management strategy 20XX



Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.				

[insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
5. A plan for managing breaches of your risk management strategy.				

[Insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

Part 4: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
6. Policies and procedures for managing compliance with the blue card system.				

[Insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

Part 5: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Strategies for communication and support.				

[insert name of school/ECS here] Child and Youth Risk Management strategy 20XX

**Working with Children Check (Blue / Exemption Card) – Guidelines for Anglican schools and associated Education and Care Services**

Role	Paid <sup>3</sup>	Volunteer	School	ECS	Card	Form	Start	Blue Card Register	Comment	BCS information
Registered Teacher <sup>1</sup>	✓		✓		No		Immediately	✓	Exempt by virtue of legislation for a WWCC. Includes relief teachers.	
Registered Teacher <sup>1</sup>	✓			✓	E	E Form	Form lodged BCS	✓	Teachers are not exempt from holding a valid BC in an ECS.	
Registered Teacher <sup>2</sup>	✓	✓	✓	✓	E	E Form	Form lodged BCS	✓	May require an 'E' card if role outside of their professional duties.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-teachers.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-teachers.pdf</a>
Pre-service Teachers / Trainee Students		✓	✓	✓	V	BC Form	After BC issued	✓	This is managed by the education provider e.g. university / RTO. No requirement to link to the placement school or ECS. To be sighted and recorded on BCR.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Trainee-students.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Trainee-students.pdf</a>
Registered Nurse	✓		✓		No		Immediately	✓	As a member of AHPRA not required to hold a BC unless working in a role outside of professional practice.	<a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Registered-health-practitioners.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Registered-health-practitioners.html</a>
School counsellor (AHPRA)	✓		✓		No		Immediately	✓	As a member of AHPRA not required to hold a BC unless working in a role outside of professional practice.	<a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Registered-health-practitioners.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Registered-health-practitioners.html</a>
School counsellor (teacher)	✓		✓		E	E Form	Form lodged BCS	✓	Requires an 'E' card if role is outside of their professional duties.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-teachers.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-teachers.pdf</a>
Employee (other)	✓		✓	✓	P	BC Form	Form lodged BCS	✓		<a href="https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf">https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf</a>
Boarding House staff	✓		✓		P	BC Form	Form lodged BCS	✓	Approved teachers are exempt by virtue of legislation.	
Chaplain	✓		✓	✓	P	BC Form	Form lodged with BCS		Religious representative checked on BC Form	

Role	Paid <sup>3</sup>	Volunteer	School	ECS	Card	Form	Start	Blue Card Register	Comment	BCS information
<b>Volunteer</b> (parent)	✓	✓	✓	✓	No	-	Immediately	✓	Homestay is an exception. BC is required	<a href="https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf">https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf</a>
<b>Volunteer</b> (non-parent)		✓	✓	✓	V	BC Form	After BC issued	✓	Exempt as a volunteer guest: - 10 days or less - no more than 2 occasions per year - with supervision	<a href="https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf">https://www.bluecard.qld.gov.au/pdf/flowcharts/blue-card-application-process.pdf</a> <a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Grandparents-and-other-relatives.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Grandparents-and-other-relatives.html</a>
<b>Police Officer</b> (not a current parent)		✓	✓	✓	E	E Form	Form lodged BCS	✓		<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-Police-Officers.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Exemption-cards-for-Police-Officers.pdf</a>
<b>Music tutor</b> (Commercial business)	✓		✓	✓	P	BC or BCB Form	After BC issued	✓	To be sighted and recorded on BCR. Consider 'commercial' nature of activity.	<a href="http://www.bluecard.qld.gov.au/business/PrivateTeachingCoachingandtutoring.html">http://www.bluecard.qld.gov.au/business/PrivateTeachingCoachingandtutoring.html</a>
<b>Music tutor</b> (Private)	✓		✓	✓	P or E	BC or BCB Form	After BC issued	✓	Registered teachers may require an 'E' card.	<a href="http://www.bluecard.qld.gov.au/employees/PrivateTeachingCoachingandtutoring.html">http://www.bluecard.qld.gov.au/employees/PrivateTeachingCoachingandtutoring.html</a>
<b>Sports coach</b> <sup>3</sup> (paid)	✓		✓	✓	P	BC Form	Form lodged BCS	✓	If under 18 years of age: no BC required until 18. Record DOB and alert on BCR.	
<b>Sports coach</b> (Volunteer)		✓	✓	✓	V or E	BC Form	After BC issued (except for E card)	✓	For an 'E' card the volunteer can commence as soon as BC Form is lodged.	<a href="https://www.bluecard.qld.gov.au/volunteers/education-and-care-services-and-similar-employment.html">https://www.bluecard.qld.gov.au/volunteers/education-and-care-services-and-similar-employment.html</a>
<b>Governing Body</b> (Directors)	✓	✓	✓		P / V / E	BCB Form or EB Form	After BC issued	✓	If a voluntary role, no payment required. Statutory declaration required. A 'V' BC will be issued. If in a paid role, a 'P' BC will be issued. If applicable an 'E' card will be issued.	<a href="http://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Directors-of-a-non-state-school-governing-body.pdf">http://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Directors-of-a-non-state-school-governing-body.pdf</a>
<b>Council / Committee members</b>		✓	✓	✓	V or E	BC Form	After BC issued	✓	If applicable an 'E' card will be issued.	



Role	Paid <sup>3</sup>	Volunteer	School	ECS	Card	Form	Start	Blue Card Register	Comment	BCS information
<b>P &amp; C membership</b> (No OSHC)	✓	✓	✓	✓	V	BC Form	After BC issued	✓	<b>ONLY</b> if volunteer is not a current parent.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf</a>
<b>P &amp; C with OSHC membership</b> (Executive)	✓	✓	✓	✓	P	BCB Form EB Form (teacher)	After BC issued	✓	All members of executive to hold a 'P' card.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf</a>
<b>P &amp; C with OSHC membership</b> (Ordinary)		✓	✓	✓	V	BC Form	After BC issued	✓	<b>ONLY</b> if volunteer is not a current parent.	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Parents-and-citizens-associations-100615.pdf</a>
<b>Homestay residents</b> (Qld)		✓	✓		V / P / E	BC Form or E Form	As applicable depending on card type	✓	Each adult (18 and over) residing in the home. Consider frequency if applicable. <sup>4</sup>	<a href="https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Homestay-providers.pdf">https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Homestay-providers.pdf</a>
<b>Homestay residents</b> (not Qld)		✓	✓		As applicable			✓	The relevant state or territory legislation relates. All adults residing in the homestay must hold a WWCC equivalent.	Research the relevant state or territory provisions. <a href="https://www.bluecard.qld.gov.au/intestate-visitors/index.html">https://www.bluecard.qld.gov.au/intestate-visitors/index.html</a>
<b>Students under 18 years</b>		✓	✓	✓	V	BC Form	After BC issued	✓	<b>Only</b> when enrolled in a RTO course that requires them to work with children.	<a href="https://www.bluecard.qld.gov.au/volunteers/SchoolsEmployeesofthehanteachersandparents.html">https://www.bluecard.qld.gov.au/volunteers/SchoolsEmployeesofthehanteachersandparents.html</a>
<b>Contractors</b> (Schools)	✓		✓		If applicable. Refer to BCS information			<b>If applicable</b>	Generally contractors excluding cleaners and grounds people will not need a BC.	<a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Contractors-going-into-schools-or-child-care-centres.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Contractors-going-into-schools-or-child-care-centres.html</a>
<b>Contractors</b> (ECS)	✓			✓	If applicable. Refer to BCS information			<b>If applicable</b>	When children are present and the services are considered to be part of the contractor's usual business activities, then the individual requires a BC. Exemptions exist: refer to the BCS link.	<a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Contractors-going-into-schools-or-child-care-centres.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Contractors-going-into-schools-or-child-care-centres.html</a>
<b>Guest speakers</b> (Schools)	✓	✓	✓						Criteria to be met for an exemption to exist: refer to the BCS link.	<a href="https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Guest-speakers.html">https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Guest-speakers.html</a>

Role	Paid <sup>3</sup>	Volunteer	School	ECS	Card	Form	Start	Blue Card Register	Comment	BCS information
Guest speakers (ECS)	✓	✓		✓					When the usual activities of the business include, or are likely to include: <ul style="list-style-type: none"> <li>operating an education and care service or another commercial service that includes providing education and care to children, or</li> <li>carrying out activities in premises or a vehicle in which there are children to whom education and care is being provided.</li> </ul>	<a href="https://www.bluecard.qld.gov.au/business/education-and-care-services-and-similar-employment.html">https://www.bluecard.qld.gov.au/business/education-and-care-services-and-similar-employment.html</a>
Gap Student or visiting teacher (e.g. international) <sup>3</sup>		✓	✓	✓	V	BC Form	After BC issued	✓	Identification verification by a prescribed person form should be completed by a prescribed person where a blue/exemption card applicant cannot have their identification sighted by their organisation if the applicant's usual residence is more than 50km from the business address of the organisation.  This form must accompany the blue/exemption card application form. For an international teacher this should be done prior to their attendance at the host school.	

**NOTES: This is not an exhaustive list. Further information is available on the Blue Card Services website.**

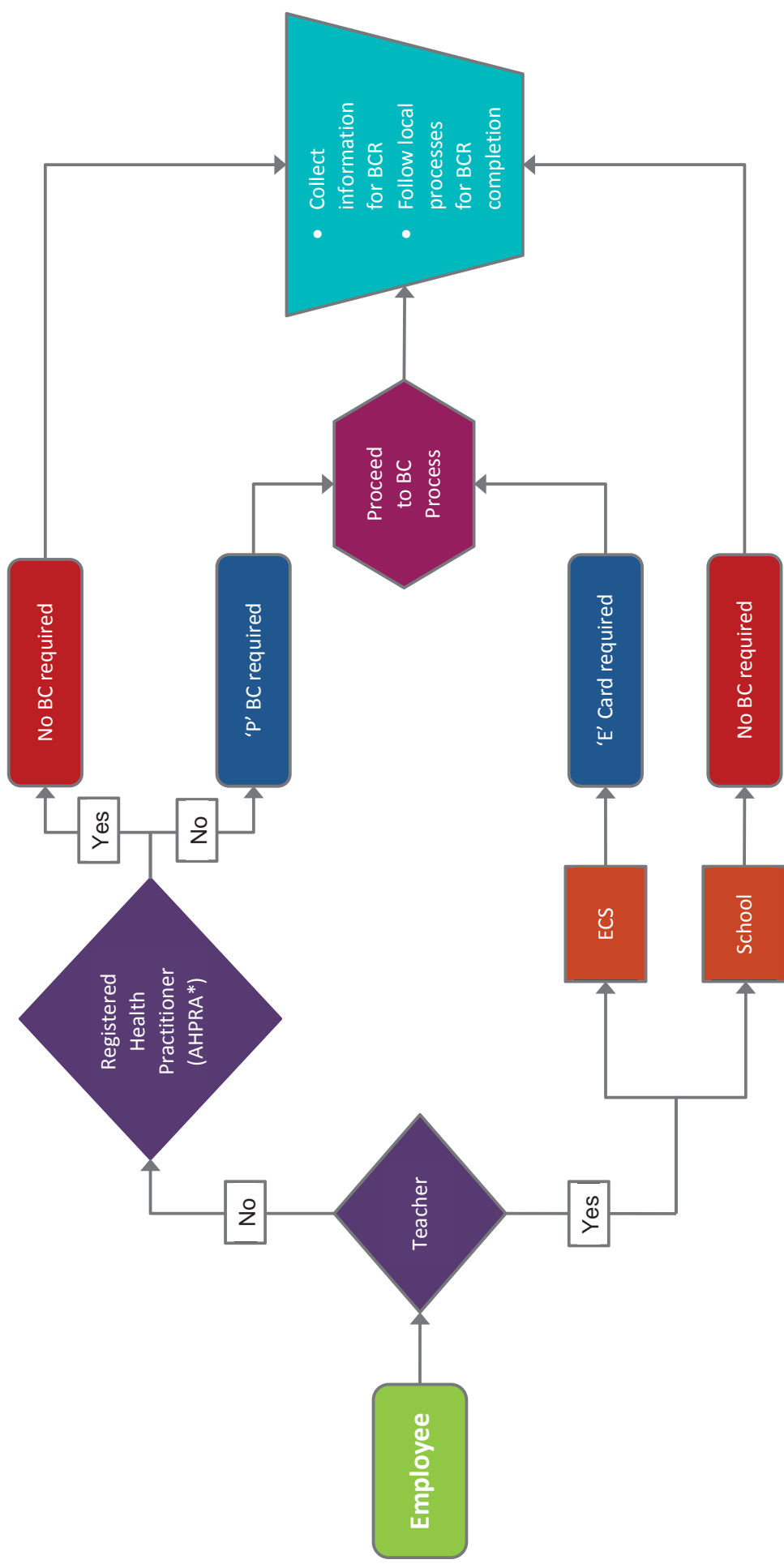
<sup>1</sup>Employee working as a teacher at the Anglican school or ECS

<sup>2</sup>Teacher working in child-related activity outside of their teaching role with another regulated business e.g sports coach

<sup>3</sup>Refer to s.165 (2) *Working with Children (Risk Management and Screening) Act 2000* re 'financial reward'.

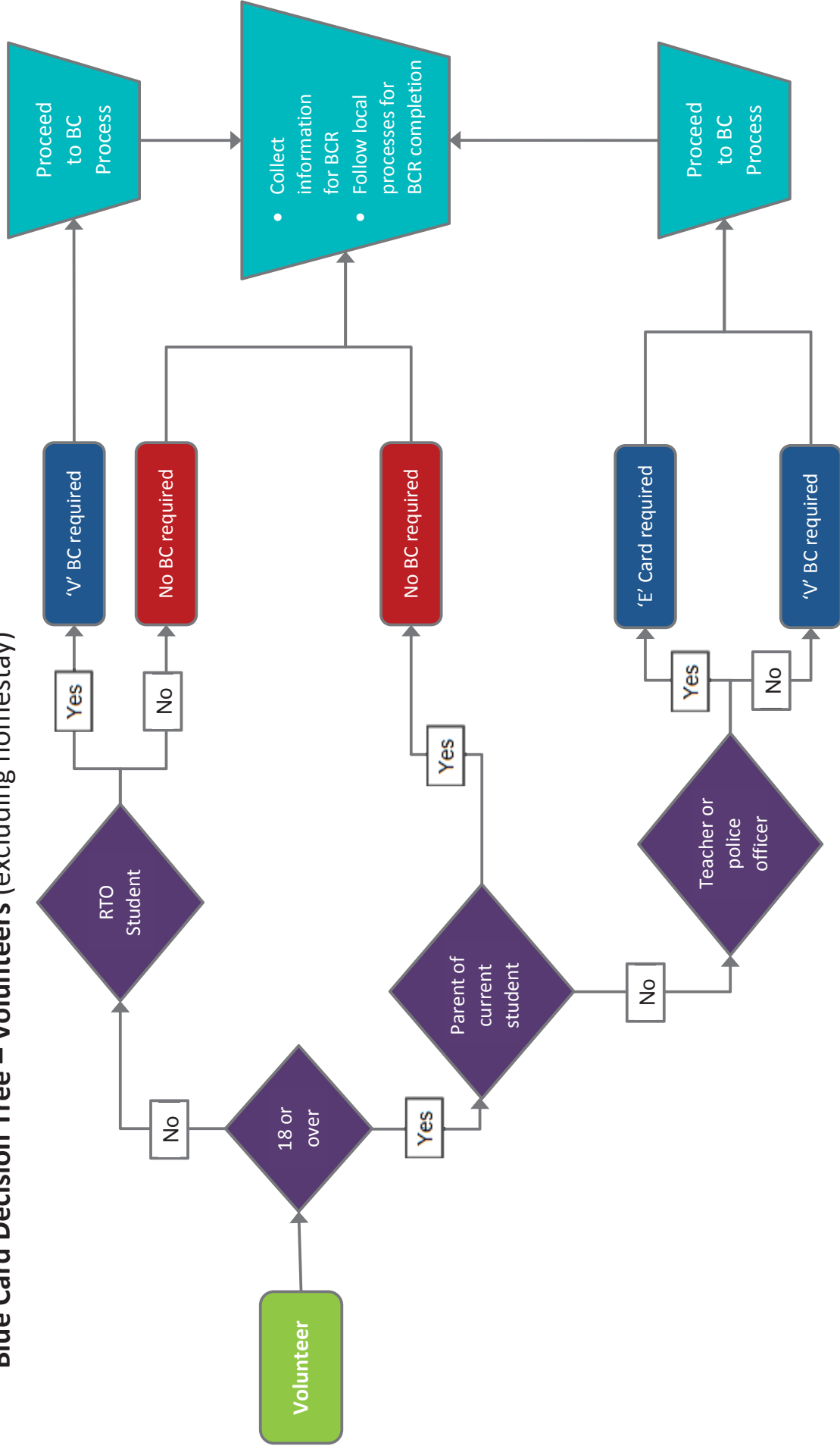
<sup>4</sup>Provides homestay not more than twice in same year for stays of 10 days or less. No BC required

**Blue Card Decision Tree – Employees**

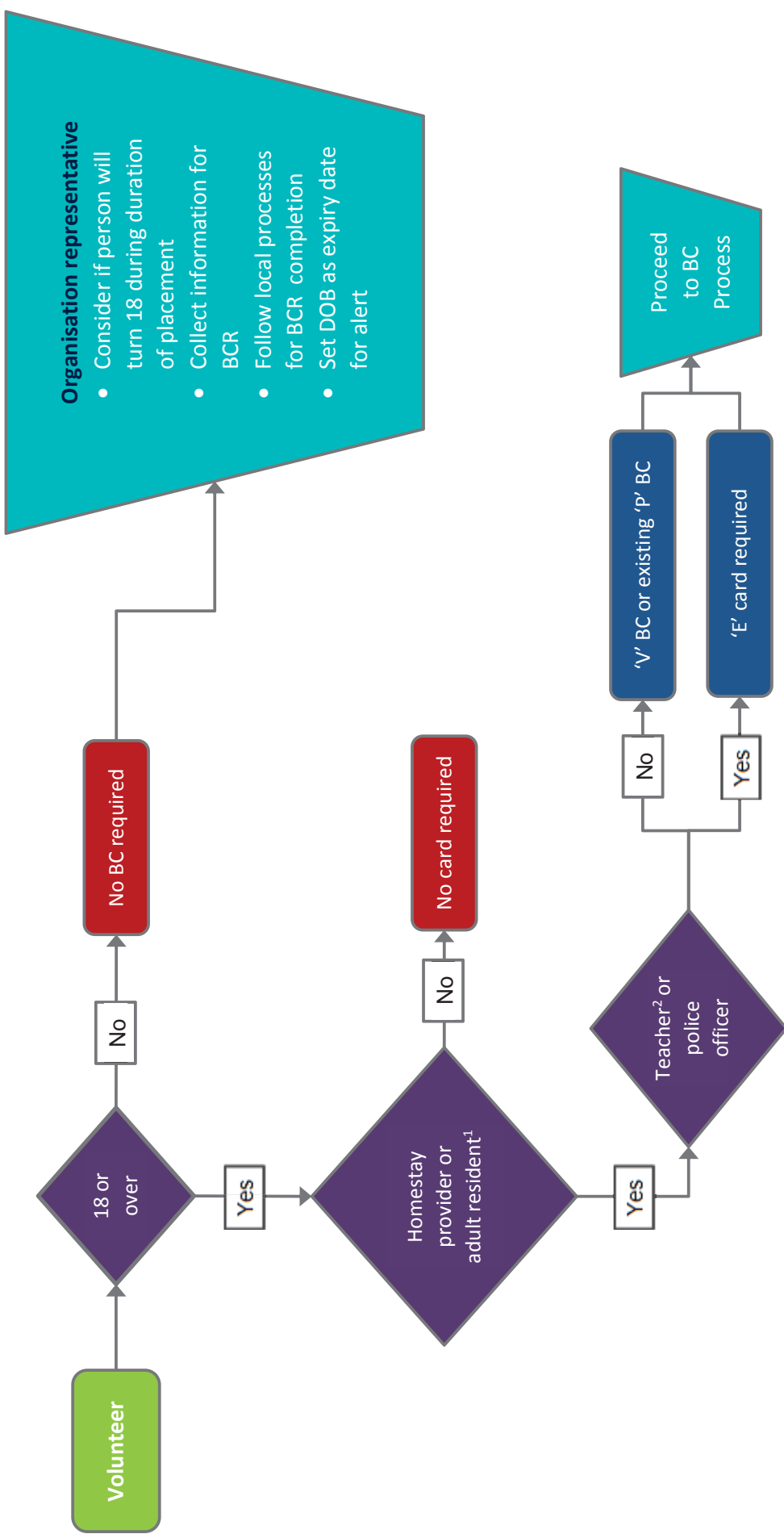


\* AHPRA: Australian Health Practitioner Regulation Agency. - Child related activity needs to relate to the registered profession e.g. psychologist

Blue Card Decision Tree – Volunteers (excluding homestay)



**Blue Card Decision Tree – Volunteers – Homestay**



<sup>1</sup> All adults who reside (i.e. regular place of abode) in the home of the 'homestay provider'

<sup>2</sup> It is irrelevant whether the teacher works for the school arranging the homestay placement or another school.

## ORGANISATION REPRESENTATIVE Blue Card CHECKLIST

(to be completed for all new BC applications and renewals and when authorising a valid BC)

**Instructions**

Each organisation representative responsible for administrating the school/college/ECS, Blue Card Services (BCS) application forms, including validation for each Blue Card or Exemption card applicant, must undertake the following checks and complete this form.

This form is then provided to the staff member with responsibility for the data entry and administration of the Blue Card Register.

**Completing the checklist:**

- **Blue section** to be completed in full for **all new and existing** BC/E card applications or holders.
- **Pink section** to be completed for **all new** BC (V or P) or E card applications.
- **Green section** to be completed for **all existing** BC or E card applications.
- **Orange section** to be completed for **all** BC renewal applications.

<b>Organisation representative Name:</b>	<b>Date checklist Completed:</b> DD/MM/YYYY	<b>Date checklist forwarded to BCR coordinator:</b> DD/MM/YYYY
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Please ensure that you complete this section accurately (the blue section is not optional)			
Information required	Information provided	Yes	No
Surname (in upper case) e.g. SMITH		<input type="checkbox"/>	<input type="checkbox"/>
First name		<input type="checkbox"/>	<input type="checkbox"/>
Middle name/s		<input type="checkbox"/>	<input type="checkbox"/>
Preferred name		<input type="checkbox"/>	<input type="checkbox"/>
DOB e.g. DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>

New BC / E card applicant (complete the following pink section)			
Information required	Information provided	Yes	No
Has the correct BCS Form been used for the 'child-related' activity?	Identify card type: V/P/E	<input type="checkbox"/>	<input type="checkbox"/>
Check application form for accuracy and completeness		<input type="checkbox"/>	<input type="checkbox"/>
Identification item 1 Date sighted: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Identification item 2 Date sighted: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Signature sighted and confirmed. (same as on form)		<input type="checkbox"/>	<input type="checkbox"/>
Verbal 'disqualified person' warning given (in person) Date given: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>



Appendix 6 | Organisation Representative Blue Card Checklist

Application Form signed Date: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
ID documents copied and attached to application		<input type="checkbox"/>	<input type="checkbox"/>
Application lodged to BCS Date lodged: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>

**Existing BC / E card holder** (complete the following green section)

Information required	Information provided	Yes	No
Does the person hold the correct BC or E card for the 'child-related' activity?	Identify card type: <b>V/P/E</b>	<input type="checkbox"/>	<input type="checkbox"/>
If, ' <b>No</b> ' to above. Has the process to transfer card type occurred?	Explain situation here:	<input type="checkbox"/>	<input type="checkbox"/>
On-line validation completed Date: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Is the card valid?		<input type="checkbox"/>	<input type="checkbox"/>
Has the Authorisation to confirm a valid card/application Form been completed?		<input type="checkbox"/>	<input type="checkbox"/>
Has this form been checked for accuracy and completeness?		<input type="checkbox"/>	<input type="checkbox"/>
Signature sighted and confirmed. (same as on form)		<input type="checkbox"/>	<input type="checkbox"/>
Application Form signed Date: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Application lodged to BCS Date lodged: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
BC expiry date ( <b>V</b> or <b>P</b> )	DD/MM/YYYY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

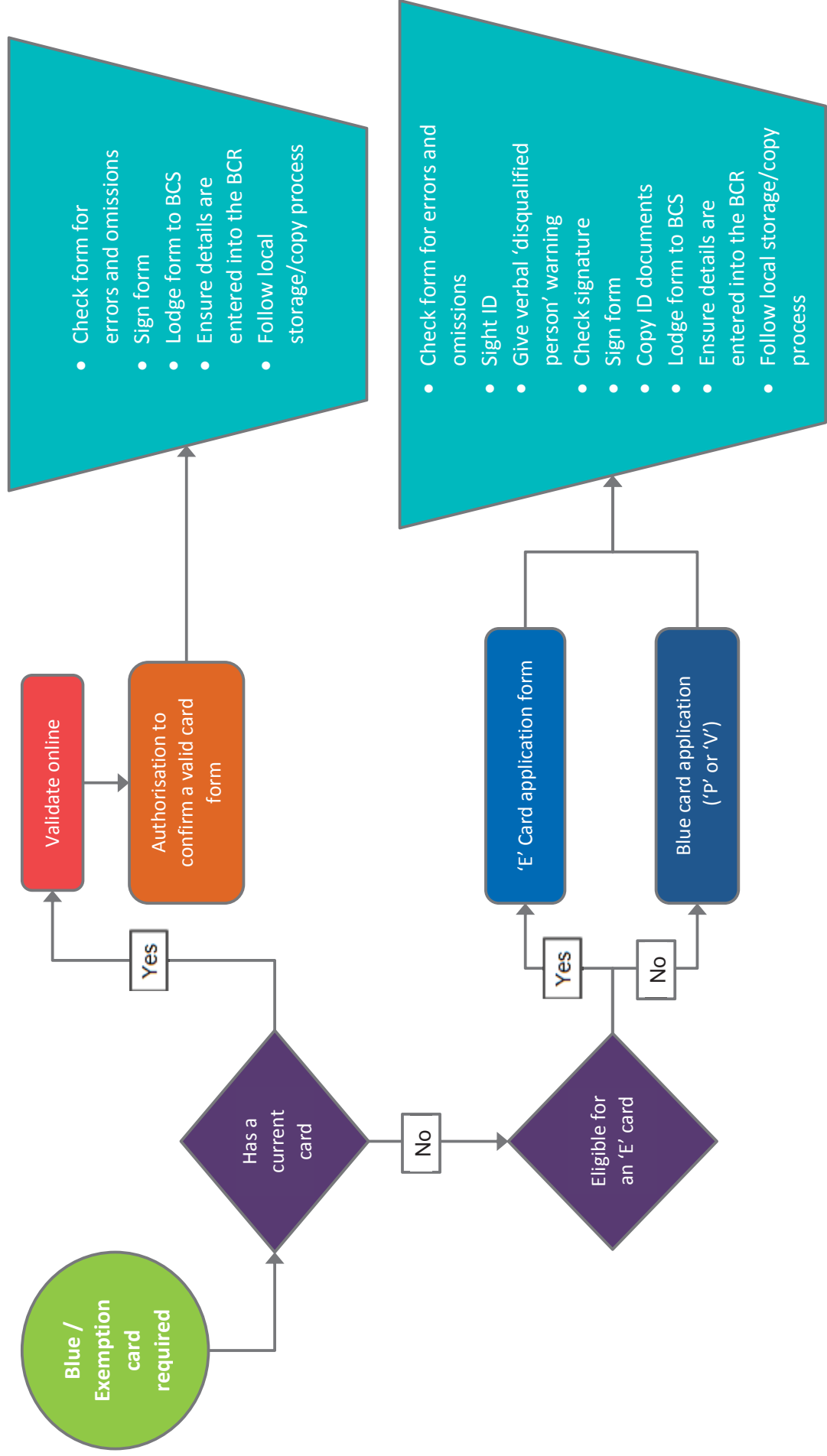
**Renewal BC holder** (complete the following orange section) **Note: E cards do not expire**

Information required	Information provided	Yes	No
Does the person still hold the correct BC for the 'child-related' activity?	Identify card type: <b>V/P</b>	<input type="checkbox"/>	<input type="checkbox"/>
If, ' <b>No</b> ' to above. Has the process to transfer card type occurred?	Explain situation here:	<input type="checkbox"/>	<input type="checkbox"/>
Expiry date of BC	DD/MM/YYYY		
Check application form for accuracy and completeness		<input type="checkbox"/>	<input type="checkbox"/>
Identification item 1 Date sighted: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>

Appendix 6 | Organisation Representative Blue Card Checklist

Identification item 2 Date sighted: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Signature sighted and confirmed. (same as on form)		<input type="checkbox"/>	<input type="checkbox"/>
Verbal 'disqualified person' warning given (in person) Date given: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
Application Form signed Date: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
ID documents copied and attached to application	DD/MM/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
Renewal application lodged to BCS Date lodged: DD/MM/YYYY		<input type="checkbox"/>	<input type="checkbox"/>
If a V card renewal, was application lodged more than 30 days from the expiry date?		<input type="checkbox"/>	<input type="checkbox"/>

**Blue Card Process Tree – Organisation Representative**



## **Disqualified person warning**

*Working with Children (Risk Management and Screening) Act 2000*

Verbal warning to be given in person by the organisation representative to each new BC applicant when proof of identity documents are produced and sighted.

'I am required by law in Queensland to provide you with a warning that it is an offence for a disqualified person to sign a Blue Card application form. If you are unsure whether you are a disqualified person you should contact Blue Card Services for more information before signing the application form.'





### BLUE CARD SYSTEM INCIDENT REPORT FORM

INTERNAL SCHOOL/ECS USE

Click to insert school logo

Incident identified or reported by

#### DETAILS

Description of incident

Name/s of person or people involved in incident

Day and date occurred or identified

Time of incident (if relevant)

AM/PM

Location where incident occurred

#### ACTION

Immediate action taken:

If no action taken - explain reason



**BLUE CARD SYSTEM INCIDENT REPORT FORM**

INTERNAL SCHOOL/ECS USE

Click to insert school logo

**DETAILS OF PERSON COMPLETING THIS FORM**

Name	<input type="text"/>	Contact phone number	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>

**OUTCOME BY PRINCIPAL/DIRECTOR (ECS)**

<input type="text"/>	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>
	Date <input type="text"/>





## NOTIFICATION OF BREACH OF THE BLUE CARD SYSTEM ANGLICAN SCHOOLS COMMISSION

Note: Policy ONLY requires notification of all reported or identified breaches of the Working with Children (Risk Management and Screening) Act 2000

Date

School  Phone number  Fax number

School Address  Suburb/Town  State  Postcode

Principal name

Contact Phone  Mobile Phone  Email address

### ALLEGED BREACH

Date breach identified

Date breach reported to principal

Was a Blue Card System Incident Report Form provided to the Principal?  Yes  No **If yes, please please attach a copy.**

### DETAILS

Provide details of the identified/reported breach (including date of breach and names and position of people involved)

Outline all action taken



**NOTIFICATION OF BREACH OF THE BLUE CARD SYSTEM  
ANGLICAN SCHOOLS COMMISSION**

If no action taken - explain reason

Any other additional information or comments?

Principal name

Date

Completed form to be saved and emailed to Executive Director Anglican Schools Commission, Anglican Church Southern Queensland

**ASC Overview**

Comments

No further action

Internal school investigation

External investigation

Audit

Report to Blue Card Services

Report to the police

Name

Date emailed back to Principal