



**St Paul's
School**

Rights and Obligations of Current and Potential Blue/Exemption Card Holders Guide

GUI-020 V1.0

create your own story!

Table of Contents

Introduction	3
What is the blue card check?	4
Who can apply for a card?	4
Rights and obligations of blue/exemption card holders	4
Can I use my blue/exemption card across regulated child-related categories?	4
What if my card is lost or stolen?.....	5
What if my police information changes?	5
What if my card is suspended or cancelled?.....	5
When should I renew by blue card?.....	5
How long are blue/exemption cards valid form?.....	5
Change in personal information	6
Complaints	6
Meeting identification requirements to apply for a blue/exemption card	6
What identification documents do you need to apply for a blue/exemption card?.....	6
Request to consider alternative identification?	7
Applicant declaration	7
Organisation declaration	7
How long does a blue/exemption card application take to process?	7
Interstate Visitors	7
Contact	7
Definitions and Abbreviations	8
Appendix 1: Summary of Blue/Exemption Card Holders	9

Introduction

The Rights and Obligations of Current and Potential Blue/Exemption Card Holders Guide is one measure towards achieving legislative compliance and notifying stakeholders (current and potential) of their rights and obligations.

The *Working with Children (Risk Management and Screening) Act 2000* places obligations on card holders. Failure to comply with these obligations may attract penalties.

The purpose of the blue card system is to contribute to the creation of safe and supportive environments for children when receiving services and participating in activities which are essential to their development and wellbeing such as child care, education, sport and cultural activities.

The system's three dimensions consider past, present and future risks of harm to children. It operates as a strong preventative and monitoring system that includes effective screening, ongoing monitoring and requiring organisations to develop, implement and maintain child and youth focused risk management strategies.

Blue card screening

The initial screening assesses a person's eligibility based on their known past police and disciplinary information. This process prevents people from working with children in regulated service environments if their past behaviour indicates that they are unable to protect a child from harm and promote their wellbeing. It also disqualifies certain people upfront from applying for a blue card (i.e. those convicted of a serious child-related sex or child pornography offence or the murder of a child).

Ongoing monitoring

Blue Card Service (BCS) monitors the police information of all applicants and card holders. If the information changes, BCS can take steps to immediately protect children from harm, including suspending or cancelling a card. BCS also monitors and audits service providers' compliance with blue card system obligations to ensure that appropriate safeguards are being implemented and maintained.

Risk management strategies

Organisations and self-employed persons who fall within the scope of the blue card system are legislatively required to develop, implement and maintain child and youth focused risk management strategies. These strategies aim to ensure that there are appropriate policies and procedures in place to identify and minimise the potential risk of harm to children, including codes of conduct, procedures for recruiting, managing and training of staff, policies for identifying and reporting disclosures or suspicions of harm. These strategies are monitored by Blue Card Services.

What is the blue card check?

The blue card check assess:

- National criminal history, of all charges and conviction (including spent and not recorded)
- Child protection prohibition orders (whether a person is a respondent or subject to an application)
- Disqualification orders
- If a person is subject to reporting obligations under the *Child Protection (Offender reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003*
- Disciplinary information held by certain professional organisations including teachers, child care providers and foster cares
- Information that the Police Commissioner may provide in relation to police investigations into allegations of serious child-related sexual offences, even if no charges were laid.

A person whose application is approved is issued with a positive notice letter and a blue card. If a person's application is refused, they are issued with a negative notice which prohibits them from carrying on a business or providing child-related activities in the categories regulated by the *Working with Children (Risk Management and Screening) Act 2000*.

Who can apply for a card?

Appendix 1: provides further break down on activities, positions and blue card requirements.

Employers, volunteer coordinators and education providers are responsible for applying for blue cards on behalf of their employees, volunteers or trainee students. Business operators or people seeking to operate a business working with children are responsible for apply directly to Blue Card Services for blue card.

If you have had your blue card suspended, are a negative notice holder or a disqualified person, you are unable to apply for a blue card and should contact Blue Card Services for further information.

Rights and obligations of blue/exemption card holders

Can I use my blue/exemption card across regulated child-related categories?

Paid employees and business operators

Paid employees and business operators are able to use their blue/exemption cards for all regulated child-related categories, including volunteer work.

St Paul's School/St Paul's Early Learning Centre and paid employees must advise Blue Card Service (BCS) of all regulated child-related work for which they are using their blue/exemption card.

St Paul's School/St Paul's Early Learning Centre will complete the *Authorisation to Confirm a Valid Card/Application Form* with you in person.

Volunteers

Volunteers are able to use their volunteer (V) blue card across all unpaid regulated child-related work categories.

St Paul's School/St Paul's Early Learning Centre and volunteers must advise BCS of all regulated child-related work for which they are using their blue/exemption card.

St Paul's School/St Paul's Early Learning Centre will complete the *Authorisation to Confirm a Valid Card/Application Form* with you in person.

What if my card is lost or stolen?

You must advise BCS by completing a *Card/notice letter lost of stolen* form within 14 days. There is a replacement fee for a replacement card. This is blue/exemption card holders responsibility to pay. St Paul's School/St Paul's Early Learning Centre will not provide payment for the replacement card.

What if my police information changes?

Your police information is constantly monitored and if a relevant change occurs that might affect your eligibility work with children, then your application or status as a card hold will be reassessed.

You must immediately notify the Risk and Compliance Officer if there is a change in your police information.

You do not have to provide the details of any offence/s to your employer, only that a change has occurred.

What if my card is suspended or cancelled?

If your blue card is suspended or cancelled you must:

- Not apply, start or continue in regulated child-related work
- Not apply for, start or continue to carry on a regulated child-related business
- Return your positive notice letter and blue card to Blue Card Services immediately

St Paul's School/St Paul's Early Learning Centre Risk and Compliance Officer will be notified of your card suspension or cancellation.

When should I renew my blue card?

BCS will send card holders a reminder to renew their blue card 10weeks before your card expires. St Paul's School/St Paul's Early Learning Centre will forward a reminder of your upcoming expiry date also.

Paid employees

You may continue working at St Paul's School/St Paul's Early Learning Centre as long as the appropriate form is submitted to BCS prior to your blue card expiry date.

The form will be forwarded by St Paul's School/St Paul's Early Learning Centre. Payment of your application will be courtesy of St Paul's School/St Paul's Early Learning Centre.

Volunteers and Business Operators

Volunteers, students and business operators (i.e.: Tutors) who submit their application form at least 30 days prior to their blue card expiring may continue in regulated child-related work after the expiry of their blue card, unless it is suspended or cancelled earlier.

St Paul's School/St Paul's Early Learning Centre will make contact to volunteers, student and business operators, the form is required to be submitted at least 30 days prior to your card expiring. This will need to be factored in when lodging your paperwork.

St Paul's School/St Paul's Early Learning Centre are 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 BCS for more information before signing the application form

How long are blue/exemption cards valid form?

A positive notice and blue card is valid for three years. Exemption cards do not have an expiry date and remain valid as long as the card holder remains a registered teacher or police officer in Queensland.

Change in personal information

You must advise Blue Card Services and the Risk and Compliance Officer of St Paul's School/St Paul's Early Learning Centre of:

- Any move or change to your postal address
- A new telephone or contact number, or
- A change of name (PDF, 163KB).

Complaints

Should there be cause for concern that processes within the Blue Card System in Anglican Schools policy and associated procedures have not been complied with, the person is to notify the Headmaster by completing FRM-030 Blue Card System Incident Report Form immediately. This form is located on the St Paul's CMS or by email request to compliance@stpauls.qld.edu.au.

Meeting identification requirements to apply for a blue/exemption card

What identification documents do you need to apply for a blue/exemption card?

One current, **original** document from List 1 and one current, **original** document from List 2 which together show your full name, date of birth and signature. Or, two current, original documents from List 1 which together show your full name, date of birth and signature. JP verified documents will not be accepted.

List 1: Primary Documents	List 2: Secondary Documents
<ul style="list-style-type: none"> • Driver licence/learner permit/proof of age card (with photo) • Australian passport (current or expired in the last two years) • Birth certificate (or extract) • Proof of Australian citizenship or permanent residency • Overseas passport (current) 	<p>SIGNATURE DOCUMENT</p> <ul style="list-style-type: none"> • Pensioner concession card/Department of Veterans' Affairs health entitlement card/Seniors health card/Health care card/any other current financial entitlement card issued by the Department of Human Services • Credit card or bank card • Positive notice blue or exemption card • Student identification card issued by an educational institution (with photo and signature) • Queensland gaming machine licence <p>NON-SIGNATURE DOCUMENT</p> <ul style="list-style-type: none"> • Queensland licence issued under the Weapons Act 1990 • Medicare card • Queensland crowd controller/private investigator/security officer licence • Passbook or account statement issued by a financial institution dated in the last six months • Australian taxation assessment notice dated in the last six months

Request to consider alternative identification?

If you cannot satisfy the identification requirements and you have other documents which have identifying details such as full name, date of birth and signature, you may complete and submit a Request to consider alternative identification form with your blue card application. Blue Card Services will then assess your request and will advise you if further identification is required.

Applicant declaration

You must sign the declaration in the 'Applicant's details' section on the blue card application form and the 'Blue card applicant's declaration' on the Request to consider alternative identification form.

Organisation declaration

If you are a paid employee, volunteer or student, St Paul's School/St Paul's Early Learning Centre Blue Card contact shall sign the declaration in the 'Organisation declaration' section of the blue card application and the 'Organisation/prescribed person's declaration' on the Request to consider alternative identification form. This will confirm St Paul's School/St Paul's Early Learning Centre have sighted your alternative identification documents and that these match your personal details provided

How long does a blue/exemption card application take to process?

Blue/exemption card applications where no police or disciplinary information is received are generally processed within 28 working days provided the form is complete and no further information is required from the applicant.

Applications will take longer to process if:

- Forms are incomplete or not correctly filled in. Please ensure each part of the form is filled in by the appropriate person and completed correctly, or
- There is police or disciplinary information about an applicant that must be retrieved and considered before determining a person's eligibility to work with children

Interstate Visitors

Blue cards are issued under the *Working with Children (Risk Management and Screening) Act 2000* (Qld). They are an initiative of the Queensland Government. St Paul's School/St Paul's Early Learning Centre cannot accept children checks conducted outside of Queensland.

Contact

Further information can be obtained from the Risk and Compliance of St Paul's School/St Paul's Early Learning Centre. Please email compliance@stpauls.qld.edu.au or call 07 3261 0177.

Definitions and Abbreviations

ACSQ	Anglican Church Southern Queensland
Adult	Means an individual who is 18 or more
Approved Teacher	A person who: (a) Holds full registration or provisional registration under the <i>Education (Queensland College of Teachers) Act 2005</i> , or (b) A person who holds a permission to teach under the <i>Education (Queensland College of Teachers) Act 2005</i>
ASC	Anglican Schools Commission
BCS	Blue Card Services
Child	Section 36 of the <i>Acts Interpretation Act 1954</i> defines a child as an individual who is under 18
Contact Person	The person listed with BCS to receive all notifications on behalf of St Paul's School and St Paul's Early Learning Centre.
Current	For a document, means that at the time the document is sighted, the document has not expired or been cancelled
May	Is used to indicate an optional course of action.
Must	Indicates that a legal requirement exists and must be complied with.
Registered Teacher	Means a person who holds full registration or provisional registration under the <i>Education (Queensland College of Teachers) Act 2005</i> and whose full or provisional registration has not been suspended under s. 48 or s. 49 of that Act.
Shall	Indicates a directive to be followed.
Volunteer	is a person who is employed by another person and does not carry out any work for the other person for a <i>financial reward</i>

Appendix 1: Summary of Blue/Exemption Card Holders

Activity	Position	Type	Comment
Coach (Paid)	Registered Teacher at St Paul's School	N/A	N/A
	Registered Teacher not employed at St Paul's School or Police Officer	Exemption Card	Application is to be lodged before commencement
	Parent of a student attending St Paul's School	N/A	N/A
	Grandparent, sister, brother, Aunty, Uncles including step and in-laws >18 years of age	Blue Card (Paid)	Application is to be lodged before commencement
	Past student of St Paul's School >18 years of age	Blue Card (Paid)	Application is to be lodged before commencement
Coach (Volunteer)	Registered Teacher at St Paul's School	N/A	N/A
	Registered Teacher not employed at St Paul's School or Police Officer	Exemption Card	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties
	Parent of a student attending St Paul's School	N/A	N/A
	Grandparent, sister, brother, Aunty, Uncles including step and in-laws >18 years of age	Blue Card (Volunteer)	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties
	Past student of St Paul's School >18 years of age	Blue Card (Volunteer)	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties
Employee (Paid)	Registered Teacher at St Paul's School in a teaching (includes extracurricular activities i.e.: coaching) position	N/A	N/A
	Registered Teacher performing duties outside the teaching capacity i.e.: Associate staff positions	Exemption Card	Application is to be lodged before commencement
	All associate staff positions	Blue Card (Paid)	Application is to be lodged before commencement
Tuckshop / Canteen / Retail Shop, Lollypop Supervisor (Volunteer)	Registered Teacher not employed at St Paul's School or Police Officer	Exemption Card	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties
	Parent of a student attending St Paul's School	N/A	N/A
	Grandparent, sister, brother, Aunty, Uncles including step and in-laws >18 years of age	Blue Card (Paid)	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties
	Past student of St Paul's School >18 years of age	Blue Card (Paid)	Volunteer is to be in possession of Blue Card before commencing duties. Authorisation is to be lodged and verified prior to commencing duties

Activity	Position	Type	Comment
Pre Prep Teaching / Supervising / Relief at St Paul's Early Learning Centre	Registered Teacher at St Paul's School	Exemption Card	Application is to be lodged before commencement
	Registered Teacher not employed at St Paul's School	Exemption Card	Application is to be lodged before commencement
	Associate staff	Blue Card (Paid)	Application is to be lodged before commencement
Lollypop Supervisor (Paid)	Registered Teacher at St Paul's School	Exemption Card	Application is to be lodged before commencement
	Associate staff	Blue Card (Paid)	Application is to be lodged before commencement
Homestay (Volunteer)	Registered Teacher at St Paul's School	Exemption	Must be in possession of Exemption Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties.
	Registered Teacher not employed at St Paul's School or Police Officer	Exemption Card	Must be in possession of Exemption Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties.
	Parent, Grandparent, sister, brother, Aunty, Uncles including step and in-laws >18 years of age of a student attending St Paul's School	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
	Past student of St Paul's School >18 years of age	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
	Visitors during the day	N/A	N/A
	Visitors staying overnight >18years of age for no more than 10 nights, twice a year	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
Billets	Any person who participates in this activity and if the activity is less than 10 days on no more than two occasions per year. Otherwise this is seen as Homestay	N/A	N/A
Pre Service Placements	Pre Service Teachers	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties

Activity	Position	Type	Comment
School Council Members	Registered Teacher, Police Officer	Exemption Card	Must be in possession of Exemption Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties.
	Parent of a student attending St Paul's School	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
	Grandparent, sister, brother, Aunty, Uncles including step and in-laws >18 years of age	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
	All other stakeholders	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
Fitness Students (Volunteer)	Year 11 and 12 students studying Certificate III in Fitness	Blue Card (Volunteer)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
Regulated Business/Self Employed (self-sourced and self-funded) and chance of entering St Paul's Early Learning Centre	Tutors (not paid by the School)	Blue Card (Paid)	Must be in possession of Blue Card before commencing duties or Authorisation is to be lodged and verified prior to commencing duties
	Cleaners (contracted)	Blue Card (Paid)	Application is to be lodged before commencement by their employer
	Ground staff (contracted)	Blue Card (Paid)	Application is to be lodged before commencement by their employer
	Plumbers, Electricians	Blue Card (Paid)	Application is to be lodged before commencement by their employer
	All other external contractors including builders or construction works and other services connected to building and facilities rather than the student	N/A	N/A

NB: A parent of a student attending St Paul's School/St Paul's Early Centre, regardless if the student is involved in the event the parent is volunteering in, under legislation, St Paul's School/St Paul's Early Centre and Blue Card Services cannot screen a parent of St Paul's School/St Paul's Early Centre.

The Risk and Compliance Officer will assess all paid and volunteer persons.