



**EDMUND RICE EDUCATION
AUSTRALIA**

Northern Region

Policy 3

Screening Policy and Guidelines

1. INTRODUCTION

Edmund Rice Education Australia (EREA) is committed to the protection of students in Catholic Schools in the Edmund Rice tradition. Moral and legal obligations and a commitment to provide a safe, supportive, caring environment for students underpin this and all other policies.

2. PURPOSE

Catholic schools in the Edmund Rice tradition are guided not only by common and statute law, but also by Gospel values as exemplified in the life of the founder of the Christian Brothers, Blessed Edmund Rice.

The purpose of this policy is to ensure procedures are in place for the screening of personnel who come in contact with students in Catholic schools in the Edmund Rice tradition in Queensland.

3. OBLIGATIONS

EREA is obliged to administer Catholic Schools in the Edmund Rice tradition in the Northern Region in the spirit of Edmund Rice, and in a manner that fulfills civil and statute law and church obligations, including

Commission for Children and Young People and Child Guardian Act 2000

Child Protection Act 1999

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

Education (General Provisions) Act 2006

Education and Training Legislation and Amendment Act 2011

Education Legislation and Amendment Act 2012

Education (Queensland College of Teachers) Act 2005

Criminal Law (Rehabilitation of Offenders) Act 1986

The Code of Canon Law

Other obligations arise from:

Relevant Professional Standards and Codes of Ethics

Relevant Catholic Church documents such as *Towards Healing* and *Integrity in Ministry*

EREA policies, particularly *Student Protection Policy* and *Student Protection Risk Management*

Compliance Policy

UN Charter of the Rights of the Child

4. POLICY STATEMENT

Each person working within schools of Edmund Rice Education Australia Northern Region whether a paid employee or a volunteer shall be subject to confidential screening procedures, both as required by this policy and by the legislative requirements in Queensland.

5. DEFINITIONS

School means a Catholic School in the Edmund Rice Tradition operated by EREA in Queensland and for the purposes of this policy is inclusive of Flexible Learning Centres (including Outreach and Bridge programs) and Indooroopilly Montessori Children's House.

Child and/or young person/people refer to an individual enrolled in a school.

Child Protection Risk Management Strategy refers to the legislative requirement of the Commission for Children and Young People and Child Guardian Act that requires all organizations working with children and young people to have a Child Protection Risk Management Plan in place to address specified criterion.

Code of Conduct for Interacting with Young People refers the ethical position that staff should adopt when working with children and young people and as set out in *EREA Northern Region Code of Conduct*.

Each person working in schools of Edmund Rice Education Australia Northern Region refers to all staff, religious and volunteers (both paid and unpaid) involved in Catholic Schools in the Edmund Rice tradition, Flexible Learning Centres (including outreach and bridge programs) and Indooroopilly Montessori Children's House.

Edmund Rice Education Australia (EREA) means the governing authority responsible for Catholic schools in the Edmund Rice tradition in Australia, Flexible Learning Centres (including outreach and bridge programs) and Indooroopilly Montessori Children's House.

Edmund Rice Education Australia Northern Region Office means the regional office of EREA for Queensland.

Principal is a person who has delegated responsibility for the day to day operations of a particular school for which Edmund Rice Education Australia is the governing authority and, for the purposes of this policy, includes the Director of Indooroopilly Montessori Children's House.

6. PARTICULAR RESPONSIBILITIES

6.1 **The Director Regional Support Northern Region bears the primary responsibility for the overall co-ordination of this Policy including:**

- i) ensuring a written procedure is in place to ensure the requirements of the *Commission for Children and Young People and Child Guardian Act 2000* are met within EREA Northern Region;
- ii) overseeing the monitoring for compliance with the Policy in EREA Northern Region;
- iii) ensuring random audits are conducted from time to time within EREA Northern Region to ensure that paid employees and volunteers have been screened in accordance with this policy and legislation;
- iv) ensuring all EREA Northern Region schools maintain a Screening Register.
- v) ensuring that if there is a reasonable suspicion of a criminal act/history that would make an employee or volunteer unsuitable for child related work in EREA Northern Region that the Commission for Children and Young People and Child Guardian and / or the Queensland College of Teachers are notified immediately;

6.2 **College Boards** have delegated responsibility:

- i) to ensure that the school policies are consistent with this policy and all relevant Catholic Education, Diocesan and legislative/regulatory requirements by Government
- ii) For ensuring that a comprehensive risk management plan is in place that has controls that reduce the risks to the level required by this policy, Government laws and EREA values,

6.3 **A Principal** is responsible for:

- i) ensuring that the requirement for a valid Blue Card is stated in applicable job advertisements by including the following statement:

"All applications for this position will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.

These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures."

- ii) ensuring that applicable job descriptions detail the condition of undergoing a Working with Children Check and / or holding a valid Blue Card;
- iii) confirming the identity and qualifications of any person to be employed within their school;
- iv) monitoring screening requirements regarding personnel and referring matters to the Director Regional Support, where required;
- v) ensuring the appropriate College Leadership Team Member or the Business/Personnel Manager is delegated as the Screening Contact Person with the responsibility for the oversight and monitoring of the school's compliance with this policy and relevant legislation;
- vi) ensuring the school maintains a Screening Register to ensure consistent and strict compliance with legislation and this Policy. This register will include:
 - a copy of all applications for a Working with Children Check to the Commissioner for Children and Young People and Child Guardian;
 - a copy of all Working with Children Check positive and negative notices issued by the Commissioner for Children and Young People and Child Guardian;
 - noting and monitoring the expiry dates of all positive notice Blue Cards and the renewal of positive notice Blue Cards in accordance with this Policy; and
 - a copy of any notifications for verification of a new employee with a Blue Card and when a Blue Card holder leaves employment
 - the details of any checks on teaching staff with the Queensland College of Teachers;
 - the details of any reasonable suspicion of a criminal history of an existing employee or subsequent change in criminal history, and details of screening subsequently conducted; and
 - any other matters the Director Regional Support EREA Northern Region considers relevant.
- vii) notifying the Director Regional Support of changes to the criminal history of a paid employee or volunteer within EREA Northern Region; Employees (including Principals) must immediately notify their employer and the Commissioner for Children and Young People and Child Guardian if there is any change to their Police Information. A person's police information changes if:
 - an applicant is charged or convicted with an offence, whether or not a conviction is recorded;
 - an applicant becomes a respondent to, or subject to, an application for a child protection prohibition order or disqualification order; or
 - an applicant becomes subject to reporting obligations under the Child Protection (Offender Reporting) Act 2004 or the Dangerous Prisoners (Sexual Offenders) Act 2003.
- viii) ensuring that, if the Commissioner for Children and Young People and Child Guardian issues a negative notice, the employee's employment is terminated. In this instance, a copy of the results of any search by the Commission for Children and Young People and Child Guardian must be retained on the school's Employee Screening Register. The employee has the right to appeal under the Act;
- ix) applying for a Working with Children Check (Blue Card) for students attending the school who work with children as part of their studies, (e.g. as part of a Vocational Education and Training program);
- x) ensuring that Pre-service Students irrespective of their age, studying at a registered training organisation, university or TAFE, who carry out work within EREA Northern Region as part of their

study have been issued with a Positive Notice Blue Card. A Pre-service student must have a valid Blue Card before they start volunteering in regulated employment, regardless of how often they come into contact with children and young people.

- xi) ensuring that homestay providers and billet (including those living in the home aged 18 years and over) have been issued with a Working with Children Check current positive notice Blue Card before student accommodation commences;

Note: For clarification the term 'billet' (as in k above) refers to parents who volunteer to billet students and accommodate them in their home, as organised through the school on more than two occasions or for a single period greater than 10 days in a year. This requirement also extends to all adults over the age of 18 years of age living in the household at the time the billeted students are being accommodated;

Note: Information regarding obligations and penalties are on the Commission for Children and Young People and Child Guardian website: www.ccyipcq.qld.gov.au

6.4 The Screening Contact Person shall be responsible for:

- i) supporting the Principal by ensuring that all non-teaching staff and volunteers are screened as required by the *Commission for Children and Young People and Child Guardian Act 2000*;
- ii) maintaining a screening register as in 6.1.2 (f); and
- iii) providing the school's screening records to the Director Regional Support EREA Northern Region when requested for the purpose of auditing.

6.5 Each non-teaching employee and volunteer working within schools within EREA Northern Region is responsible for:

- i) applying for their own Positive Notice (Blue Card). Working with Children Check application forms can be obtained from and processed through the Screening Contact Person at their school. Alternatively, Working with Children Check application forms can be downloaded from *the Commission for Children and Young People and Child Guardian website* - www.ccyipcq.qld.gov.au but must be processed through the Screening Contact Person. (A range of forms are available from the *Commission for Children and Young People and Child Guardian website* - www.ccyipcq.qld.gov.au);
- ii) providing the Screening Contact Person with a copy of their Working with Children Check application form and positive or negative notice or photocopy of their Blue Card if obtained before commencing their employment or volunteer position;
- iii) immediately notifying the Principal if their criminal history changes. For further information see 'Change in police information Form' at www.ccyipcq.qld.gov.au ;

Note: A person's criminal history changes if a person is charged or convicted of a criminal offence, whether or not a conviction is recorded.

- iv) notifying the Commission for Children and Young People and Child Guardian within 14 days if their Blue Card is lost or stolen. (You can notify the Commission by completing a 'Positive Notice Letter / Blue Card Lost or Stolen Form' that can be downloaded from www.ccyipcq.qld.gov.au).
- v) notifying the school Screening Contact person if their Blue Card is lost or stolen;

- vi) notifying the Commission for Children and Young People and Child Guardian within 14 days if their name or contact details change. To notify the Commission of a change, complete the '*Change of Name Form*' that can be downloaded from www.ccypcg.qld.gov.au;
- vii) advising the Commissioner for Children and Young People and Child Guardian within 14 days of their work ending with the employer who applied for a Blue Card on their behalf. To notify the Commission that you have ceased your child-related work, complete the '*No Longer in Child Related Employment Form*' that can be downloaded from www.ccypcg.qld.gov.au

6.6 Contractors

Generally contractors (excluding school cleaners and grounds people) going into schools will not be required to obtain Blue Cards. Examples of school contractors that do not require blue cards include electricians, builders and other tradespeople where the individual is providing services to the school and not the children. To be required to hold a Blue Card a contractor working within a school context would need to be required to provide services or to conduct an activity at the school directed mainly toward children. For the purpose of the legislation, electricians, tradespeople and builders (etc) are not providing a service to children in schools and therefore are not required to hold a Blue Card.

However, if the contractor provides services within the context of a child care centre when children are present and the services are considered to be part of the contractor's usual business activities, then the individual requires a Blue Card.

A paid employee of a contractor within a child care centre context would need to hold a Blue Card if they meet the minimum frequency for regulated employment. That is the employee would need to be working within child care environments 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 an exemption applies.

Employees of contractors who work within schools that do not provide a child care service are not required to hold a Blue Card, with the exception of school cleaners and grounds people.

Where contractors are sought for the provision of goods and services (e.g. building services) that require them to be in occasional contact with students on school sites, risk management strategies will be employed by schools as follows:

- As part of a contract for services, include a clause identifying the commitment of EREA Northern Region to a caring student environment and state that any action detrimental to such an environment may result in termination of the contract;
- Ensure contractors are properly supervised;
- Ensure contractors do not use student toilets, student canteen or shower facilities when working on-site; and
- Ensure contractors are advised that they should:
 - Not fraternise with staff or students
 - Wear name tags/visitors badges when on the school site

- Be suitably dressed including keeping shirts on

7. COMPLIANCE

An internal audit of the Screening Register must be completed annually by the Principal or delegate for each school.

An external audit of the Screening Register and compliance with this policy will be carried out at least every 5 years, or as required by the Director Regional Support – Northern or delegate.

8. REVIEW

This policy will be reviewed at least every five years or as appropriate.

9. ANNEXURES TO THIS POLICY

- Annexure A - Suitability Declaration (for all teaching positions) - to be included with application package for new staff
- Annexure B - Suitability Notice Declaration (for all non-teaching positions) – to be included with application package for new staff
- Annexure C - Blue Card Procedures (a resource document developed with the assistance of Brisbane Catholic Education)

10. LINKS TO RELEVANT WEBSITES

- (i) Regulated Employment – Who needs a Blue Card.

Refer to information sheet available on the CCYPCG website at:

<http://www.ccypcg.qld.gov.au/pdf/bluecard/infosheets/Info-Sheet-general.pdf>

- (ii) The Act and Current Employees

Refer to the *Commission for Children and Young People Act 2000* section 128. This Act can be accessed on the internet at:

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildA00.pdf>

- (iii) Changes to the Identification Requirements for Blue Card Applications

Refer to Fact Sheet “How to meet identification requirements to apply for a Blue Card” available on the CCYPCG website at

<http://www.ccypcg.qld.gov.au/pdf/bluecard/infosheets/Info-Sheet-How2meetIDrequirementsstoapplyforaBC.pdf>

- (iv) Offences and Penalties – Obligations and Penalties under the *Commission for Children and Young People and Child Guardian Act (2000) Qld.*

Information available on the CCYPCG website at –

<http://www.ccypcg.qld.gov.au/employment/bluecard/penalties.html>

(v) *Commission for Children and Young People and Child Guardian Forms.*

Forms are available on the CCYPCG website at:

<http://www.ccypcg.qld.gov.au/employment/bluecard/applications.html>

(vi) **Applicability of the Screening Procedures**

For information about applicability of screening procedures to employees and volunteers, particularly in relation to the frequency of employment and the requirement for the employee or volunteer to hold a valid Blue Card refer to the FAQs and Fact Sheets available on the CCYPCG website at:

<http://www.ccypcg.qld.gov.au/employment/index.html>

ANNEXURE A
SUITABILITY DECLARATION
(FOR ALL TEACHING POSITIONS)

PERSONAL PARTICULARS

Surname	<hr/>	Given Name	<hr/>
Date of Birth	<hr/>	Preferred Title (e.g. Mr, Mrs, Ms)	<hr/>
Address	<hr/>		
		Postcode	<hr/>
Phone No.	<hr/>	Mobile	<hr/>
Email	<hr/>		

POSITION DETAILS

Name of Employer	Suburb/Town
<hr/>	
Position	<hr/>
Basis of Employment	
<input type="checkbox"/> Full Time	
<input type="checkbox"/> Part Time	Hours per week.
<input type="checkbox"/> Casual	Payment via timesheets.

EMPLOYMENT SUITABILITY DECLARATION

- a) I verify I:
- have not been convicted of a criminal offence; and
 - agree to disclose any change to my (criminal) history to the employer.
- b) I know no legal or moral impediment to my suitability to work with children.
- c) I am aware that a check will be conducted with the Queensland College of Teachers prior to my employment in relation to my suitability to work with children.

<hr/>	<hr/>
Name (<i>Printed</i>)	Signature
<hr/>	
Date	

ANNEXURE B
SUITABILITY NOTICE DECLARATION
(FOR ALL NON TEACHING POSITIONS)

PERSONAL PARTICULARS

Surname		Given Name	
Date of Birth		Preferred Title (e.g. Mr, Mrs, Ms)	
Address			
		Postcode	
Phone No.		Mobile	
Email			

POSITION DETAILS

Name of Employer	Suburb/Town
Position	
Basis of Employment	
<input type="checkbox"/> Full Time	
<input type="checkbox"/> Part Time	Hours per week.
<input type="checkbox"/> Casual	Payment via timesheets.

EMPLOYMENT SUITABILITY DECLARATION

Please tick (✓) as appropriate .

I am 'suitable' as defined by the *Commission for Children and Young People and Child Guardian Act 2000* to apply for, or start or continue in, child-related employment.

and

I do possess a value Positive Notice (Blue Card).

or

I do not possess a Positive Notice (Blue Card) as defined by the *Commission for Children and Young People and Child Guardian Act 2000* and shall assist in obtaining any such notice as required.

Name (Printed)

Signature

Date

NOTE: Please seek advice from the *Commission for Children and Young People and Child Guardian* if you are unsure of your 'suitability' state. (Fax: 3247 5200).

Please return this form to: **Principal**

Annexure C



BLUE CARD PROCEDURES

Purpose

The Commission for Children and Young People and Child Guardian (the Commission) exists to promote and protect the rights, interests and wellbeing of all children and young people under 18 years of age in Queensland.

In accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, (the *Act*) people who work with children under 18 years of age in particular businesses or categories of paid or voluntary employment, must undergo employment screening and obtain a Blue Card.

These procedures describe how the requirements of the *Act apply and are to be implemented within Edmund Rice Education Northern Region (EREA)*.

The legislative responsibilities of implementing the requirements of the Act assist the wellbeing and safety of children in the care of EREA.

Introduction

Under the *Act* people who work with children under 18 years of age in particular businesses or categories of paid or voluntary employment must obtain a Blue Card (unless exempt).

The *Act* provides the Commissioner with the power to access and assess a person's complete national criminal history, including criminal charges laid, regardless of when or where they occurred.

Blue Cards are issued by the Commission once it has carried out the Blue Card check to see if a person is eligible to work in the areas of child-related work covered by the *Act*. If a person is eligible, they are issued 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 working in the areas of child-related work covered by the *Act*.

Blue Card requirements within Edmund Rice Education Northern Region

Who is required to obtain and hold a Blue Card?

- All school-based employees who are not registered with the Queensland College of Teachers (QCT);
- Volunteers (who are not the parents of enrolled children) engaged to provide child-related services or conduct child-related activities;
- Non-custodial grandparents who volunteer to participate in school activities;
- Pre-service teachers undertaking practical teaching sessions as part of compulsory academic course requirements;

- Parents who volunteer to billet students and accommodate them in their home, as organised through the school on more than two occasions or for a single period greater than 10 days in a year. This requirement extends to all adults over the age of 18 years of age living in the household at the time the billeted students are being accommodated;
- Self-employed people and paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, individually, on a commercial basis; and
- Students, including those under 18 years of age, who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children. NB: This requirement to obtain and hold a positive notice Blue Card does not extend to students participating in work experience programs.

Who are exempt?

- Paid employees and volunteers who hold current QCT registration;
- Paid employees engaged as Guidance Counsellors who hold either QCT registration and/or are a registered health practitioner (see below);
- Student health practitioners, who hold provisional registration as health practitioners and are undertaking a practical placement as part of their compulsory academic course requirements (see below);
- Children under 18 years who are volunteers;
- Parents who volunteer their services or conduct activities at the school at which their child is enrolled; and
- School Board members who are parents including elected, co-opted and ex officio members as well as Principals and elected teaching representatives who are currently registered with the QCT;
- Police Officers who provide child-regulated services as part of their professional duties;
- Volunteer guests of a school who are:
 - 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.

The above list is not exhaustive and is intended as a guide only. If you are unsure whether or not someone needs a Blue Card please contact the Commission for Children and Young People and Child Guardian for further advice.

Exemption Cards

Police Officers are required to apply for a positive notice and exemption card when providing child-related services which fall outside their professional duties, for example, a police officer volunteering at a school where they are not a parent of a child enrolled at the school.

Once an application for an exemption card is received, the Commission will liaise with Queensland Police Service (QPS) to confirm that the applicant is a police officer and whether further employment screening is required.

An exemption card will be granted unless the person has a criminal history that requires a further assessment of their eligibility.

The exemption card remains valid while a person remains a police officer, unless cancelled or suspended earlier.

Police officers can commence any type of Blue Card child-related work once they have submitted an application for an exemption card, which is free of charge.

Registered teachers who are self-employed people (i.e. they are not paid employees of EREA or another employer) providing coaching or tutoring services on a commercial basis within EREA schools, **will** be required to obtain an exemption card from the Commission. Registered teachers can commence any type of Blue Card child-related work once they have submitted an application for an exemption card.

Important Note:

Registered Teachers (with current QCT registration) do not require an exemption card when working or volunteering in a school setting, even if they are working outside of their professional capacity.

Registered Health Practitioners

Registered Health Practitioners, including those who are provisionally registered, who are providing services that relate to their professional duties are no longer required by law to hold a Blue Card. If they wish to provide services which do not relate to their professional duties (for example, volunteering with a youth group or coaching a sporting team) they are still required to hold a Blue Card.

The following Health Professionals meet the legislative definition of Registered Health Practitioner:

- Psychologists
- Chiropractors
- Dentists
- Doctors
- Nurses
- Occupational therapists
- Optometrists
- Osteopaths
- Pharmacists
- Physiotherapists
- Podiatrists

Registered Health Practitioners employed by Edmund Rice Education Northern Region to deliver services to children that relate to their professional duties must have their registration details confirmed prior to commencement and annually thereafter.

Please note that as of 20 May 2013 Speech Pathologists are no longer considered to be registered health practitioners. Therefore all Speech Pathologists employed by Edmund Rice Education Northern Region are required to hold a positive notice Blue Card.

N.B. Student Registered Health Practitioners who hold provisional registration as health practitioners and are undertaking a practical placement with Edmund Rice Education Northern Region as part of their compulsory academic course requirements must have their registration details confirmed by the relevant University prior to commencement of their placement. It is the responsibility of the Principal of the school at which the student registered health practitioner is undertaking the practical placement to record the details of the student's registration details in the school's volunteer register.

Pre-service Teachers

Pre-service Teachers undertaking practical placements (as part of compulsory academic course requirements) can **only** commence their practicum at a school if they hold a positive notice Blue Card. It is the responsibility of the Pre-service Teacher's University to apply for the Blue Card on the practicum student's behalf. It is the responsibility of the Principal of the school at which the Pre-service Teachers is undertaking the practical placement to record the details of the practicum student's Blue Card details in the school's volunteer register.

Blue Card requirements and commencing paid/voluntary work

- Paid employees can commence child-related work **once** they have lodged a Blue Card application to the Commission;
- Volunteers, Pre-service Teachers or people proposing to carry on a regulated business can **only** commence child-related work once they have been granted a positive notice Blue Card;
- Student teachers undertaking practical teaching sessions (as part of compulsory academic course requirements) can **only** commence their practicum at a school if they hold a positive notice Blue Card. It is the responsibility of the student teacher's university to apply for the Blue Card on their student's behalf.

Important Note:

It is an offence for an employer to employ or continue to employ a person in child-related work or for a person to carry on a child-related business without a current positive notice Blue Card. People who fail to comply with the *Act* may be subject to **penalties**. (For more information about **penalties** go to www.ccyipcq.qld.gov.au)

Cost of obtaining a Blue Card

As positive notice Blue Cards are issued to, and in respect of, individuals and are transferable between employers, employees are responsible for paying the Blue Card application fee.

There is no Blue Card application fee for volunteers.

The requirement of the employee to pay the application fee does not, however, diminish the responsibility of the school to facilitate the application process and ensure compliance with the employment screening requirements. It also does not diminish the scope for decisions to be made at school level, on a case-by-case basis, if the requirement of the employee to pay the application fee is unable to be met for financial reasons.

A change in an employee's police information

An employee must immediately disclose to the employer if there has been a change in their police information. On receiving this disclosure, the employer must not continue to employ the person without applying for a positive notice Blue Card or further positive notice Blue Card for the employee. Failure to comply on the part of either the employee or the employer will attract penalties under the *Act*.

Blue Card procedures within Edmund Rice Education Northern Region

Note: While the Principal retains ultimate responsibility he/she may delegate tasks as below to the Senior Leadership Person as the Screening Contact Person - Policy 6.1.2 (d)

1. *Applying for a Blue Card for new paid employee who does not currently hold a positive notice Blue Card:*

Step 1: *New paid employee provides the Principal with sufficient 'proof of identity documents' and completes the employee section of 'Paid employee Blue Card application form'; and*

Step 2: Principal completes employer section of the *'Paid employee Blue Card application form'*. This will register the school as an interested party should any changes occur to the person's Blue Card status.

The Principal then sights the new paid employee's 'proof of identity documents' and, if satisfied, lodges the form with the Commission. The application must be accompanied by the application fee.

Step 3: Principal completes the appropriate employment form and confirms that they have lodged the Blue Card application form. The date the application was lodged must also be detailed in the space provided.

Step 4: The Commission assesses the new paid employee's suitability for child-related employment and decides whether to issue a Blue Card based on the outcomes of the Blue Card check.

Step 5: If the new paid employee is deemed 'suitable' for child-related employment, a positive notice Blue Card will be issued.

Step 6: If deemed 'not suitable' for child-related employment, the new paid employee and the Principal are notified of this and the new paid employee must not apply for, start or continue in child-related employment. Applicants are able to appeal to the Queensland Civil and Administrative Tribunal. They must not be employed while waiting for an appeal result.

Step 7: If the employee has commenced work provisionally prior to the outcomes of the 'working with children check' being known, and they are subsequently issued with a 'not suitable' notice, the Principal must not continue to employ them. Payroll Administration Services will be notified and they will ensure that the employee's payments cease. A Resignation Notification must be completed and a copy of the 'not suitable' notice is to be submitted. The new employee will be paid for any time already worked.

2. *Renewing a Blue Card for a current paid employee:*

Step 1: Existing Blue Card holders will be notified by the Commission approximately sixteen weeks prior to the expiry of their cards that their card is due to expire and that they need to make application to renew their Blue Card. Principals should ensure that they are alerted to the expiry of Blue Cards through the schools Screening Register procedures.

Step 2: *Employee provides the Principal with sufficient 'proof of identity documents' and completes the employee section of 'Paid employee Blue Card application form'.*

Step 3: Principal completes employer section of the *'Paid employee Blue Card application form'* This will register the school as an interested party should any changes occur to the employee's Blue Card status.

Step 4: A Blue Card check will again be conducted on the card holder, and if their application is approved, the employee will be issued with a positive notice letter and a new Blue Card.

3. *Applying for a Blue Card for a current paid employee where the employer knows or reasonably suspects that the employee has a change in police information that may make them unsuitable for child-related work:*

Step 1: Where the Principal knows, is made aware or reasonably suspects that a current employee may have a change in police information that may make them 'not suitable' for child-related employment a 'Notification – change in police information' form must be lodged with the Commission. Should this situation arise then the Principal should also immediately contact the Director Regional Support.

4. *Applying for an exemption card for a police officer providing child-related services which fall outside their professional duties:*

Step 1: Police officers who provide regulated child-related services which fall outside their professional duties will be required to apply for a positive notice and exemption card. **There is no fee to apply for an exemption card.**

Step 2: It is the responsibility of the Principal of the school where the child-related services are intended to be provided to lodge the *'Exemption card application form'*. The police officer can commence any type of child-related activity once their application has been lodged with the Commission.

Step 3: The police officer provides the Principal with sufficient 'proof of identity' documents and completes the 'applicant's details' section of the *'Exemption card application form'*.

Step 4: Principal completes the 'organisation/volunteer co-ordinator' section of the *'Exemption card application form'* sights the police officer's 'proof of identity' documents and lodges the form with the Commission. The Principal should be nominated as the contact person for these applications.

Step 5: The Commission will liaise with Queensland Police Service (QPS) to confirm that the applicant is a police officer respectively, and whether further employment screening is required.

An exemption card will be granted unless the person has a criminal history that requires a further assessment of their eligibility.

The exemption card remains valid while a person remains a police officer, unless cancelled or suspended earlier.

Police officers can commence any type of Blue Card child-related work once they have submitted an application for an exemption card.

Step 6: Principal notes and records the expiry date of each exemption card in a register. It is recommended that Schools use the *'Volunteer Register Sheet'* for recording all exemption card details and that these documents be retained at the school and reviewed annually for currency.

5. Applying for a Blue Card for self-employed people in child related work in EREA schools:

Step 1: All self-employed people and those employed by an employer other than EREA who conduct child-related business within EREA schools, will be required to provide evidence that they hold a current positive notice Blue Card prior to them commencing.

Registered teachers who are self-employed people (i.e. they are not paid employees of EREA or another employer) providing coaching or tutoring services on a commercial basis within EREA schools, **will** be required to obtain an exemption card from the Commission. Registered teachers can commence any type of Blue Card child-related work once they have submitted an application for an exemption card.

Step 2: It will be the responsibility of the Principal to **sight** either the positive notice Blue Card, exemption card application or exemption card prior to allowing self-employed people and people employed by an employer other than EREA to start to carry on their business in connection with the school. A copy of each self-employed person's and their employee's positive notice Blue Card, exemption card application or exemption card should be recorded on the school's volunteer register.

6. Applying for Blue Cards for Volunteers in child-related work in EREA schools:

Step 1: All volunteers, except those exempt under the *Act*, will be required to obtain a positive notice Blue Card. **The screening of volunteers is FREE OF CHARGE.**

Step 2: It is the responsibility of the Principal to lodge the *'Volunteer Blue Card application form'* if the volunteer does not already have a current positive notice Blue Card. The volunteer **cannot** commence duties until they have received a positive notice Blue Card.

Step 3: The volunteer provides the Principal with sufficient 'proof of identity' documents and completes the 'volunteer' section of the *'Volunteer Blue Card application form'*.

Step 4: Principal completes the 'volunteer co-ordinator' section of the *'Volunteer Blue Card application form'* sights the volunteers 'proof of identity' documents and lodges the form with the Commission. The Principal should be nominated as the contact person for these applications.

Step 5: The Commission assesses the volunteer's suitability for child-related employment and if suitable issues a positive notice Blue Card based on the outcomes of the Blue Card check.

Step 6: If the volunteer is deemed 'suitable' for child-related employment, a positive notice Blue Card will be issued to them. The Principal (as the contact person) will also be notified of the volunteer's suitability status.

Step 7: If deemed 'not suitable' for child-related employment, the volunteer and the Principal are notified of this and the volunteer must not apply for or commence child-related employment. Applicants are able to appeal to the Queensland Civil and Administrative Tribunal. They must not undertake volunteer work while waiting for the outcome of their appeal.

Step 8: Principal notes and records the expiry date of each volunteer's Blue Card. It will be the responsibility of the Principal to sight and record the volunteer's renewed Blue Card and the new expiry date every three years. It is recommended that Schools use a '*Volunteer Register Sheet*' as part of their Screening Register for all volunteers and that these documents be retained at the school and reviewed annually for currency. All volunteers should also still be signing into the school as a visitor in the school's visitor register.

7. Employees/volunteers who have applied for a Blue Card through another organisation:

Step 1: If an employee or volunteer already holds a current Blue Card (i.e. they applied and obtained the card through another organisation) then the employee will need to complete an '*Authorisation to confirm a valid Blue Card*'.

8. Applying for Blue Cards for Students who are undertaking formal traineeships:

Step 1: All students, including those under 18 years of age, who undertaken formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children, will be required to obtain a positive notice Blue Card. **The screening of students is FREE OF CHARGE.**

Step 2: All EREA schools who are Registered Training Organisations and who offer VET qualifications in child related employment, including conducting sport and recreation activities directed at children, are responsible for ensuring VET students make application for their Blue Card via the Student (S) Blue Card application form available on the CCYP&CG website. The student **cannot** commence placement until they have received a positive notice Blue Card.

Step 3: The student provides the school with sufficient 'proof of identity' documents and completes the 'volunteer' section of the '*Student Blue Card application form*'.

Step 4: Principal completes the 'organisation/education provider' section of the '*Student Blue Card application form*' sights the student's 'proof of identity' documents and lodges the form with the Commission. The Principal should be nominated as the contact person for these applications.

Step 5: The Commission assesses the student's suitability for child-related employment and if suitable issues a positive notice Blue Card based on the outcomes of the Blue Card check.

Step 6: If the student is deemed 'suitable' for child-related employment, a positive notice Blue Card will be issued to them. The Principal (as the contact person) will also be notified of the student's suitability status.

Step 7: If deemed 'not suitable' for child-related employment, the student and the Principal are notified of this and the student must not apply for or commence child-related employment. Applicants are able to appeal to the Queensland Civil and Administrative Tribunal. They must not undertake volunteer work while waiting for the outcome of their appeal.

Step 8: School notes and records the expiry date of each student's Blue Card in the school's Volunteer Register.

9. Transfer of Volunteer Blue Card to Paid Employee Blue Card:

Step 1: If a person holds a Blue Card as a volunteer and is intending to starting paid child related work with EREA, they must transfer their volunteer Blue Card to a paid Blue Card by submitting a '*Volunteer to paid employee transfer*' form and pay the prescribed application fee. The paid employee Blue Card will then be valid for three years and will replace the volunteer Blue Card. The paid employee Blue Card can be used for any activities or services regulated by the Commission's Act no matter whether they are being carried out in a volunteer, paid or self employed capacity.

Contacts

Further information on Blue Cards in general can be obtained by contacting the Commission for Children and Young People and Child Guardian:

Email: bluecard@ccypcg.qld.gov.au

Website: www.bluecard.qld.gov.au