

## PROCEDURE: Blue Card Screening

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### 1. PURPOSE

- 1.1. The *Working with Children (Risk Management and Screening) Act 2000 (Act)* requires Brisbane Catholic Education (**BCE**) to implement procedures to comply with the Blue Card system. The purpose of this procedure is to describe BCE's administrative processes relating to the Blue Card system in compliance with the Act.

### 2. RESPONSIBILITIES

#### 2.1. Employees, volunteers and contractors are responsible for:

- (a) Ensuring they are aware of their obligations and comply with those obligations placed on them by the Act.

Information is available on Blue Card Services website at the following [Link](#), however, BCE also encourages all employees, volunteers and contractors to undertake their own research and seek their own advice.

- (b) Unless a person meets the requirements of the Act, a person is unable to work as an employee or volunteer in a BCE school or position that is required to hold a Blue Card.

#### 2.2. Under the delegated authority of the Executive Director, the Manager Employee Relations is responsible for:

- (a) Overseeing BCE's compliance with the requirements of the Blue Card system.
- (b) Maintaining BCE's register detailing the Blue Card and Exemption Card information for all paid employees, including where exempt.
- (c) Acting as the designated contact person with responsibility for managing Blue Card and Exemption Cards within BCE for paid employees.

#### 2.3. The Principal is responsible for:

- (a) Managing the Blue Card and Exemption Card application and renewal processes for all paid employees, volunteers and contractors at their school.
- (b) Maintaining a [register](#), in the required format, detailing the Blue Card and Exemption Card information for all volunteers at their school.
- (c) To assist the Principal comply with their responsibility at 2.3(a), it is BCE's recommendation that the school based register that the Principal is required to maintain for volunteers, also includes the Blue Card and Exemption Card information for all paid employees employed at their school.
- (d) Acting as the designated contact person with responsibility for managing Blue Card and Exemption Cards within their school for volunteers.

### 3. PROCEDURE

#### 3.1. Blue Card requirements within BCE

#### 3.2. Who is required to obtain and hold a Blue Card?

- (a) All school-based employees who are not registered with either the Queensland College of Teachers (**QCT**) or the Australian Health Practitioner Regulation Agency (**AHPRA**) and those employees who are registered with QCT or AHPRA but are performing positions outside the scope of that registration;
- (b) Volunteers (who are not the parents of enrolled children) engaged to provide child-related services or conduct child-related activities;
- (c) Non-custodial grandparents who volunteer to participate in school activities;

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- (d) Preservice teachers undertaking practical teaching sessions as part of compulsory academic course requirements;
- (e) 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;
- (f) Self-employed people, those employed by an employer other than BCE, 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;
- (g) 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 Blue Card does not extend to students participating in work experience programs; and
- (h) School board members (excluding current parents on a board at their own child's school).

### 3.2.1. Who is exempt?

- (a) Paid employees and volunteers who hold current QCT registration, with the exception that those individuals not working in their capacity as a teacher (for example, a registered teacher who is employed by BCE as a school officer), will be required to obtain an Exemption Card;
- (b) Paid employees engaged as Guidance Counsellors who are a registered health practitioner with AHPRA. Where a paid employee is engaged as a Guidance Counsellor and holds current QCT registration, if they are not working in their capacity as a Teacher, that individual will be required to obtain an Exemption Card;
- (c) Student health practitioners, who hold provisional registration as health practitioners and are undertaking a practical placement as part of their compulsory academic course requirements (for more information please refer to the information on registered health practitioners);
- (d) Children under 18 years who are volunteers;
- (e) Parents who volunteer their services at the school at which their child is enrolled;
- (f) Police officers who provide child-regulated services as part of their professional duties;
- (g) 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; and
- (h) Volunteer at a national or state event organised by a school or recognised body:
  - for a sporting, cultural or skill-based activity, and
  - the event is attended by more than 100 people, and
  - the work 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 someone needs a Blue Card, please contact the Employee Relations Team at [employeerelations@bne.catholic.edu.au](mailto:employeerelations@bne.catholic.edu.au) for further advice.

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### 3.3. Exemption Cards for Teachers and Police Officers within BCE

#### (a) Teachers

Registered teachers (with current QCT registration) are required to apply for an Exemption Card when providing child-related services which fall outside their professional duties, for example, a teacher providing private tutoring to a child or a teacher employed in the position of School Officer with BCE.

A teacher can commence any type of child-related work once they have submitted an application for an Exemption Card.

If you are unsure whether a registered teacher needs an Exemption Card, please contact Blue Card Services on 1800 113 611.

#### (b) Police Officers

Police officers are required to apply for an 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.

A police officer can commence any type of child-related work once they have submitted an application for an Exemption Card.

If you are unsure whether a police officer needs an Exemption Card, please contact Blue Card Services on 1800 113 611.

### 3.4. Registered Health Practitioners within BCE

Registered Health Practitioners, including those who are provisionally registered, who are providing services that relate to their function as a registered health practitioner are not required to hold a Blue Card. If they wish to provide services which do not relate to their function as a registered health practitioner (for example, volunteering with a youth group or coaching a sporting team) they are required to hold a Blue Card.

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

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

Registered Health Practitioners employed by BCE to deliver services to children that relate to their function as a registered health practitioner 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 BCE are required to hold a Blue Card.

**N.B. Student Registered Health Practitioners** who hold provisional registration as health practitioners and are undertaking a practical placement with BCE 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 appropriately record the details of the student's registration details in the school's volunteer register.

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### 3.5. Practicum Students (including Student Teachers) within BCE

Practicum Students (including student teachers) undertaking practical placements (as part of compulsory academic course requirements) can **only** commence their practicum at a BCE school if they hold a Blue Card. It is the responsibility of the practicum student and/or the practicum student's University to apply for the Blue Card on the practicum student's behalf. It is the responsibility of the Principal of the BCE school at which the practicum student is undertaking the practical placement to record the details of the practicum student's Blue Card details in the school's volunteer register.

### 3.6. Blue Card requirements on commencing paid/voluntary work

3.6.1. Paid employees can commence child-related work once they have lodged with Blue Card Services a:

- (a) [Blue Card Application form](#) and paid the applicable fee (if not already a holder); and/or
- (b) [Link an applicant/cardholder to this organisation form](#).

3.6.2. Volunteers and unpaid trainee students can only commence child-related work once they have been granted a Blue Card and have lodged with Blue Card Services a [Link an applicant/cardholder to this organisation form](#).

3.6.3. Volunteers who are proposing to commence paid employment with BCE can only commence child-related work once they have lodged with Blue Card Services a [Volunteer to paid transfer form](#) and paid the applicable fee.

3.6.4. Practicum students (including preservice teachers) undertaking a school placement (as part of compulsory academic course requirements) can only commence their practicum at a school once they hold a Blue Card.

#### **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 Blue Card. People who fail to comply with the Act may be subject to [penalties](#).

### 3.7. Cost of obtaining a Blue Card

3.7.1. The requirement to hold a Blue Card when working with children and young people is mandated by the Act and it is therefore a condition precedent to apply for and/or hold a position at a BCE school and certain positions within the BCE Office. For this reason and as Blue Cards are issued to, and in respect of, individuals and are transferable between employers, employees are responsible for paying for all Blue Card fees.

3.7.2. There is no Blue Card application fee for volunteers, unpaid trainees or practicum students.

### 3.8. Blue Card and Exemption Card application and renewal processes

#### 3.8.1. IMPORTANT INFORMATION applicable to all applicants

- (a) By signing a Blue Card application form, the applicant is consenting to the screening process.
- (b) It is an offence for a disqualified person (as defined in the Act) to sign a Blue Card application form or renewal form.

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- (c) Prepopulated forms for paid employees are available at the following [Link](#).

All paid employees, whether employed at a BCE school or at the office, are required to insert the following details in the section “*Organisation Details*” when completing any Blue Card Services form in relation to their position with BCE:

Name of organisation:	Brisbane Catholic Education
Organisation ID:	<u>Leave Blank</u>
Postal address of organisation:	GPO Box 1201, Brisbane QLD 4001
Contact person’s name:	Mr Colin O’Neill
Contact person’s position:	Manager Employee Relations
Telephone:	07 3033 7579
Email:	employeeerelations@bne.catholic.edu.au

- (d) All volunteers and unpaid students/trainees are required to insert their school’s details in the section “*Organisation Details*”. The Principal for the school is to be noted as the “*Contact Person*”.

Forms for volunteers and unpaid students/trainees are available at the following [Link](#).

### 3.8.2. Applying for a Blue Card for new paid employee who does not currently hold a Blue Card:

- Step 1:** New paid employee provides the Principal with sufficient ‘proof of identity documents’ and completes Part D of [Blue Card application](#).
- Step 2:** Principal completes Parts E and F of the [Blue Card application](#) and signs the new paid employee’s ‘proof of identity documents’. If satisfied, the Principal will lodge the form with Blue Card Services. Alternatively, the employee may lodge the form with Blue Card Services themselves but **must** provide a lodgement receipt to the Principal within 48 hours of lodgement. The application must be accompanied by the application fee.
- Step 3:** Principal completes the appropriate BCE employment form and confirms that they have lodged the Blue Card application form with Blue Card Services or has sighted the lodgement receipt from Blue Card Services for a self-filed application. The date the application was lodged must also be detailed on the employment form.
- Step 4:** Blue Card Services assesses the new paid employee’s eligibility to hold a Blue Card based on their known past and disciplinary information and decides whether to issue a Blue Card based on the outcome of the Working with Children Check (Blue Card check).
- Step 5:** If the new paid employee’s application is approved, they will be issued with a positive notice letter and a Blue Card. BCE will also be notified of the approval of the new paid employee’s Blue Card application.
- Step 6:** If the new paid employee’s application is refused, they will be issued with a negative notice. The new paid employee and the Principal (through BCE) will be notified of this and the new paid employee **is prohibited from working with children**. Applicants are able to appeal to the Queensland Civil and Administrative Tribunal. They **must not** be employed by BCE to work with children while waiting for an appeal result.

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**Step 7:** If the employee has commenced work provisionally prior to the outcomes of the 'working with children check' being known, and their application is subsequently refused, and as required by the Act, the Principal **must not** continue to employ them. The Principal must notify Payroll Administration Services to ensure that the employee's payments cease. A Resignation Notification must be completed and submitted via Web Self Service (WSS) and a copy of the negative notice is to be submitted. The new employee will be paid for any time already worked.

### 3.8.3. Renewing a Blue Card for a current paid employee:

**Step 1:** Existing Blue Card holders should be notified by Blue Card Services approximately ten weeks prior to the expiry of their card, that their card is due to expire and that they need to complete a [Blue Card application](#) in full and lodge it with Blue Card Services.

**Step 2:** Employee provides the Principal with sufficient 'proof of identity documents' and completes Part D of the [Blue Card application](#).

**Step 3:** Principal completes Parts E and F of the [Blue Card application](#) and sights the paid employee's 'proof of identity documents' and, if satisfied, lodges the form with Blue Card Services. Alternatively, the employee may lodge the form with Blue Card Services themselves but **must** provide a lodgement receipt to the Principal within 48 hours of lodgement. The application must be accompanied by the application fee.

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

If the application is refused, as required by the Act, the Principal **must not** continue to employ them. The Principal must notify Payroll Administration Services to ensure that the employee's payments cease. A Resignation Notification must be completed and submitted via Web Self Service (WSS) and a copy of the negative notice is to be submitted.

BCE will be notified of the outcome of an application, but any criminal history details or other personal information will remain confidential.

### 3.8.4. New paid employees who hold or who have applied for a Blue Card through another organisation:

**Step 1:** If a new paid employee already holds a current Blue Card (i.e. they applied and obtained the card through another organisation) Principals will need to validate their card online at the Blue Card Services website via this [LINK](#). **Note:** details exactly as they appear on the Blue Card must be entered.

**Step 2:** Principals in conjunction with the new paid employee need to complete a [Link applicant/cardholder to this organisation form](#). The completed form is to be lodged with Blue Card Services by the Principal or new paid employee, but if lodged by the new paid employee, they are required within 48 hours of the lodgement to provide a lodgement receipt to the Principal.

### 3.8.5. Transfer of Volunteer Blue Card to Paid Employee Blue Card:

**Step 1:** If a new paid employee holds a Blue Card as a volunteer and is intending to commence child-related employment with BCE, they must transfer their volunteer Blue Card to a paid Blue Card by submitting a [Volunteer to paid employee transfer form](#) to Blue Card Services, and pay the prescribed application fee. The new paid employee is to provide a lodgement receipt to their Principal within 48 hours of lodging. The paid employee Blue Card will then be valid for three years and will replace the volunteer Blue Card.

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### 3.8.6. Applying for an Exemption Card for a teacher providing child-related services which fall outside their professional duties:

- Step 1:** Teachers who provide regulated child-related services which fall outside their professional duties as a teacher will be required to apply for an 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](#). Alternatively, the teacher may lodge the form with Blue Card Services themselves but **must** provide a lodgement receipt to the Principal within 48 hours of lodgement. The teacher can commence any type of child-related activity once their Exemption Card application has been lodged with Blue Card Services.
- Step 3:** The teacher provides the Principal with sufficient 'proof of identity documents' and completes part D of the [Exemption Card application](#).
- Step 4:** Principal completes Parts F and G of the [Exemption card application](#) and sights the teacher's 'proof of identity' documents and lodges the form with Blue Card Services. Alternatively, the teacher may lodge the form with Blue Card Services themselves but **must** provide a lodgement receipt to the Principal within 48 hours of lodgement.
- Step 6:** Principal notes and records the expiry date of each Exemption Card in a register. For volunteers, 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.

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.

### 3.8.7. Applying for a Blue Card for self-employed people and those employed by an employer other than BCE (including contractors) who will be engaged in child related activities in BCE schools:

- Step 1:** All self-employed people and those employed by an employer other than BCE (including contractors) who conduct child-related business or engage in child related activities within BCE schools, will be required to provide evidence that they hold a current Blue Card prior to them commencing.

Registered teachers who are self-employed people (i.e. they are not paid employees of BCE) providing coaching or tutoring services on a commercial basis within BCE schools, **will** be required to obtain an Exemption Card from Blue Card Services.

- Step 2:** It will be the responsibility of the Principal to sight either the Blue Card, Exemption Card application or Exemption Card prior to allowing self-employed people and people employed by an employer other than BCE (including contractors) to start to carry on their business or engage in child-related activities. A copy of each self-employed person's and their employee's Blue Card, Exemption Card application or Exemption Card should be recorded on the school's [volunteer register](#) maintained by the Principal.

### 3.8.8. Applying for Blue Cards for Volunteers in child-related work in BCE schools:

- Step 1:** All volunteers, except those exempts under the Act, will be required to obtain a Blue Card or Exemption Card. The screening of volunteers is free of charge.

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- Step 2:** It is the responsibility of the volunteer to lodge the [Blue Card application](#) if the volunteer does not already have a current Blue Card. The volunteer cannot commence duties until their application is approved and are issued with a positive notice letter and a Blue Card or Exemption Card.
- Step 3:** If applying for a Blue Card, the volunteer provides the Principal with sufficient 'proof of identity' documents and completes Part D (applicant's details) of the [Blue Card application](#).
- Step 4:** Principal completes Parts B, C, E and F of the [Blue Card application](#) and sights the volunteers 'proof of identity' documents. The volunteer is responsible for lodging the completed form with Blue Card Services, however, the Principal may (but is not required to) lodge this on the volunteer's behalf. The Principal should be nominated as the contact person for these applications.
- Step 5:** Blue Card Services assesses the volunteer's suitability for child-related employment and if the application is approved, they will be issued with a positive notice letter and a Blue Card. The Principal (as the contact person) will also be notified of the volunteer's suitability status.
- Step 7:** If the volunteer's application is refused, they will be issued with a negative notice. The volunteer and the Principal are notified of this and the volunteer **must not** apply for or commence child-related employment or volunteer activities. Applicants can appeal to the Queensland Civil and Administrative Tribunal. They **must not** undertake child related volunteer work within BCE 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 the ['Volunteer Register Sheet'](#) for all volunteers and that these documents be retained at the school and reviewed annually for currency. All volunteers should sign into the school as a visitor in the school's visitor register.
- Step 9:** Prior to commencing as a volunteer in a BCE school, **ALL** volunteers are required to complete [training](#).

### 3.8.9. Volunteers who hold or who have applied for a Blue Card through another organisation:

- Step 1:** If a volunteer already holds a current Blue Card (i.e. they applied and obtained the card through another organisation), Principals will need to validate their card online **Note:** details exactly as they appear on the Blue Card must be entered.
- Step 2:** Principals then need to complete a [Link applicant/cardholder to this organisation](#) form.

### 3.8.10. Applying for Blue Cards for unpaid Trainee Students who are undertaking formal traineeships:

- Step 1:** All unpaid trainee students, including those under 18 years of age, who undertake formal traineeships as part of their studies that involve work in child related employment, including conducting sport and recreation activities directed at children, will be required to obtain a Blue Card. The screening of trainee students is free of charge.
- Step 2:** All Principals whose school 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 complete and lodge with Blue Card Services the [Blue Card application form](#). The student **cannot** commence placement until they have received a Blue Card.

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- Step 3:** The student provides the Principal with sufficient 'proof of identity' documents and completes Part D of the [Blue Card application form](#).
- Step 4:** The Principal completes Parts E & F of the [Blue Card application form](#) and signs the student's 'proof of identity' documents and lodges the form with Blue Card Services. Alternatively, the student may lodge the form with Blue Card Services themselves but **must** provide a lodgement receipt to the Principal within 48 hours of lodgement. The Principal should be nominated as the contact person for these applications.
- Step 5:** Blue Card Services assesses the trainee student's suitability for child-related employment and if the application is approved, they will be issued with a positive notice letter and a Blue Card.
- Step 6:** If the trainee student's application is refused, they will be issued with a negative notice. The trainee student and the Principal are notified of this and the trainee student **must not** apply for or commence child-related employment or trainee activities. Applicants can appeal to the Queensland Civil and Administrative Tribunal. They **must not** undertake child-related employment or trainee activities while waiting for the outcome of their appeal.
- Step 7:** The Principal is to record the expiry date of each trainee student's Blue Card in the school's Volunteer Register and arrange for the student to complete [training](#).

### 3.9. Advising Blue Card Services if a paid employee, volunteer or student trainee proposes to cease child related work with BCE

- (a) Blue Card Services must be advised when a Blue Card or exemption card holder ceases to work, volunteer or study with BCE. The card holder has the primary responsibility to notify Blue Card Services, however, BCE and/or a Principal may also notify Blue Card Services.
- (b) Paid employees must complete and submit to Blue Card Services a [No longer with organisation \(for applicants/cardholders\) form](#). This linked form has been prepopulated with BCE's contact details.
- (c) Volunteers and students must complete and submit to Blue Card Services a [No longer with organisation \(for applicants/cardholders\) form](#). The school and principals contact details should be completed in this form.

### 3.10. Managing changes in police information

- (a) A Blue Card holder must immediately disclose to their Principal if there has been a change in their police information. On receiving this disclosure, the Principal must not allow the person to continue to work (including unpaid work) without submitting the Change in police information notification form (a copy of the form is available [HERE](#) for paid employees and [HERE](#) for volunteers and unpaid students) to Blue Card Services. Failure to comply with this requirement on the part of either the employee or the employer will attract penalties under the Act.
- (b) Please note that a person's police information changes if:
- they are charged or convicted with an offence, whether or not a conviction is recorded;
  - they become a respondent to, or subject to, an application for a child protection prohibition order or disqualification order; or
  - they become subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004* (Qld) or the *Dangerous Prisoners (Sexual Offenders) Act 2003* (Qld).

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### 3.11. Managing changes in Blue Card holder's personal information

- (a) Blue Card holders are required to notify Blue Card Services about any change to their personal details within 14 days. Penalties for failing to comply may apply.
- (b) To update contact details, use the [Update contact details form](#) and for a change in name, use the [Change of name form](#).
- (c) If a Principal becomes aware of a change in a Blue Card holder's personal details, they must ensure the holder has submitted the required form to Blue Card Services within 14 days of becoming aware of the change or failing which, inform Blue Card Services of the change themselves. Penalties for failing to comply may apply.

### 3.12. Managing notifications from Blue Card Services in relation to high-risk individuals

- (a) Blue Card Services will notify the Principal or Manager Employee Relations, in writing, when:
  - an application has been withdrawn or has resulted in a negative notice or negative exemption notice;
  - a Blue Card holder or Exemption Card holder has their card cancelled or suspended; and
  - a notification in relation to a serious change in criminal history is received from Blue Card Services.
- (b) If the Manager Employee Relations is notified, they will notify the Principal (or their appointed delegate) of individual's school/s about the Blue Card Services notification. If the Principal is notified, they must immediately notify the Manager Employee Relations about the Blue Card Services notification.
- (c) If an individual has a card cancelled, suspended or received a negative notice after a change in police information, BCE is required to:
  - Ensure the individual does not continue to undertake child-related work within BCE; and
  - If the individual is an employee of BCE and continues to remain an employee performing work that is not child-related following the notification, BCE will ensure that appropriate procedures are in place to manage any risk of harm to children and young people that may arise as a result of the person's ongoing employment with BCE.

### 3.13. Confidentiality of Blue Card records

- (a) BCE will retain a copy of all documents sent to and received from Blue Card Services.
- (b) Unless required to be disclosed by law, BCE will retain the following records confidentially:
  - a negative notice;
  - any change in status to a Blue Card/Exemption Card (such as a change in police information, or the cancellation or suspension of a Blue Card/Exemption Card);
  - where there has been a change in police information, the date that BCE informed Blue Card Services; and
  - where an employee leaves BCE, the date that BCE informs Blue Card Services; and
  - any change to an employee/volunteer's personal information provided to Blue Card Services, including the date that they informed Blue Card Services of the change.

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### 4. GENERAL

- 4.1. This Procedure does not contractually create or contribute to a legal cause of action against BCE.
- 4.2. The processes outlined in this Procured are not prescriptive but are a guide to assist persons to understand the Blue Card system.

### 5. PERFORMANCE

- 5.1. BCE may, in its absolute discretion, amend this Procedure from time to time as BCE considers necessary and as legislation requires.
- 5.2. This Procedure will be periodically reviewed to ensure that it remains effective and relevant to the workplace.
- 5.3. BCE will manage any breach of this Procedure in accordance with its Policies and Procedures and as otherwise required. A breach of this Procedure may constitute a breach of the relevant Code of Conduct and/or the employment contract or volunteer agreement.

### 6. REFERENCES

- 6.1. *Working with Children (Risk Management and Screening) Act 2000* (Qld) (as amended from time to time)

### 7. DOCUMENT INFORMATION

Document number	
Version	1
Audience	All BCE employees and volunteers
Directorate	Employee Services
Key words	Blue Card / Exemption Card / Working with children check
Policy Owner	Peter Hill
Policy Manager	Colin O'Neill
Procedure Author	Amy Cartlidge
Effective date	31/10/2018
Last review date	Click or tap to enter a date.
Next review date	1/07/2019
Related documents associated with this procedure (policy, guidelines, forms)	