



commission for
children and young people
and child guardian

Blue card system information for schools

The Commission for Children and Young People and Child Guardian (the Commission) promotes and protects the rights, interests and wellbeing of children and young people in Queensland.

Do I need a blue card or an exemption card?

- The blue card system regulates services or activities that are directed to, or mainly involve, children. People who carry out work that is covered by a category of the Commission’s Act will require a blue card.
- The categories of regulated employment and business are outlined on the Commission’s website and includes information about any possible exemptions that might apply to individuals.
- If you are a police officer or registered teacher, you do not require a blue card but should apply to the Commission for an exemption card if you are providing regulated child-related services outside of your professional duties. More information on exemption cards is available on the Commission’s website.

The following table is to be used as a guide only. For detailed information about when a blue card or exemption card is required, visit the Commission’s website at www.bluecard.qld.gov.au or call the Blue Card Contact Centre on **07 3211 6999** or **1800 113 611** (freecall).

Type of activity	Who may need a blue card/exemption card	Who does not need a blue card/exemption card
<p>Working or volunteering in a school</p> <p><input checked="" type="checkbox"/> Schools – employees other than teachers and parents category</p>	<p>People providing services or conducting activities mainly directed towards children. For example:</p> <ul style="list-style-type: none"> • teacher aides • classroom volunteers (except parents/guardians) • school administration staff • school cleaners • tuckshop/canteen staff • students doing a practical placement as part of a course with an education provider 	<ul style="list-style-type: none"> • Approved or registered teachers (even if they are working outside their professional capacity at the school) • Parents/guardians volunteering at a school where their child attends (even if going on excursions or overnight camps) • Volunteers under the age of 18 years who are undertaking work experience to sample employment but who are not undertaking a practical placement • Registered health practitioners performing health services to children that are relevant to their professional registration eg. a nurse providing immunisations • Builders, electricians, plumbers or construction workers • Guest lecturers who attend a school less than twice a year to give talks to students and who are supervised by another adult while in the school
<p>Working or volunteering inside a boarding facility at a school</p> <p><input checked="" type="checkbox"/> Schools – boarding facilities category</p>	<p>People whose work includes or is likely to include, working inside a boarding facility at a school, even if it is not directed towards children due to the increased opportunity for people to have direct and unsupervised contact with children residing in the boarding facility. For example:</p> <ul style="list-style-type: none"> • boarding masters and mistresses • boarding facility kitchen and catering staff • builders, electricians, plumbers or construction workers undertaking work inside a boarding school 	<ul style="list-style-type: none"> • Approved or registered teachers (even if they are working outside their professional capacity). • Volunteers under the age of 18 years who are not undertaking a practical placement • Registered health practitioners performing health services to children that are relevant to their professional registration e.g. a doctor coming into the boarding facility to provide medical treatment

Type of activity	Who may need a blue card/exemption card	Who does not need a blue card/exemption card
Participating in a Parents & Citizens (P&C) Association - which does operate an out of school hours child care program <input checked="" type="checkbox"/> Child care category	<ul style="list-style-type: none"> A P&C officer holder (including parents of a child attending the school and registered teachers) A P&C ordinary member who volunteers at the child care service who does not have a child which regularly attends the child care service 	<ul style="list-style-type: none"> A P&C ordinary member who does not volunteer or work in the child care service A P&C ordinary member who volunteers in the child care service and whose child regularly attends the child care service
Participating in a Parents & Citizens (P&C) Association - which does not operate an out of school hours child care program <input checked="" type="checkbox"/> Schools – employees other than teachers and parents category	<ul style="list-style-type: none"> A P&C ordinary member or officer holder who is not a parent of a child attending the school and who is not an approved or registered teacher 	<ul style="list-style-type: none"> A P&C ordinary member or officer holder who is a parent of a child attending the school A P&C ordinary member or officer holder who is an approved or registered teacher
Participating in a home stay program organised through a school <input checked="" type="checkbox"/> Child accommodation services, including home stay category	<ul style="list-style-type: none"> A person hosting or billeting a student under 18 years for more than 10 days or on more than 2 occasions per year eg. hosting a foreign exchange high school student for a four-week period Any person over 18 years who usually resides in a home where home stay is being provided to children and young people under the age of 18 	<ul style="list-style-type: none"> A person hosting or providing accommodation to a child who is a relative eg. a child staying with a grandparent, uncle, aunt or cousin to attend school A person providing accommodation to a child through a private arrangement with the child's parent/guardian eg. staying with family friends.

General information about blue cards ...

- Blue cards are valid for three years, unless cancelled or suspended by the Commission earlier.
- Volunteers and trainee students are processed free of charge. The application fee for paid employers and business applications is \$70.
- It is compulsory for employers/organisations to notify the Commission if they employ someone in child-related work who already holds a blue card. This ensures the Commission has current employment details for all blue card holders and can notify employers if a blue card is suspended or cancelled.
- Volunteer blue card holders moving into paid work with children (either as a paid employee or person operating a business) must transfer their blue card to a paid blue card. The application fee is \$70 and they will receive a new blue card which will be valid for an additional three years.

Important information for employers and organisations

- Organisations and businesses regulated by the blue card system e.g. schools, boarding facilities, home stay programs and P&C associations, are required to develop and implement a child and youth risk management strategy and update this strategy annually.
- There are eight minimum requirements for a child and youth risk management strategy, including keeping a register of all blue card holders and applicants in your organisation, developing a code of conduct and having a strategy for dealing with disclosures or suspicions of harm.
- The Commission has an online toolkit available on the Commission's website to assist organisations to develop or strengthen their child and youth risk management strategy.

Where can I get more information?

For more information about who requires screening and to obtain application forms, visit the Commission's website at www.bluecard.qld.gov.au

Commission for Children and Young People and Child Guardian

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