



Blue Cards

Who Needs a Blue Card?

The Working with Children Act and Working with Children Regulations require that, subject to the exemptions referred to below, people employed in “regulated employment”, or who carry on “regulated businesses” must possess Working with Children Check Clearance (a Blue Card).

People require a Blue Card when their usual function at or their employment by a school (including as a Volunteer or Contractor) includes, or is likely to include, providing services directed mainly towards, or conducting activities that mainly involve, children.

People who work with children with disability may need both a disability worker clearance and a Blue Card. People who need both can apply for both at once for one fee.

The Education (Accreditation of Non-State Schools) Act 2017 (Qld) also requires directors of non-state schools to have a current Blue Card or Exemption Card before they can commence work as a director at the College/School/Service.

Therefore, at Segment Name, the following people require a Blue Card:

- member of the Board of Directors who are not also teachers or Queensland police officers
- paid staff members (other than teachers)
- Direct Contact Volunteers (other than parents)
- Direct Contact Contractors
- student teachers

- teacher aides
- College/School/Service crossing supervisors.

For all the above (except Board of Directors members and Contractors) a Blue Card is only legally required if the employment meets the [Frequency Test](#).

Who Doesn't Need a Blue Card?

Under Queensland law, people who are not legally required to hold a Blue Card cannot apply for one.

A Blue Card is not legally required if an employee (other than a Board of Directors member or Contractor) does not meet the Frequency Test. The following employees also do not need a Blue Card, regardless of how often they work at the College/School/Service:

- registered teachers with the Queensland College of Teachers (QCT)*
- registered health practitioners, including registered nurses**
- child volunteers (aged under 18) (unless they are on a work placement at the College/School/Service)
- volunteers who are a parent of a child attending the College/School/Service.

*Staff members with current QCT teacher registration do not require additional Blue Card screening as their registration includes equivalent checks. They may however need to apply for an Exemption Card in the event that they provide other child-related services at the College/School/Service, in addition to their normal professional duties. For more information, refer to [Exemption Cards](#).

**Registered health practitioners do not require additional screening as registration includes equivalent checks. They may however need to apply for a Blue Card in the event that they provide other child-related services, in addition to their normal professional duties. For example, a nurse who also provides music lessons or supervises after school hours care would require a Blue Card.

Applications for Blue Cards: What is Checked?

The Working with Children Check is a national criminal history and other records check that assesses a person's suitability to work with children, based on:

- police information:
 - any charge or conviction for an offence (even if no conviction was recorded);
 - child protection prohibition orders (whether a person is a respondent or subject to an application)
 - disqualification orders
 - whether a person is subject to reporting obligations under the Child Protection (Offender Reporting) Act 2004 (Qld) or Dangerous Prisoners (Sexual Offenders) Act 2003 (Qld)
- investigative information:
 - information that the Police Commissioner may provide about police investigations into allegations of serious child-related sexual offences, even if no charges were laid
- disciplinary information:
 - information held by certain professional organisations including teachers, childcare providers, foster carers and certain registered health practitioners.

Outcome of Blue Card Applications

There are three outcomes that can result from a Blue Card application: Withdrawn; a Working with Children Clearance; or a Negative Notice.

Withdrawn

An application for a Blue Card can be withdrawn by the applicant at any time before it is decided.

Applications, and/or consent to employment screening, are also deemed to be withdrawn in certain circumstances, such as when the applicant does not comply with requests from Blue Card Services for additional information or is charged with a disqualifying offence.

The College/School/Service cannot employ in regulated employment any person whose application has been or is deemed to have been withdrawn.

Working with Children Clearance

The application has been approved and a Working with Children Clearance is issued to the applicant, along with:

- a Paid (P) Blue Card for paid employees or regulated business owners; or
- a Volunteer (V) Blue Card for volunteers.

Paid employees and business operators can use their Blue Cards for all regulated child-related categories, including volunteer work in other organisations (provided that they complete the [Link an applicant/cardholder to this organisation form](#)).

Volunteers can use their V Blue Card across all unpaid regulated child-related work categories, including in other organisations (provided that they complete the [Link an applicant/cardholder to this organisation form](#)), but not for any paid regulated employment.

Working with Children Clearances and Blue Cards are usually valid for three years. A person who make a combined application for a disability clearance and a Blue Card may be issued both for a period of up to five years (the term of an NDIS clearance). During this time, Blue Card Services will conduct ongoing monitoring of the card holder's police information and may suspend or cancel the Working with Children Clearance and Blue Card.

Negative Notice

The application has been refused and a Negative Notice is issued to the applicant. The person is prohibited from all regulated child-related employment and from carrying on a regulated business. It is an offence for a person with a Negative Notice to apply for, start or continue in regulated employment, or to carry on a regulated business.

If the person believes the Negative Notice was issued based on incorrect or incomplete information, an application can be made to Blue Card Services to have the notice reassessed.

Applications for review of decisions by Blue Card Services to suspend or cancel a Working with Children Clearance/Blue Card, or to issue a Negative Notice, can also be made to the Queensland Civil and Administrative Tribunal (QCAT).

A Negative Notice remains current unless and until it is cancelled.

No Card, No Start

Under Queensland's No Card, No Start requirements, prospective College/School/Service employees (other than those who are exempt) must not commence employment or engagement with the College/School/Service until they hold a valid Blue Card, or receive positive notification that their Working with Children Clearance has been approved.

For continuing employees, applications for renewal of a Blue Card must be submitted before their Blue Card expires. They may continue to work even if their new Blue Card has not been issued before the old one expires. However, if they fail to apply for renewal before the expiry date, they are subject to No Card, No Start and must cease working with children until their new Blue Card has been issued.

How to Apply For or Renew a Blue Card

It is the responsibility of each individual to apply for a Blue Card and to renew their Blue Card every three years before it expires.

To Apply for a Blue Card Online

A customer reference number (CRN) and photo from the Department of Transport and Main Roads (TMR) is required before applying for a Blue Card or renewing a Blue Card online. The CRN is on a Queensland driver licence, marine licence or photo identity card. Alternatively, the TMR has a list of other documents where the CRN can be found, or a CRN can be obtained from a TMR Customer Service Centre.

Once an employee has a CRN, they will need to register for a Blue Card Services' online account before they can apply for a blue or exemption card on the [Blue Card website](#).

There is no fee for Volunteers or trainee students.

Home Stay Accommodation

Homestay providers who meet the [Frequency Test](#), and any adults (persons over 18) also residing in the home, must apply for a Blue Card and nominate the College/School/Service as the employer.

New Staff, Volunteers and Contractors

Employees' Obligations

Many prospective employees may already hold a Blue Card by reason of their previous or other employment. It is also likely that most Direct Contact Contractors engaged by the College/School/Service would be “carrying on a regulated business” within the meaning of the Working with Children Act. As such, they would normally already hold a Blue Card.

Holders of current Blue Cards must complete the [Link an applicant/cardholder to this organisation form](#) to advise Blue Card Services that they are undertaking child-related activities with a new or additional organisation (the College/School/Service). The College/School/Service is also required to complete information on that form.

It is the responsibility of the Blue Card System Manager (Insert Name of Blue Card System Manager) at the College/School/Service to complete the form when required.

The College/School/Service’s Obligations

Where a new staff member, Board of Directors member, Volunteer or Contractor needs a Blue Card to work at the College/School/Service, the College/School/Service is responsible for:

- checking the individual’s identity documents;
- checking the validity of that Blue Card; and
- notifying Blue Card Services of the employment or proposed employment of the individual,

prior to the individual commencing work at the College/School/Service.

The Blue Card Services online validation portal is accessible [here](#).

Where a company or other contracted service provider with multiple employees is engaged as a Contractor by Segment Name, the College/School/Service may require, in its contract with the Contractor, that the Contractor undertake these responsibilities and confirm its compliance in writing to the College/School/Service.

The College/School/Service must not employ or engage, or continue to employ or engage, these employees if they do not have a valid Blue Card. For more information, refer to [The College/School/Service’s Additional Obligations](#).

Continuing Staff, Volunteers and Contractors

Employees' Obligations

Blue Cards are usually valid for three years. It is the responsibility of each individual who holds a Blue Card to apply for its renewal.

Blue Card renewal reminder notices are sent out by Blue Card Services approximately 10 weeks prior to the expiry of the Blue Card.

All employees must submit their renewal application before their Blue Card expires. If they do this, they can continue working while their renewal application is being processed.

Any employee who fails to submit their application for renewal before their expiry date must cease working with children while their renewal application is being processed.

The College/School/Service's Obligations

The College/School/Service will be notified of all relevant updates about the status of Blue Cards for its Staff, Volunteers and Contractors, including notices of a suspension or cancellation.

The College/School/Service has specific obligations if it becomes aware that an employee:

- has been issued with a Negative Notice
- is a disqualified person or a restricted person
- has had their Blue Card cancelled or suspended.

The College/School/Service must:

- ensure the employee does not continue to undertake regulated, child-related work within the College/School/Service. This includes any position on a committee or advisory board where the person's decision-making impacts on children within the College/School/Service environment.
- ensure appropriate policies and procedures are in place to manage any risks of harm to children and young people if the employee continues to be employed by the College/School/Service in work that is not child-related.

For more information refer to [The College/School/Service's Additional Obligations](#).