

Blue Cards – Working with Children Check

PURPOSE

To contribute to the creation of a safe and secure environment in which all students may grow and learn. Matthew Flinders Anglican College endeavours to provide a safe and supportive environment for children and young people by abiding by Blue Card Services Public Safety Business Agency's obligations and requirements.

SCOPE

All staff members, volunteers, Board members, homestay parents, contractors, trainees/students, and other people in regular contact with students of the College must have current Blue Cards where required by legislation.

RESPONSIBLE PERSON

Human Resources Manager

IDENTIFIED STAKEHOLDERS

Head of Secondary, Head of Primary, Personal Assistant to Head of Secondary, Personal Assistant to Head of Primary, International Co-ordinator, Head of Sport, Personal Assistant to Director of Business and Operations, Director of Flinders Early Learning Centre, Parents and Friends' Liaison, Payroll Officer.

ASSOCIATED DOCUMENTS

Child and Youth Risk Management Strategy

Code of Conduct

Complaints Policy

POLICY

Matthew Flinders Anglican College supports the rights of children and is committed to ensure the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. (*Statement of Commitment, Pg 2, Child & Youth Risk Management Strategy*).

Responsibilities

Employees, volunteers and contractors must ensure their behaviour towards, and relationships with, students are lawful and that they comply with the conduct requirements prescribed by the College. Any failure to behave in a manner consistent with the requirements of the College may result in criminal proceedings and/or disciplinary action being taken by the College.

It is the responsibility of all staff who engage an individual or a group of people at the College to ensure the relevant Blue Card requirements are met prior to their commencement.

All paid employees will be subject to an employment check conducted by the College prior to commencement of employment.

The Blue Card System

The Blue Card system:

- is a key prevention and monitoring system of people working with children and young people in Queensland;
- aims to minimise the risks of harm to children and young people by contributing to the creation of safe and supportive environments;
- is founded on the principle that all children have a fundamental right to be protected from harm.

Key benefits:

- The past is risk managed through the initial assessment, which determines a person's eligibility to work with children, based on known police or disciplinary information;
- The present is risk managed through police information of all Blue Card or Exemption Card holders, which is regularly monitored so any changes are actioned appropriately; and

- The future is risk managed by the College, who is required to implement child and youth risk management strategies and review them annually.

Procedures and Processes

The following procedures and processes will be followed in regard to Blue Cards at Flinders:

- Volunteers are able to access an online Registration Form through the College website.
 - The online registration process details College Student Protection, WHS and Code of Conduct requirements.
 - The online Registration process will guide Volunteers as to their Blue Card requirements.
- New College employees will have relevant documentation in their Onboarding Payroll Pack in respect of relevant College Student Protection policies and Blue Card or Teacher Registration requirements.
- The following is a list of official College Contact Personnel (CCP):
 - Human Resources personnel
 - Head of Sport
 - Executive Assistant to the Principal
 - Personal Assistants to the Head of Secondary, Head of Primary, and Director of Business and Operations
 - International Coordinator
 - Director of Flinders Early Learning Centre (FELC), or delegate
 - President, or delegate of Flinders Sporting Clubs - verified through the P&F Liaison Officer or Head of Sport
 - Payroll Officer
- Following completion of either the Online Registration (for volunteers) or the Payroll documentation (for employees) the relevant CCP will be responsible for the remaining steps of the process, including:
 - advising the applicant that it is an offence for a 'disqualified person' to apply for, or renew, a card and that, by signing the application form, they are consenting to the screening process;
 - sighting and verifying the applicant's identity documents;
 - completing the relevant 'Employer' sections of the Application Form and processing through to Blue Card services; and
 - entering all details into the Blue Card Register (TASS) and attached scanned documentation.
- Matthew Flinders Anglican College's Human Resources Office will maintain a confidential register of:
 - Teacher registration numbers, and
 - Blue/Exemption Card numbers and the dates for renewal.
- The CCP will advise Human Resources, who will, in turn, advise Blue Card Services, if the person ceases volunteering/working with the College by completing the 'Applicant/Cardholder No Longer With Organisation' Form.
- Regulated/volunteer work at the College will cease immediately if Blue/Exemption Card is suspended or cancelled, if a negative notice is issued, or if a teacher's registration is suspended or cancelled.
- The College will submit a 'Change in Police Information Notification' if such a change is disclosed to the College.
- Further information is available at www.bluecard.qld.gov.au

Procedures for various categories of employees and volunteers

Paid Employees

(other than registered teachers)

Paid employees need a Paid ('P') Blue Card if their work includes, or is likely to include, providing services or conducting activities that mainly involve children, 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.

If a new employee holds a current Blue Card/Exemption Card the following steps apply:

- Employee to complete an 'Authorisation to Confirm a Valid Card/Application' Form to confirm current card and link with the College and submit to the Payroll Officer with relevant identification documentation;
- Payroll to lodge completed Application and add details to Blue Card Register (TASS);
- Employee can begin work once application is submitted;
- If the person has a volunteer (V) card and will now be undertaking paid work, the employee prescribed fee must be paid by the employee. Payroll to lodge 'Volunteer to Paid Transfer' Form with prescribed fee payment and add details to Blue Card Register (TASS). This will be managed through the New Employee Onboarding process.

If a new employee does not hold a current Blue Card/Exemption Card the following steps apply:

- Employee to complete a 'Blue Card (BC) Application' Form and arrange for payment of the prescribed fee;
- Payroll to lodge completed Application Form and add details to Blue Card Register (TASS);
- Employee can begin work once application is submitted, pending outcome;
- Confirm appointment once Positive Notice and Blue Card is received from Blue Card Services.

The cost of a Blue Card is the responsibility of the employee or contractor.

Paid Employees

(registered teachers)

A registered teacher does not require a Blue Card while working with children as part of their professional duties at the College.

Payroll to add relevant QCT Teacher registration and expiry details to TASS / Employee register.

Volunteers

Volunteer (parent / legal guardian of currently enrolled student)

All volunteers should complete the online Registration Form available on the College website. The Registration Form provides instruction on Student Protection, the College Community Code of Conduct and Work, Health and Safety for volunteers. The Registration process also initiates the Blue Card process with the relevant CCP and facilitates the maintenance of the Blue Card/Volunteer Register.

A volunteer parent / legal guardian can offer voluntary service for the College without holding a Blue / Exemption Card if their own child (under 18) is a current student at the College.

Strategies to minimise risk should be employed eg; supervision of parent volunteers at all times.

Relevant CCP to add volunteers details to the Blue Card Register (TASS).

Volunteers

Volunteer who is a Registered Teacher or Police Officer working outside their normal role of Teacher or Police Officer (and who is not a current parent/legal guardian)

Volunteers within this category must hold a current Exemption Card ('E') from Blue Card Services.

The following steps apply:

- Volunteer to complete an 'Authorisation to Confirm a Valid Card/Application' Form to either apply for a new, or confirm a current, card and link it to the College;
- Payroll to lodge completed Application Form and add details to Blue Card Register (TASS);
- If the Volunteer has a current Exemption card they are able to start volunteering as soon as the Form is lodged;
- If the Volunteer does not have a current Exemption Card they cannot start volunteering until the College receives a Positive Notice from Blue Card Services.

Volunteers

Volunteer who is working with Flinders Clubs and is a 'Committee member' of the Club? (NB: the activity falls under the 'Churches, clubs and associations involving children' category)

A volunteer parent/legal guardian (non-committee) can offer voluntary service for the Club without holding a Blue/Exemption Card if their own child (under 18) receives services which are the same or similar to which the employment/volunteer service relates.

If a volunteer holds a current Blue/Exemption Card the following steps apply:

- Volunteer to complete an 'Authorisation to Confirm a Valid Card/Application' Form to confirm current card and link with the College;
- Relevant CCP to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Strategies to minimise risk to be employed eg: supervision of Club volunteers at all times;
- Volunteer can commence with confirmation of Positive Notice.

If a volunteer does not hold a current Blue/Exemption Card the following steps apply:

- Volunteer to complete an 'Exemption Card (E) Application' or 'Exemption Card Business (EB) Application' Form to work with children under 18. No fee is charged;
- Relevant CCP to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Volunteer cannot commence service until Positive Notice and Exemption Card is received from Blue Card Services.

Volunteers

All other Volunteers (including, but not limited to: grandparents, non-parent coaches/ managers and trainees/students)

If a volunteer holds a current Blue/Exemption Card the following steps apply:

- Volunteer to complete an 'Authorisation to Confirm a Valid Card/Application' Form to confirm current card and link with the College;
- Relevant CCP to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Volunteer can commence with confirmation of Positive Notice.

If a volunteer does not hold a current Blue/Exemption Card the following steps apply:

- Volunteer to complete a 'Blue Card (BC) Application' Form. No fee is charged;
- Relevant CCP to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Volunteer cannot commence service until Positive Notice and Blue Card is received from Blue Card Services.

International Students and Host Families

Members of a host family who are over 18 years of age and living at home.

If a Host Family Member holds a current Blue/Exemption Card the following steps apply:

- Host Family Member to complete an 'Authorisation to Confirm a Valid Card/Application' Form to confirm current card and link with the College;
- International Co-ordinator to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Volunteer can commence with confirmation of Positive Notice.

If a Host Family Member does not hold a current Blue/Exemption Card the following steps apply:

- Host Family Member to complete a 'Blue Card (BC) Application' Form. No fee is charged;
- International Co-ordinator to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Volunteer cannot commence service until Positive Notice and Blue Card is received from Blue Card Services.

College Board of Directors

Director of College Board (Volunteer)

If a Director of the College Board holds a current Blue/Exemption Card the following steps apply:

- Director of the College Board to complete a 'Notification of Change for Self-Employed Persons' Form to confirm current card and link with the College;
- Personal Assistant to the Director of Business and Operations to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Director of the College Board can commence with confirmation of Positive Notice.

If a Director of the College Board does not hold a current Blue/Exemption Card the following steps apply:

- Director of the College Board to complete a 'Blue Card Business (BCB) Application' Form. No fee is charged;
- Personal Assistant to the Director of Business and Operations to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Director of the College Board cannot commence service until Positive Notice and Blue Card is received from Blue Card Services.

Notify any changes to Directors of the College Board to the Office for Early Childhood Education and Care Department of Education, Training and Employment (ACECQA) within 14 days completing ACECQA Forms PA02 and PA08.

College Board of Directors

If a Director is also a registered teacher or police officer.

If a Director of the College Board holds a current Blue/Exemption Card the following steps apply:

- Director of the College Board to complete a 'Notification of Change for Self-Employed Persons' Form to confirm current card and link with the College;
- Personal Assistant to the Director of Business and Operations to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- A registered teacher or police officer already holding a Blue Card can continue using the existing Blue Card until it expires. However, if continuing as a Director of a non-state school governing body, they will need to apply for and hold an Exemption Card before the expiry of their Blue Card.

If a Director of the College Board does not hold a current Blue/Exemption Card the following steps apply:

- Director of the College Board to complete an 'Exemption Card Business (EB) Application' Form. No fee is charged;
- Personal Assistant to the Director of Business and Operations to lodge the completed documentation with Blue Card Services and add details to the Blue Card/Volunteer Register (TASS);
- Director of the College Board cannot commence service until Positive Notice and Blue Card is received from Blue Card Services.

Renewals

Individuals will receive a notification for renewal from Blue Card Services. The individual is responsible for keeping contact details up-to-date with Blue Card Services. The College will maintain a database of Blue Card/Exemption Card holders including date/s for renewal.

Ceasing or changing employment (transfer)

Blue Card holders must notify Blue Card Services if they stop working in regulated employment, cease carrying on regulated business or change employment or when there is a change to the nature or contact details of the child-related business. For employees, the Human Resource Department will also notify Blue Card services of a change. This is the responsibility of the Blue Card holder for all other categories.

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This policy may be updated or revised from time-to-time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Human Resources Department.