



WORKING WITH CHILDREN CHECK POLICY

PURPOSE

This Policy articulates Matthew Flinders Anglican College's ('the College') approach to managing working with children checks to ensure compliance with its obligations under the Working with Children (Risk Management and Screening) Act 2000 (Qld) ('the Act').

This policy has not been designed to replace or replicate information contained in legislation, and in the event of any inconsistency between this policy and legislation (as amended from time to time), the provision of the applicable legislation will apply.

This policy is designed to provide a safe and supportive learning environment for all children and young people. As part of this commitment:

- a. all persons engaged in regulated employment or child related work must hold, and maintain, a valid Working with Children Check ('WWCC') at all times (unless otherwise exempt); and
- b. the College, and its associated entities i.e., the Flinders Early Learning Centre (FELC), Outside School Hours Care (OSHC) and Flinders Club Sports (FCS), must implement a Child and Youth Risk Management Strategy (CYRMS) to identify and minimise risk of harm to children.

SCOPE

Board Directors, Committee members, employees (permanent temporary/casual, or fixed term), contractors, consultants, volunteers or any other 'agents'; anyone who works for, represents, or engages in work with children for or on behalf of the College.

RESPONSIBLE PERSON

Head of Human Resources

IDENTIFIED STAKEHOLDERS

Principal, Director of Business and Operations, Head of Secondary, Head of Primary, Head of Sport, Director of Flinders Early Learning Centre, Outside School Hours Care (OSHC) Coordinator, Risk and Compliance Manager

RELATED DOCUMENTS

- Child and Youth Risk Management Strategy – College
- Child and Youth Risk Management Strategy – Club Sports
- Child and Youth Risk Management Strategy - FELC
- Child and Youth Risk Management Strategy - OSHC
- Child Protection Policy and Decision Making Trees
- Recruitment Policy
- Work Health and Safety Policy
- Visitor Sign In Guidelines

RELATED LEGISLATION

- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Regulation 2020 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Child Protection \(Offender Prohibition Order\) Act 2008 \(Qld\)](#)
- [Child Protection \(Offender Reporting and Offender Prohibition Order\) Act 2004 \(Qld\)](#)
- [Criminal Law \(Rehabilitation of Offenders\) Act 1986 \(Qld\) Parts 1-14](#)
- [Dangerous Prisoners \(Sexual Offenders\) Act 2003 \(Qld\)](#)
- [Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)
- [Health Practitioner Regulation National Law Act 2009 \(Qld\)](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)

POLICY STATEMENT

The College is committed to providing a safe and supportive learning environment for all children and young people. As part of this commitment, all persons working with children must hold, and maintain, a valid Working with Children Check ('WWCC') at all times (unless otherwise exempt).

No person (employee, contractor, or volunteer) can commence work at the College until such a time as a positive notice from a WWCC or an exemption has been registered with the Human Resources office via the human resources management system, IntelliHR, and the approved blue card has been linked to the College. Contractors must also hold a WWCC and have this registered with their employer and a copy recorded on the College's risk management system, CompliSpace.

[No Card, No Start - it's the law.](#)

This policy outlines responsibilities and guidelines for Working with Children Check verification, ongoing monitoring, and risk management strategies in accordance with the Act.

All staff must comply with this Policy at all times. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

DEFINITIONS

Term	Definition
Blue card	A blue card is a plasticised card issued by Blue Card Services, upon an applicant receiving a working with children check clearance from Blue Card Services. A blue card is valid for 3 years from the date of issue (unless suspended or cancelled earlier) and displays the following information about the blue card holder: • the person's name; • the registration number of the person; • the expiry date of the person's Working with Children Check clearance; and • the signature of the person (for people who applied before 31 August 2020); or • the photograph of the person (for people who apply after 31 August 2020).
Blue Card Services	Blue Card Services administers the blue card system in Queensland.
Blue Card Officer	A person nominated to verify and administer the Blue Card process on

	behalf of the Executive Manager and in consultation with the Human Resources office: • <i>Human Resources Advisor, OSHC Coordinator, Exchange Program Coordinator, Primary Relief Coordinator, Secondary Administration Coordinator, Music Secretary, Hospitality and Events Manager, Events Coordinator, Café Coordinator, Flinders Club Sports Administrator.</i>
Child/children	A person under the age of 18 years.
Child-related work	Child-related work (including voluntary work) is providing services for children and young people under 18, where the work normally involves being face to face with children, where contact with children is more than incidental to the work.
Contractor	A Contractor is an individual or entity engaged under a contract for services to perform specific tasks or projects. Contractors work independently, manage their own tax and insurance obligations, and are not entitled to employee benefits. They must comply with all College policies, workplace health and safety requirements, and applicable laws while performing their services.
Disqualified person	A person is a disqualified person if they: • have been or are convicted of a disqualifying offence; • are a reportable offender under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004 (Qld); • are the subject of an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008 (Qld); • are prohibited by a court from applying for or holding a blue card; or • are the subject of a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003 (Qld).
Disqualifying offence	A disqualifying offence is an offence provided at s. 168 of the Working with Children (Risk Management and Screening) Act 2000 (Qld) .
Education and care service	Education and care service means: • each place an education and care service operates, or is going to operate; • area(s) used to provide education and care to children as part of the day care—or the areas used to provide access to these parts of the residence. Education and care services at the College extends to, but is not limited to: • The Flinders Early Learning Centre • Outside School Hours Care - After school care and vacation care services • Studio/Music/Sports/Academic tuition • Coaching and Club Sports
Employee	A person employed by the College in paid employment.
Exemption card	An exemption card issued by Blue Card Services to teachers, registered with the Queensland College of Teachers, who work outside their professional duties (this includes, but is not limited to, all teachers who work in Education and Care Services).

Negative notice	A notice issued by Blue Card Services which prevents a person from performing regulated employment or activities. A current negative notice holder cannot: - apply for, start, or continue in child-related work (paid or voluntary); or - carry on a child-related business regulated by the blue card system.
Relevant authority	• Qld Blue Card • Qld Exemption (Blue) Card • QCT Registration • AHPRA Registration
Registered health practitioner	A person registered with Australian Health Practitioner Regulation Agency (AHPRA) under the Health Practitioner Regulation National Law Act 2009 (Qld). Note: Speech language pathologists do not require AHPRA registration and, therefore, require a blue card.
Regulated employment	Regulated employment is employment of a type mentioned in Schedule 1, Part 1 of the Working with Children (Risk Management and Screening) Act 2000 (Qld). There are 15 categories of regulated employment and if your work falls under a category of regulated employment you need to have a blue card (or exemption card) to work or volunteer with children in Queensland, unless an exemption applies.
WWCC	Working with Children Check <i>i.e.</i> Qld Blue Card or Exemption Card

APPLICATION

The 'Working with Children' Check is designed to determine whether or not a person is suitable to work with children. A person who is required to undergo a check must complete an application for a blue card (or other relevant authority). An application for a blue card or exemption (Blue) card is made through the Queensland Government [Blue Card Services portal](#).

A Working with Children Check application enables the relevant authority to investigate a person's criminal history, which may affect that person's suitability to work with children. An investigation of a person's full criminal history includes charges and convictions for offences no matter when or where in Australia they occurred, or whether they have been recorded or not.

PERSONS REQUIRED TO HOLD A WORKING WITH CHILDREN CHECK (WWCC)

Under the Act, the following people are required to hold a valid WWCC:

- All employees working in school areas accessible to children during operational hours.
- All volunteers aged 18 years and over, unless they are a parent volunteering in an activity with their own child.
 - This parent exemption does not apply to overnight camps or stays.
- All teachers and teaching assistants, unless already registered with the Queensland College of Teachers (QCT).
- Contractors and other workers engaged in child-related roles, unless their work only involves incidental contact which is supervised (e.g. tradespeople completing short-term jobs).

Where the College engages a contractor to carry out work or deliver services, the contractor or contracted organisation must arrange for each of their employees to hold a valid WWCC.

The contractor must comply with the Working with Children (Risk Management and Screening) Act 2000.

It must also provide details of employees working at the College and their WWCC / Blue Card numbers together with the expiry date for each card. The Contractor must have their WWCC in their possession when onsite at the College or be able to produce a copy of their Working with Children Check or exemption authority on request. All Contractors must sign in when onsite to ensure they have completed the restricted person declaration via the sign-in kiosk.

RESPONSIBILITIES

Staff member (including new starters)

The staff member is responsible for:

- applying for and ensuring the College is recorded as the employer on their application form;
- ensuring their WWCC is valid at all times;
- renewing their WWCC prior to their current WWCC card expiring;
- notifying their Line Manager and Human Resources of the outcome of their WWCC;
- contacting Blue Card services or the Queensland College of Teachers or other authority that oversees their WWCC whenever their personal and contact details change; and
- providing a copy of the application confirmation email to the Human Resources office (in cases where approval is given for the prospective staff member to commence employment prior to the outcome of the WWCC).

Principal and Executive Managers (and nominated officers as directed by the Principal or an Executive Manager)

The Principal and Executive line manager are responsible for ensuring that all persons required to hold a WWCC:

- are aware of, and comply with, the responsibilities and requirements of this policy;
- renew their WWCC prior to its expiry;
- are immediately removed from working with children in regulated employment in circumstances where their WWCC is no longer valid (e.g., expired, suspended, or cancelled);
- ensure that a restricted person is not knowingly employed or continues to be employed, in restricted employment;
- develop and implement the CYRMS for the respective area of work and perform an annual review of the CYRMS to ensure compliance with legislative obligations under the Act.

Human Resources office

The Head of Human Resources is responsible for:

- providing advice to Managers on the requirements of a WWCC and the National Principles for Child Safe Organisations;
- ensuring that the requirement for a WWCC is included in the position description, offer of employment, associated documentation and advertisement;
- discussing options with the Executive line manager if there is a delay in the process;
- recording WWCC details in the College human resources management system, IntelliHR;
- monitoring expiry dates of WWCC cards; and
- notifying staff of upcoming expiry dates and the requirement to renew their WWCC card

PAYMENT OF WORKING WITH CHILDREN CHECKS (WWCC)

All staff identified as being engaged in child-related work are responsible for the cost of obtaining their Working with Children Check and any other suitability checks identified as an essential requirement of their work.

MONITORING

WWCC / Blue Card Register

- The Principal and Executive Managers must ensure that accurate records are maintained via the Human Resources office, including the person's name, WWCC type, card or registration number, expiry date, and any relevant renewal or linking notifications.
- The College's Human Resource Management System, IntelliHR will store and report on all WWCC's and will form the College's WWCC Register.

Compliance and Ongoing Monitoring

- Regular internal and external audit activities will be undertaken to ensure all members of the College community, including employees and volunteers, who are required to hold a Blue Card or Teacher Registration are correctly linked to the College, as required. The results of such activities will be reported to the Principal.
- An employee and volunteer register (Blue Card Register) is established and maintained.
- As far as is practicable, all employees and volunteers' details are accurate and complete in the Working With Children Register regardless of whether they require Teacher Registration, a Blue Card or have an exemption status.
- Individuals are expected to renew their Blue Cards and Teacher Registration, as required by 'the Act' and this policy, to ensure they remain eligible to provide services, in the relevant capacity, across the College.

Notifications from Blue Card Services

- The Head of Human Resources is the identified Contact Person for Blue Card Services.
- The Principal, via the Head of Human Resources, will be notified immediately if a Blue Card or Exemption Card is suspended or cancelled, a negative working with children authority is issued, or a teacher's registration is suspended or cancelled.
- Paid employment and/or volunteer work at the College will cease as soon as reasonably possible thereafter.

TRAINING

All staff are required to complete an online Child Protection training module within 28 days of commencement of their employment.

All staff are required to complete at least one Child Protection refresher training workshop each year.

All volunteers are provided with the College Student Protection Policy and Procedure and the Code of Conduct - College Community, through the volunteer registration process, and must agree to abide by those documents to register as a volunteer.

MANAGING RISK

The Executive team, in consultation with department leaders and the Human Resources office, must develop a CYRMS for implementation across the College.

The purpose of the CYRMS is to document processes, policies and procedures in place that help to create a safe and supportive environment for children and young people and identify and minimise the risk of harm to children and young people.

The CYRMS must address eight mandatory requirements:

- A statement of commitment;
- A code of conduct (Our Standards of Practice and the College Community Code of Conduct);

- Policies for recruiting, selecting, training and managing employees (including volunteers);
- Procedures for handling disclosures and suspicions of harm;
- A plan for managing breaches of your child and youth risk management strategy;
- Policies and procedures for compliance with the blue card system;
- A risk management plan for high-risk activities and special events; and
- Strategies for communication and support.

The CYRMS Committee will review the CYRMS annually, for approval at the first College Board meeting each year.

Executive Managers and department leaders must implement the CYRMS by ensuring all staff are aware of their obligations under the CYRMS and always comply with those obligations.

Following review, a new CYRMS will be published on the College website and MyFlinders and made available to Executive Managers for implementation each year within their area of work.

Blue Card Services may request a copy of the CYRMS at any time. Failure to comply with the requirement to have a CYRMS is an offence under the Act.

Questions?

Any questions relating to the Policy or the College's requirements for working with children can be directed to the Human Resources office:

Phone: 07 5477 3202

Email: hr@mfac.edu.au

Approved by: Principal Date Approved: September 2025	Reference Code: PRO-015-POL-006 Next Review Due: September 2026
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 Principal's Office.	