



Blue Card Guidelines

The purpose of the blue card system is to contribute to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.

The safety and wellbeing of all children and young people (people under the age of 18 years old) involved in our game is of the utmost importance to Queensland Rugby League.

Do I need a Blue Card?

Paid employees need a blue card if their work in sport or active recreation includes, or is likely to include, providing services that are directed mainly towards children, 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 unless an exemption applies.

If you are not sure if your position requires a Blue Card, please speak to Human Resources.

How do I apply for a Blue Card?

You will need to undertake a Working with Children Check (other known as the Blue Card check) and can complete an application [online](#), or by [printing](#) from the website. The Working with Children Check assesses:

- any national charge or conviction (including spent convictions and pending and non-conviction charges) 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;
- if a person is subject to reporting obligations under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003*
- disciplinary information held by certain professional organisations including teachers, child care licensees and foster carers, and
- information that the Police Commissioner may provide in relation to police investigations into allegations of serious child-related sexual offences, even if no charges were laid.

A person whose application is approved is issued with a positive notice letter and a blue card.

If a person's application is refused, they are issued with a negative notice which prohibits them from carrying on a business or providing regulated child-related activities.

What information do I need to apply for a Blue Card?

You will need to supply two current, original identification documents that proves your identity. The documents must indicate your full name, date of birth and signature, and match the details you have noted in Part D of the application form. You can use one of the following combinations:

- Either two documents from List 1 (one must show a signature), or
- One document from List 1 and one document from List 2 (one must show a signature)

List 1	List 2
<p>Signature Document</p> <ul style="list-style-type: none"> • Drivers licence/ learners permit/ proof of age/ photo identification card • Australian passport (current or expired in the last 2 years) 	<p>Signature Document</p> <ul style="list-style-type: none"> • Pension Concession card/ Department of Veterans' Affairs Entitlement card/ Seniors Health card/ Health care card/ any other current financial entitlement card issued by Department of Human Services. • Credit card or bank card (do not attach copy) • Positive Notice Blue or Exemption card • Student Identification card issued by an education institution (with photo and signature) • Queensland Gambling Machine licence
<p>Non-Signature Document</p> <ul style="list-style-type: none"> • Birth certificate (or extract) • Proof of Australian citizenship or permanent residency • Overseas Passport (current) 	<p>Non-Signature Document</p> <ul style="list-style-type: none"> • Medicare card • Queensland crowd controller/private investigator/ security officer licence • Passbook or account statement issued by a financial institution dated in the last 6 months • Australian taxation assessment notice dated in the last 6 months • Queensland Licence issued under the Weapons Act 1990

If one of the valid identification combinations above cannot be provided, complete and attach a ['Request to consider alternative identification' form](#). If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit a ['Confirmation of identity' form](#).

How does a Blue Card work?

1. Screening

Blue Card will screen your personal information to assess your eligibility to hold a blue card or exemption card based on your known past behaviour, police and disciplinary information. The screening process will identify and disqualify people upfront and prevent people from working with children whose past behaviour indicates they are not eligible to enter regulated child-related employment.

2. Monitoring

Blue Card undertakes ongoing monitoring of all Blue Card holders and applicants against Police Records. Where information is received which changes a person's eligibility to hold a Blue Card, Blue Card will take immediate steps will be taken to notify the card holder and employer and ultimately protect children from harm.

How much does a Blue Card cost?

A Blue Card for paid employees, including renewal applications cost \$92.30. For Volunteers, the Blue Card is free.

How long does it take to obtain a Blue Card once I have submitted my application?

As a guide, you should allow at least 28 business days for your application to be processed. Applications

will take longer to process if:

- forms are incomplete or not correctly filled in. Please ensure each part of the form is filled in by the appropriate person and completed correctly, or
- there is police or disciplinary information about an applicant that must be retrieved and considered before determining a person's eligibility to work with children.

Who is disqualified from applying for a Blue Card?

You can view the list of disqualifying offences <https://www.bluecard.qld.gov.au/disqualification.html>

I have received a negative notice or am unable to apply for a Blue Card because of my past. Will this impact my employment?

Depending on the nature of Negative Notice, and the requirements of your position, your employment may not be impacted. Please discuss with Human Resources if you have any concerns.

How long is a Blue Card valid for?

Blue Cards for paid employees are valid for three years.

Can I commence or continue child related work if I *do not* have a Blue Card*?

No, you can commence or continue work with children or young people once you have lodged your Blue Card application with Blue Card services.

*Please note, changes to Blue Card legislation in 2020 will enact a 'no card, no start' policy which means you will be unable to commence or continue child related work until you have received your Blue Card.

I have a Blue Card, how do I link it to QRL?

If you already hold a current blue card or exemption card, you can link it to QRL by advising Blue Card Services by completing a [link form](#).

If you already hold a volunteer or student blue card and are undertaking paid employment with QRL, you can transfer your Blue Card by submitting a [Volunteer to paid employment transfer form](#).

My Blue Card has or is due to expire, what do I do?

If you are still undertaking a child-related activity (paid or voluntary), you must renew your blue card as soon as possible. You may continue to work in child-related employment after the expiry of your blue card but only if you have lodged your renewal application form.

Blue Card Services will send a reminder to renew your card 10 weeks prior to the expiry of their current card. You must advise Blue Card Services of any change to your postal address.

If you do not renew your blue card and it expires, as per Blue Card requirements, you cannot continue to work or volunteer in child-related employment.

To renew your Blue Card, you will need to complete and submit an [application form](#).

I am attending a camp with children for 7 days; do I need a Blue Card?

According to the Blue Card criteria for duration and frequency, you are not required to have a Blue Card.

I provide a regular training session to adults and young people under 18 years of age, do I need to have a Blue Card?

No. As you are not providing a service directly to children or young people (there are adults present), you will not require a Blue Card.

If you were regularly providing training to children and young people only, you would require a Blue Card.

I regularly attend or work at a junior rugby league club where there are children present, do I need to have a Blue Card?

If you are providing a service directly to children or young people on a regular basis, yes. If you are attending a site where there are children and young people present, but are not providing direct services, then no.

Where can I find additional information?

- For more information, please visit the Blue Card website: <https://www.bluecard.qld.gov.au/index.html>
- You can also contact Blue Card services on 1800 113 611
- Blue Card Frequently Asked Questions: <https://www.bluecard.qld.gov.au/faqs/index.html>