

Blue Card

Policy

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.

Procedure – Blue Card for non-teaching staff, volunteers and external providers

1. Non-teaching staff are to undertake a Blue Card check at employment.
2. Volunteers are to undertake a Blue Card check if the school activity runs overnight.
3. The school will ask to sight the Blue Card of an external provider of education.

Procedure – Managing Blue Card Process

When a Blue Card is required, the school office will do the following:

1. lodge the appropriate application form on <http://www.ccyipcqld.gov.au/>, ensuring it is completed correctly and in full
2. provide a verbal warning that it is an offence for a disqualified person to sign a blue card application form, and
3. ensure you sight and verify the applicant's identification documents and that the details match those on the application, including name, date of birth and signature.

Procedure – Managing the Blue Card Register

1. The school office will circulate an information update form annually to staff to provide updated personal and contact details.

Version

2.0

Review

2016 or as required