



Synod Wide: Blue Card Policy

E6.10

Purpose

The purpose of this policy is to ensure that all workers of The Uniting Church in Australia, Queensland Synod (the Queensland Synod), including those people not directly employed by The Uniting Church in Australia Property Trust (Q.) (the Property Trust), hold a valid Blue Card as required by the Working with Children (Risk Management and Screening) Act 2000 (Qld).

Scope

This policy applies to all workers of the Queensland Synod.

Policy

1. Working with Children Clearance Checks

All workers engaged by an entity of the Queensland Synod must abide by the Safe Ministry for Children Policy and processes relating to a Working with Children Clearance check of the entity they are providing services to or on behalf of.

To assist in ensuring the Queensland Synod is meeting its legal obligations under the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, the Queensland Synod on behalf of the Property Trust may request and obtain information relating to a Working with Children Clearance compliance from any entity of the Queensland Synod.

Before commencing their role, all workers who meet the requirements of a Working with Children Clearance check must apply for and/or hold a current Working with Children Clearance.

All workers are responsible for ensuring that their Working with Children Clearance remains current whilst their role requires them to hold a clearance.

2. Confidentiality and Record-Keeping

The Office of the Synod will maintain records of all Working with Children Clearance checks undertaken for direct employees and volunteers engaged by the Queensland Synod (ABN 25 548 385 225) and for all ministry agents and supply ministers in a placement of the Church, including the full name of the person, person's date of birth, whether the role requires a Working with Children Clearance or not, their Blue Card or Exemption Card number, and the expiry date of their card.

The Queensland Synod requires each governing body of the Queensland Synod, and its entities, to maintain records of each worker's Working with Children Clearance. The record must include the full name of the worker, their date of birth, whether the role requires a Working with Children Clearance or not, their Blue Card or Exemption Card number, and the expiry date of their card.

Each entity of the Queensland Synod will ensure that any information obtained through Working with Children Clearance checks is used only for the purpose of determining the person's suitability to work with children and young people.

These records will be kept confidential and securely stored in accordance with privacy legislation. For clarity, this information will not be disclosed to any third parties except where required by law or for the purposes of the compliance checks referenced in Section 1.



3. Compliance

The Queensland Synod is committed to complying with all relevant legislative requirements, including the Working with Children (Risk Management and Screening) Act 2000 (Qld).

The Queensland Synod will ensure that all workers are aware of their obligations under this policy, including taking part in any training and support provided by the entity to which they are providing services to or on behalf of.

Any breach of this policy may result in disciplinary action.

Related Policies and Procedures

Safe Ministry for Children Policy/ Safe Church Policy	Record Keeping and Retention Policy	Privacy and Confidentiality Policy
Student and Volunteer Policy	Code of Conduct	Child Safe Environment Policy
Child Protection Policy	Blue Card Requirements of Ministry Agents	Blue Card Requirements of Lay workers, Lay preachers, and volunteers
Privacy Policy		

Definitions

Term	Meaning
Queensland Synod	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none">• within and in relation to the bounds of the Queensland Synod; and• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .
Blue Card	A Blue Card is a physical card that provides evidence of the Queensland Working with Children Clearance check, regulated by the Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2020 .
Worker	Section 7 of the <i>Work Health and Safety Act 2011</i> defines a person as a worker if they are carrying out work in any capacity for the organisation. It includes employees, contractors and subcontractors, labour hire workers, work experience students and volunteers. A worker includes a person who is serving on a board or committee or is involved in running the activity, and/or directed to perform specific tasks. For the purposes of this policy, a worker includes: <ul style="list-style-type: none">• Members of the following governing bodies of the Queensland Synod<ul style="list-style-type: none">○ Property Trust○ Synod Standing Committee



Term	Meaning
	<ul style="list-style-type: none">○ Finance Investment and Property Board○ Uniting Education Schools and Residential Colleges○ Uniting Early Learning Sub-Committee● Members of a board or committee of an entity of the Church that provides child related activities/services in a regulated industry eg School Boards, UnitingCare Queensland.● Religious representatives and lay preachers, including ministry agents and supply ministers in a placement of the Church.● Employees engaged in a regulated industry, which includes:<ul style="list-style-type: none">○ Child related accommodation (excluding Raymont Residential College)○ Child Care○ Sunday School
Ministry Agent	In the Queensland Synod, ministry agent refers to ministers of the word, deacons and pastors in an approved placement.
Governing Body	Boards and committees established under Paragraph 32 of the Constitution (responsibilities of the Synod), as well as boards, committees and councils created thereafter.
Working with Children Clearance	A clearance issued by the Queensland Department of Justice and Attorney General (Blue Card Services). The clearance can include a letter, email, physical card (Blue Card or Exemption Card), or confirmation that the individual works with children as part of the professional duties of a Police Officer or Registered Teacher.

Revisions

Document number	E6.10				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.00	10.07.2023	Executive Leadership Team	10.07.2023	People and Culture	People and Culture Manager
Next scheduled review	10.07.2025				