



Obligations for regulated organisations

If you are an organisation or sole trader and have employees or volunteers working or volunteering with children, you have a number of obligations under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

Executive committee and board members of an organisation operating a child regulated business are considered business operators and will require a blue card.

Child and youth risk management strategy

Organisations regulated by the blue card system (i.e. organisations that have employees or volunteers working with children) are required to develop and implement a child and youth risk management strategy, which must be reviewed annually.

This strategy must meet eight mandatory requirements to ensure that organisations have appropriate policies and procedures in place to identify and minimise risks of harm to children. Blue Card Services may request a copy of your organisation's strategy at any time and failure to comply with the requirement to have a child and youth risk management strategy is an offence.

Further information and resources to help you develop a strategy for your organisation is available on our website www.qld.gov.au/bluecard under [Compliance with blue card organisation requirements](#).

Blue cards

Anyone who works or volunteers with children in Queensland is required to hold a valid blue card before they begin working or volunteering. Organisations are responsible for ensuring that a new employee or volunteer either holds a valid blue card, or upon offering an employee or volunteer a position, to ensure the new employee or volunteer applies for a blue card as soon as possible. Organisations are responsible for ensuring all paid employees and volunteers hold a valid blue card before they begin work or volunteer.

In some instances, an exemption card may be required. A list of scenarios and roles where an exemption card may be required rather than a blue card is available on the Blue Card Services' website at www.qld.gov.au/bluecard.

Employees and volunteers can apply for a blue card online at www.qld.gov.au/bluecard or by printing and mailing a blue card application form from the Blue Card Services website.

Engaging someone who already has a blue card/exemption card

If someone who already holds a blue card or exemption card is going to begin working or volunteering in your organisation, you must notify Blue Card Services by using the online [Organisation Portal](#) or submitting a [Link a person to your organisation](#) form to Blue Card Services. Submitting this form ensures that a blue/exemption card holder's record is linked to your organisation. This means your organisation will receive important notifications, such as if the employee or volunteer's blue card is suspended or cancelled.

You must ensure a link form is submitted before they begin working or volunteering in your organisation.

There are different categories of blue cards, including a different one for people in paid work and volunteer work. If you are employing someone in paid work, you must ensure they hold the correct category blue card. If the employee holds a Volunteer blue card, they will need to complete a:

- [Volunteer to paid employment transfer](#) form.



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When a person leaves your organisation

When a volunteer or paid employee **ceases** working with your organisation, you must notify Blue Card Services by using online [Organisation Portal](#) or submitting a [Delink a person from your organisation](#) form to Blue Card Services.

Managing blue card holders in your organisation

Blue Card Services monitor blue card holders and will notify your organisation if a blue card holder who works or volunteers for your organisation has had a change in their police information which is considered relevant to child-related employment.

Your organisation must take appropriate **action to ensure** that your risk management strategy considers and addresses any potential risks created by changes to the police information of blue card holders in your organisation.

Managing high risk cases

You have specific **obligations** if you become aware that an employee/volunteer:

- has been issued with a **negative notice**
- is a known **disqualified person**, or
- has had their blue card or exemption card **cancelled or suspended**

Your organisation **must ensure** the employee/volunteer does not continue to work with children in your organisation. This includes any position on a committee or advisory board where the person's decision making impacts on children within the organisation's service environment.

If your organisation continues to employ the blue card holder who you have been notified about in a non-regulated capacity, appropriate policies and procedures must be in place to manage any risks of harm to children and young people. If you continue to employ this person, you should discuss any potential implications with Blue Card services.

Blue card renewals

Organisations have an obligation to ensure that all employees and volunteers have a valid blue card. Blue cards and exemption cards are current for three years unless cancelled or suspended. Existing exemption cards that do not have an expiry date have until 31 August **2023** to renew their exemption card.

Paid employees, volunteers and trainee students **must** submit a renewal application **before** their blue/exemption card is due to expire to continue working in child-related employment while their renewal application is processed. Blue card holders will receive a reminder from Blue Card Services advising them to renew their blue card 10 weeks before it expires.

If an employee or volunteer's blue card/exemption card has expired, the organisation must ensure the employee or volunteer does not continue to work or volunteer with children.

Blue card register

Organisations are required to maintain a blue card register which contains details of all paid employees and volunteers who work / volunteer with children within the organisation.

The register must include:

- whether or not the person requires a blue/exemption card (if not, why not, for example, if there is an exemption under the legislation)
- the type of blue card (i.e. whether it is a paid employee or volunteer blue card) or exemption card
- when the person applied for their blue card and the date of issue of the card
- the blue card / exemption card number and the expiry date, and
- the blue card / exemption card renewal date

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A template register can be downloaded free of charge on the Blue Card Services website www.qld.gov.au/bluecard under [Risk management and compliance requirements](#).

We have a suite of other [resources](#) available to download on our website.

Stay up to date with the blue card system by subscribing to our newsletters.

- *Blue Card News*: featuring all the latest in blue card news, events and tips.
- *Blue Card Yarns*: information for Aboriginal and/or Torres Strait Islander organisations and community members.
- Information for organisations that need to manage their paid or volunteer blue card holders.

Need more information?



Please call us on **1800 113 611** or **07 3211 6999** between **8am–5pm** on **Monday to Friday** or visit www.qld.gov.au/bluecard.