



commission for  
children and young people  
and child guardian

# Blue cards for Schoolies week

**The Commission for Children and Young People and Child Guardian is an independent statutory authority which promotes and protects the rights, interests and well being of children and young people in Queensland.**

The Commission's Act – the *Commission for Children and Young People and Child Guardian Act 2000* – requires people who work with children under 18 in certain areas to hold a blue card. This includes voluntary work during Schoolies week.

To receive a blue card they must undergo criminal history screening, or the Working with Children Check.

## What is the Working with Children Check?

The Working with Children Check is a detailed national check of a person's criminal history, including any charges or convictions.

The Commissioner also considers disciplinary information held by certain professional organisations for:

- teachers
- child care service providers
- foster carers, and
- nurses, midwives, and certain health practitioners.

In addition, information from police investigations into allegations of serious child-related sexual offences is taken into account, even if no charges were laid because the child was unwilling or unable to proceed.

A person whose application is approved is issued with a positive notice (letter) and a blue card. If the application is refused, they are issued with a negative notice and are prohibited from working in the categories of employment or business which require a blue card.

## Who needs a blue card?

A person volunteering during Schoolies week needs a blue card if they provide services or conduct activities in one of the categories of employment or business regulated by the Commission's Act.

There are some exemptions, including people working at Schoolies in their capacity as Government employees. They are exempt from holding blue cards, as the Commission is satisfied that they are already adequately screened by the department for which they work.

### Key areas requiring blue cards:

- **Churches, clubs, associations or similar entities**  
Volunteers and paid employees providing services or activities for children and young people during Schoolies week need a blue card, even if they don't usually require one for activities they carry out in that organisation.

For example, a person providing first aid services at events during Schoolies week needs a blue card, unless an exemption applies.

- **Sport or active recreation**  
Volunteers, paid employees and people carrying on regulated businesses who provide services or conduct activities mainly involving children during Schoolies week need a blue card (unless exempt).

For example, people employed to organise social events or man an information booth during Schoolies week need a blue card. A self-employed person working as a security guard during Schoolies week also needs a blue card (unless exempt).

- **Corporations**  
Where a business (whose staff require a blue card) is a corporation, any executive officers who live in Australia are considered to be carrying on a regulated business and need a blue card. For example, if a corporation employs people to run events during Schoolies week, its executive officers need blue cards.

For more information on these categories and the relevant exemptions, visit the Commission's website at: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

## How often do I have to work with children before I need a blue card?

Volunteers and people carrying on a regulated business who plan to work at Schoolies week must apply for a blue card no matter how often they will come into contact with children or young people.

A paid employee must apply for a blue card if they work, or are likely to work, in regulated employment, for at least:

- eight consecutive days,
- once a week, each week, over four weeks,
- once a fortnight, each fortnight, over eight weeks, or
- once a month, each month, over six months.

## Is a risk management strategy needed for Schoolies week?

A risk management strategy outlines policies and procedures to protect children in a particular service environment.

If you work for an organisation providing services at Schoolies week and you need a blue card, that organisation should have a risk management strategy in place. It is important that you understand the strategy.

The Commission provides free three hour workshops to help develop risk management strategies. For more information, call 3211 6999 or go to: [www.ccypcg.qld.gov.au/about/risk\\_management.html](http://www.ccypcg.qld.gov.au/about/risk_management.html)

## How do I apply for a blue card?

To apply for a blue card, volunteers should complete a Volunteer (V) application form and paid employees should complete a Paid Employee (P) application form.

Volunteer organisations and employers are responsible for applying on behalf of their staff and volunteers. As part of the application process, a representative from the volunteer organisation or the employer must certify that they have seen the identification documents required to verify the applicant's identity.

People who are self-employed and the executive officers of corporations carrying on businesses which plan to hold activities during Schoolies week, should apply by lodging a Person carrying on a business (B) application form. A prescribed person must certify that they have seen the identification documents required to verify the business applicant's identification.

These application forms are available on the Commission's website, or from the Office for Youth at the Department of Communities on 3008 8627.

## What if I already hold a blue card?

If a person already holds a blue card, they do not need to apply again for Schoolies week. However, their employer or the volunteer organisation they work for during the week must verify their identity as the blue card holder.

To check the validity of a blue card, the employer or organisation's volunteer coordinator should make sure the signature on the card matches the person's signature on photo identification. They should also check the expiry date to ensure it is current. If they are concerned the person is not the true blue card holder, they can check by filling in an Authorisation to confirm a valid blue card form, available on the Commission's website.

## When should I apply for my blue card?

Blue card application forms should be submitted before the end of September to allow sufficient time for processing.

If an application is sent after this time, there is no guarantee it will be processed in time for Schoolies week.

## How much does a blue card cost?

Blue card applications for volunteers are free. However, paid employees and business operators must pay the prescribed fee.

For more information, refer to the schedule of fees available on the Commission's website.

### Commission for Children and Young People and Child Guardian

**Street address:** Level 17, 53 Albert Street  
Brisbane Qld 4000

### Blue Card Contact Centre:

**Office Hours:** 8:00am – 5:00pm  
Monday to Friday

**Telephone:** 07 3211 6999

**Freecall:** 1800 113 611

**Fax:** 07 3035 5910

**Email:** [bluecard@ccypcg.qld.gov.au](mailto:bluecard@ccypcg.qld.gov.au)

**Website:** [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

**Postal:** PO Box 12671, Brisbane George Street  
QLD Australia 4003

Contact us