

Blue Card System – Information Sheet

Rights and obligations of blue card holders

The *Working with Children (Risk Management and Screening) Act 2000* places obligations on card holders. Failure to comply with these obligations may attract penalties.

Can I use my blue card across regulated child-related categories?

Paid employees and business operators

Paid employees and business operators are able to use their paid (P) blue cards for all regulated child-related categories, including volunteer work.

Paid employees and business operators must advise Blue Card Services of all regulated child-related work for which they are using their blue card. This is done by submitting the *Link applicant/cardholder to this organisation* form.

Volunteers

Volunteers are able to use their volunteer (V) blue card across all unpaid regulated child-related work categories.

Volunteers must advise Blue Card Services of all regulated child-related work for which they are using their blue card. This is done by submitting the *Link applicant/cardholder to this organisation* form.

If you hold a volunteer blue card and propose to undertake paid work, you must submit a *Volunteer to paid employment transfer* form and pay the prescribed fee. You will be issued with a new paid (P) blue card with an additional three years validity.

What if my card is lost or stolen?

You must advise Blue Card Services by completing a *Card/notice letter lost or stolen* form within 14 days if your blue card is lost or stolen and pay the prescribed fee for a replacement card.

What if my police information changes?

Your police information is constantly monitored and if a relevant change occurs that might affect your eligibility to work with children, then your application or status as a card holder will be reassessed.

You must immediately notify your employer if there is a change in your police information.

Please note that you do not have to provide the details of any offence/s to your employer, only that a change has occurred.

Your employer will need to lodge the *Change in police information* notification form with Blue Card Services. You cannot continue to work in regulated child-related work until this form has been lodged.

What if my card is suspended or cancelled?

If your blue card is suspended or cancelled you must:

- not apply for, start or continue in regulated child-related work
- not apply for, start or continue to carry on a regulated child-related business
- return your positive notice letter and blue card to Blue Card Services immediately.

If your card is suspended, once the charge is finalised in court and your eligibility to hold a card is re-assessed, you and your employer/volunteer organisation/education provider (if applicable) will be notified of the outcome of the re-assessment (i.e. whether your card is continued or the suspended card is cancelled and a negative notice is issued).

When should I renew my blue card?

Blue Card Services will send card holders a reminder to renew their blue card 10 weeks before their card expires.

Paid employees and business operators

Paid employees may continue in regulated child-related work as long as they submit an application form to Blue Card Services prior to their blue card expiring.

Volunteers

Volunteers, students and business operators who submit their application form at least 30 days prior to their blue card expiring may continue in regulated child-related work after the expiry of their blue card, unless it is suspended or cancelled earlier.

If your blue card expires and you have not submitted your renewal application at least 30 days prior to the expiry date, you cannot continue in regulated child-related work until after you have received a new blue card.

What are my other obligations as a blue card holder?

You must notify Blue Card Services if any of the following change:

- postal address
- employment circumstances (such as starting a new job)
- personal information (such as a name change due to marriage/divorce), or
- if you stop working in regulated child-related employment.