



HERVEY BAY NETBALL ASSOCIATION

Hervey Bay Netball Association Working With Children Check (Blue Card) Procedure

PROCEDURE TITLE: Working With Children Check (Blue Card)
DEVELOPED BY: Hervey Bay Netball Association
ADOPTED: 8th January 2018

POLICY STATEMENT

Hervey Bay Netball Association is committed to ensuring that safety, welfare and wellbeing of children and young people is maintained at all times during their participation in activities in which Hervey Bay Netball Association run, or are represented in. Hervey Bay Netball Association aims to promote a safe environment to children and to assist members to recognise, report and prevent child abuse.

The purpose of this document is to provide guidelines for managing the Working With Children Check (also referred to as the 'Blue Card' process) within Hervey Bay Netball Association. This document sets out the procedures to be followed in regards to applying for and maintaining Blue Cards.

This document is guided by Dept of Justice and Attorney-General 'Child and Youth Risk Management Strategy document (last updated April, 2015).

PROCEDURE

How to apply for a new card

Hervey Bay Netball Association are responsible for applying for blue cards or exemption cards on behalf of our applicable members who do not already hold a card.

If a paid employee, volunteer or trainee student already holds a valid blue card or exemption card, Hervey Bay Netball Association must notify the Commission that they are commencing regulated child-related work with our organisation.

By submitting the authorisation form, we ensure Hervey Bay Netball Association will be advised of any important status updates such as suspension or cancellation of a blue card.

If a person in Hervey Bay Netball Association is providing regulated child-related services and is not exempt from holding a blue card, a member of the Hervey Bay Netball Association Management Committee must:



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In the case of person(s) who do not hold a current blue card:

- lodge the appropriate application form with the Commission, ensuring it is completed correctly and in full
- provide a verbal warning that it is an offence for a disqualified person to sign a blue card application form, and
- ensure they sight and verify the applicant's identification documents and that the details match those on the application, including name, date of birth and signature.

An example of how the verbal warning could be delivered is provided below:

"I am required by the Commission's Act to provide you with a warning that it is an offence for a disqualified person to sign a blue card application form. If you are unsure whether you are a disqualified person, you should contact the Commission for more information before signing the application form".

In the case of person(s) who hold a current blue card through another organisation:

- lodge the appropriate authorisation/confirmation form with Blue Card Services, ensuring it is completed correctly and in full
- ensure they sight and verify the applicant's identification documents and that the details match those on the application, including name, date of birth and signature.

When to apply for a new card

Paid employees...

Paid employees who require a blue card can commence providing regulated child-related services **once** they have lodged a completed application with the Commission.

Volunteers and trainee students...

Volunteers and trainee students who require a blue card must hold a valid blue card **before** they can commence volunteer work or a practical placement as part of their studies.

Police officers and registered teachers only...

Exemption card holders can commence providing regulated child-related services **once** a completed application is lodged with the Commission.

Renewing a blue card

Blue cards are valid for three years, unless cancelled or suspended. The blue card renewal process involves a new national police information check, a check of disciplinary information where applicable and a complete reassessment of an applicant's eligibility.

As per The Act, Hervey Bay Netball Association must lodge a renewal form for our paid employees, volunteer or trainee students.



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Hervey Bay Netball Association should note the expiry date and renewal date of all blue cards in our Employee Register and check to ensure all cards remain current and that the rules below are followed regarding renewals:

- Paid employees may continue in regulated child-related work as long as they submit a renewal form **before** their blue card expires, and
- Volunteers, trainee students and business operators must submit their renewal form at least **30 days before their blue card expires** in order to continue in regulated work after the expiry of their blue card, unless it is suspended or cancelled earlier.
- Exemption cards do not have an expiry date and remain valid as long as the person remains a police officer or registered teacher.

How long will it take

As a guide, you should allow at least 28 business days for applications to be processed.

Applications will take longer to process if:

- forms are incomplete or not correctly filled in. Please ensure each part of the form is filled in by the appropriate person and completed correctly
- there is police or disciplinary information about an applicant that the Commission must retrieve and consider before determining a person's eligibility to work with children.

Notifications - what the Commission will tell Hervey Bay Netball Association

If a blue card or exemption card is issued, Hervey Bay Netball Association will receive notification from the Commission and we must add the employee's blue card details to our Employee Register, noting the expiry date.

The Commission will also notify Hervey Bay Netball Association:

- if the person withdraws their consent to employment screening or their application is withdrawn for another reason
- if the blue card is refused and the person is issued with a negative notice, or
- if a blue card is issued and later cancelled or suspended.

Reporting requirements - what Hervey Bay Netball Association need to tell the Commission

Hervey Bay Netball Association must advise the Commission if:

- our employee/volunteers/trainee students advise Hervey Bay Netball Association that they have had a change in their police or disciplinary information during the application process (for paid employees who have already commenced working) or after a blue card has been issued.

Hervey Bay Netball Association must not continue to employ (paid or unpaid) the person in regulated, child-related employment until Hervey Bay Netball Association have submitted a 'Change in police information' form to the Commission. Our employee/volunteers/trainee students



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are not required to disclose the specific nature of the change, only that a change has occurred. As a listed employer/volunteer coordinator/education provider, the Commission will notify Hervey Bay Netball Association of any suspension or cancellation of the person's blue card.

- an employee/volunteer/trainee student or blue card holder stops working or volunteering for Hervey Bay Netball Association, by submitting a 'Notice - no longer working in child-related employment' form.

Cancellation or suspension of a blue card - what Hervey Bay Netball Association need to do

If an employee/volunteer/trainee student has had a blue card cancelled or suspended or receives a negative notice after a change in police information, Hervey Bay Netball Association must:

- ensure the person does not continue to undertake regulated child-related work within our organisation, and
- if Hervey Bay Netball Association continue to employ (paid or unpaid) the person to perform work that is not child-related, ensure that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment with our organisation.

Employee Register

In order to ensure Hervey Bay Netball Association compliance with blue card system requirements, our organisation must implement a register that outlines all persons employed (paid or unpaid). This must include particulars of:

- blue card holders or applicants
- exemption card holders or applicants, and
- individuals who don't require blue cards.

SUMMARY

What Does Hervey Bay Netball Association Need to Do:

1. Have and maintain a register that includes details of all persons employed by Hervey Bay Netball Association (Employee Register).
2. Apply for Blue Cards for all non-exempt employees (this includes applying to authorise Blue Cards that were not applied for through Hervey Bay Netball Association)
3. Record Blue Card details on Employee Register.
4. Review Blue Card expiry dates to assist renewal processes
5. Advise the Commission of changes to employment or Blue Card holder police or disciplinary information