

QUEENSLAND

Blue Card Check



What is a 'blue card' check?

A 'blue card' national criminal history check is used to determine a person's eligibility to work with children and young people based on their known past behaviour. A person whose application is approved is issued with a positive notice letter and a blue card. People who work with children and young people in Queensland must hold a valid 'blue card'.

Do I need to have a blue card before I start work with yourtown?

If you are a paid employee, you do not need to have a blue card before you start work with **yourtown** as long as you have lodged the application form.

If you are a volunteer, you will not be able to start volunteering with **yourtown** until you have received a volunteer blue card.

What if I already have a blue card?

You will need to present your blue card and appropriate identification and **yourtown** will validate the card number online. You will also need to complete the 'Link an Applicant/Cardholder to this Organisation form' prior to starting.

Do I still need to submit a blue card application if I'm in an exempt category?

If you are a registered teacher or police officer in Queensland, you do not apply for a blue card and should instead apply for an exemption card if providing regulated services to children outside of your professional duties. **yourtown** will validate this exemption card online and a copy of your exemption card, and accompanying identification, will be kept in your personnel file.

Registered health practitioners who hold current registration are not required to obtain a blue card, providing the work they are doing is directly related to their position as a registered health practitioner. In this case the employee would be required to provide the registration each year.

How do I submit a blue card application?

Please bring your application and identification to your interview, or provide it to the People & Culture Team with the 100+ points of identification required.

Call us to
find out more!

07 3368 3399

or email recruitment@yourtown.com.au



yourtown
let's create brighter futures

recruitment@yourtown.com.au
yourtown.com.au

Examples of how to supply 100+ points of identification are:

- Medicare card + drivers license
- Passport + credit card
- Birth certificate + Medicare card

The blue card will usually be received within 28 business days.

Do I have to pay for the blue card?

No. Payment for the blue card is made by **yourtown**.

How long is the blue card valid?

The blue card is valid for three years. At this time, a renewal check will be submitted.

Who assesses this application?

Blue Card Services, part of the Department of Justice and Attorney-General, conducts working with children assessments for all staff and volunteers working with us in Queensland. **yourtown** makes decisions regarding an individual's suitability to work with children and/or their records in accordance with the advice and recommendations of Blue Card Services.

What happens if I receive a negative clearance?

Without positive clearance, you cannot work with (or continue to work with) **yourtown's** clients, or be employed (or continue to be employed) in a client servicing role at **yourtown**.



Where an individual does not receive a positive clearance from Blue Card Services and wishes to dispute the result or to provide further information in an attempt to gain clearance, the individual should do so directly with Blue Card Services, following their established guidelines and processes.

Confidentiality and Privacy

yourtown is committed to protecting your privacy and any personal information provided to us by our clients, customers, donors, personnel, sponsors, funding bodies and other members of the community.

We demonstrate this commitment every day through our ongoing compliance with the Commonwealth privacy legislation and principles, and by managing criminal history information in accordance with State Standards.

What happens after I receive my blue card?

You will be sent a written notification from Blue Card Services. **yourtown** will also be sent this notification.

For more information:

- For more information about the blue card process, please view the following website:
www.bluecard.qld.gov.au
- For other information, please contact **yourtown's** Human Resources department:

People & Culture Team on 07 3368 3399

Email: recruitment@yourtown.com.au

**Call us to
find out more!**

07 3368 3399

or email [recruitment@
yourtown.com.au](mailto:recruitment@yourtown.com.au)



yourtown
let's create brighter futures

recruitment@yourtown.com.au
yourtown.com.au