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## Blue Card System – Information Sheet

# How to make a submission

### When are applicants asked to provide a submission?

Blue Card Services will ask a person to make a submission about whether they should receive a blue card if information is received which raises concern about an applicant's background or criminal history.

This gives people a chance to respond to information held about them by police, courts or professional bodies by outlining their version of events.

Applicants asked to provide a submission can also provide additional information or references to support their application, and to explain why they think they should be eligible for a blue card.

Blue Card Services can also take other information into account which may be relevant to the application, and may ask you to authorise access to information from sources like doctors, psychologists, psychiatrists or government departments.

### What can I do to respond to the submissions letter?

When deciding whether or not to respond to the letter from Blue Card Services, consider the following options:

#### 1. Provide a submission by the due date

Any information received by the due date will be taken into consideration when assessing the application.

Written responses are preferred and may be handwritten or typed.

#### 2. Withdraw your application

Applicants who withdraw their applications will be prohibited from working in child-related employment or carrying on child-related businesses. A letter confirming your withdrawal will be sent to you and your employer (if applicable).

If you have a blue card and you are no longer in regulated employment, you may ask for it to be cancelled by completing a *Request to cancel card* form.

#### 3. Not provide a submission

If you do not provide a submission by the due date, your application may be withdrawn (unless you hold a current blue card), or you may be issued with a negative notice if Blue Card Services continues to assess it.

If you are issued with a negative notice or your application is withdrawn you will be prohibited from working in child-related employment or carrying on a child-related business.

### What should I include in my submission?

You should address all the information forwarded to you, including any offences or alleged offences listed on your police history and any other information provided.

You may include:

- whether you agree with the details contained in the information received by the Blue Card Services
- any background on any offence or alleged offence on your criminal history
- your personal circumstances and any other relevant events at the time the offence or alleged offence/s were committed
- what steps you've taken to address your offending behaviour since committing the offences on your criminal history (please include details of any courses or programs you have completed, the organisations providing them, dates attended and a copy of the certificate of completion if available)
- your previous experiences or interactions with children, and
- anything else which may be relevant.

For more information, see *How will my application be assessed?* (which is attached to your letter inviting submissions).

how to

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**Contact details:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**REFERENCE**

To Blue Card Services,

I have known \_\_\_\_\_ for \_\_\_\_\_ years and during  
(Applicant's name)

that time have known him/her through \_\_\_\_\_

(e.g. football club, work, community group, fellow parent etc)

*[Insert your observations and recommendations]*

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*[Insert any **child-related** observations if any i.e. the applicant working or interacting with children]*

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position e.g. Manager at applicant's work, fellow volunteer etc)



## How will your application be assessed?

Your eligibility to hold a blue card is being re-assessed under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

The most important consideration in deciding your eligibility to hold a blue card is a child's entitlement to be cared for in a way which protects them from harm and promotes their wellbeing. Before I continue your positive notice and blue card, I must be satisfied that it is in the best interests of children for your positive notice and blue card to be continued.

The Working with Children Check disclosed that you have police information (Attachment C).

In addition to your police information please find enclosed a copy of the recent notification received from the Queensland Police Service which outlines an additional charge/s (Attachment C).

Your criminal history shows that you have a conviction for an offence other than a *serious offence*, as defined in the Act. I am able to consider current or finalised charges in the re-assessment of your eligibility to hold a blue card.

On the basis of the above information, I must continue your positive notice and blue card unless I am satisfied that it is an exceptional case in which it would not be in the best interests of children to do so.

When making my decision, I must consider the following in relation to the alleged commission of an offence:

- whether it is a conviction or a charge; and
- whether the offence is a *serious offence*, and if it is, whether it is a *disqualifying offence* (as defined in the Act); and
- when the offence was alleged to have been committed; and
- the nature of the offence and its relevance to employment, or carrying on a business, that involves or may involve children; and
- any information provided to me by the Director of Public Prosecutions
- any information provided to me regarding your mental health
- any information given to me by the Department of Community Safety (Corrective Services)
- anything else relating to the alleged commission of the offence that I reasonably consider to be relevant to your application.

You may wish to consider these factors when making your submission. Please also refer to the *How to make a submission* information sheet to assist you in understanding the process.

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## Consent to discuss information

*Working with Children (Risk Management and Screening) Act 2000*

This form is to be completed by a blue/exemption card applicant/cardholder to allow Blue Card Services to discuss information about your card/application with an approved person.

Note: To preserve the confidentiality of your personal information, it is suggested that you authorise someone other than your employer/organisation.

### Part A – Applicant/cardholder's details

1 Family name

2 First name

3 Middle name

4 Date of birth

5 Current postal address   
  
 Postcode

6 Telephone

7 Mobile

8 Email

9 Reference number/card number (if known)

### Part B – Approved person's details

1 Family name

2 First name

3 Middle name

4 Relationship to applicant

5 Date of birth

6 Current postal address   
  
 Postcode

7 Telephone

8 Signature

9 Date of signature

### Part C – Consent to discuss information

I consent to Blue Card Services discussing the following information with the approved person in Part B of this form including:

- the current status of any application or the progress to date of the application
- any request for additional information
- any police information including any change in police information and investigative information
- any disciplinary information
- the assessment process including the request for submissions, references and other supporting material
- any medical information
- the outcome of the application including whether a positive/positive exemption or negative/negative exemption notice is issued, and
- any relevant personal information such as name, address or employer details.

If there is any aspect named above that you do not wish to be discussed with the person you have approved, please outline this below.

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## Request to cancel card (cardholders only)

*Working with Children (Risk Management and Screening) Act 2000*

**This form is to be completed by cardholders who are no longer undertaking child-related activities and wish to cancel their card.**

**Note:** The cardholder must reapply for a new blue/exemption card and pay the prescribed fee (if applicable) should they wish to undertake child-related activities after the card has been cancelled.

### Part A – Cardholder's details

1 Family name

2 First name

3 Middle name

4 Date of birth

5 Current postal address   
  
 Postcode

6 Telephone

7 Mobile

8 Email

9 Card number (if known)

### Part C – Cardholder's declaration

I declare that:

- the information I have provided in this form is true and correct;
- I request the cancellation of my positive notice/positive exemption notice and blue card/exemption card;
- I am no longer in regulated child-related employment or carrying on a regulated child-related business;
- I understand that once my positive notice/positive exemption notice and blue card/exemption card has been cancelled, I will no longer be the holder of a current notice and card and cannot start or continue in regulated child-related employment or carry on a regulated child-related business; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of cardholder

Date of signature

### Part B – Card/notice details

Please ☒ the appropriate box

- ☐ I have enclosed my card and notice letter with this form.
- ☐ I have enclosed my card with this form however I am no longer in possession of my notice letter.
- ☐ I have enclosed my notice letter with this form however I am no longer in possession of my card.
- ☐ I am no longer in possession of either my card or notice letter.

### Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Blue Card Services, Department of Justice and Attorney-General

PO Box 12671, Brisbane George Street QLD 4003

53 Albert Street, Brisbane QLD 4000

07 3211 6999 or 1800 113 611

07 3035 5910

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



**Categories of regulated employment and business under the  
*Working with Children (Risk Management and Screening) Act 2000***

***Employment***

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- Residential facilities
  - School boarding facilities
  - Schools
  - Education and care services
  - Child care services
  - Churches, clubs and associations involving children
  - Health, counselling and support services
  - Private teaching, coaching or tutoring
  - Education programs conducted outside of school
  - Child accommodation services including home stays
  - Religious representatives
  - Sport and active recreation
  - Emergency services cadet programs
  - School crossing supervisors
  - Care of children under the *Child Protection Act 1999*

***Business***

- Health, counselling and support services
- Private teaching, coaching or tutoring
- Education and care services
- Child care services
- Education programs conducted outside of school
- Religious representatives
- Child accommodation services including home stays
- Sport and active recreation
- Hostels for children other than residential facility
- Businesses relating to licensed care services under the *Child Protection Act 1999*
- Non-State Schools – directors of governing bodies and authorised persons

Exemptions from employment screening apply to some categories. Please go to the Blue Card Services website at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) or contact us on 3211 6999 or 1800 113 611 for clarification on the categories and exemptions.