

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]*

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

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

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

## How will your application be assessed?

Your application is being assessed under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

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

The assessment process allows me to consider convictions for any offence, including where no conviction was recorded. I am also able to take into account any current or finalised charges which did not result in a conviction.

Your criminal history shows that you have a conviction for an offence other than a *serious offence* (as defined in the Act). On the basis of the above information, I must issue you with a 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 commission or 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* (these terms are defined in the Act); and
- when the offence was committed or 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
- in the case of a conviction – the penalty imposed by the court and if it decided not to impose an imprisonment order for the offence, or decided not to make a disqualification order under the Act, the court's reasons for its decision; and
- any information provided to me by the Director of Public Prosecutions; and
- any information provided to me regarding your mental health; and
- any information given to me by the Department of Community Safety (Corrective Services); and
- anything else relating to the commission or 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.

Blue Card Services has also received complaint information and information from the Department of Communities, Child Safety and Disability Services (detailed at Attachment D). You should be aware that, in order to respect the confidentiality of people who make complaints to me, I am not at liberty to provide you with any further details in relation to the complaints or the informants.