**Blue Card Services**

**Making a submission response form**

**Exemption Card**

Blue Card Services has asked you to make a submission. A submission is your response to the information we have received as part of our ‘blue card check’. This is your chance to tell us your side of the story.

Making a submission allows you to explain why you think you should get an exemption card or keep your exemption card. To make your submission, you can:

* Fill in this form

**or**

* Write your own, separate document (electronically or by hand). If you write your own, separate document you can choose to:
	+ answer the questions included in this form

**or**

* + use the questions in this form as a guide and provide the information we are asking for in your own way.

Please answer the questions with as much detail as you can. You can find out more about how to make a submission and what to include in your response in our “How to make a submission” fact sheet, which has been included with your letter and this form.

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| **Please fill in this table with your personal information** |
| **Your name** |  |
| **Application number** |  |
| **Street name and number** |  |
| **Suburb and postcode** |  |
| **Phone number** |  |
| **Email address** |  |
| **Support for your submission** |
| **Please let us know if you identify as Aboriginal or Torres Strait Islander as we have Aboriginal and Torres Strait Islander staff available to support you with your application.** | [ ]  Yes[ ]  No |
| **By completing a different form, you can give approval to a person you trust to contact Blue Card Services on your behalf. You can choose how involved you want this person to be.** [***Approval to Contact Blue Card Services* form**](https://www.publications.qld.gov.au/dataset/bcs-assessment/resource/ab410bcf-fa82-42e4-90b1-1c575c9f5a13)**:** This will allow your approved person to contact Blue Card Services on your behalf for updates, help and to share some personal information.[***Approval to Discuss Confidential Information with Blue Card Services* form**](https://www.publications.qld.gov.au/dataset/bcs-assessment/resource/7dfb7247-37d7-4e57-8099-bd4cc3ec26a1)**:** This will allow your approved person to contact Blue Card Services on your behalf for updates, help, to share some personal information **and** share and discuss your confidential information. | 1. Decide if you want an approved person (yes/no)
2. If yes, decide how involved you want your approved person to be
3. Complete the relevant approval form.
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**The following information will help us understand your story and make a decision about your exemption card. Please answer the questions with as much detail as you can.**

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| **Question** | **Answer** |
| **Why do you need a Working with Children Exemption (exemption card)?** |  |
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| **Have you had any contact with any child protection services in Queensland or any other state or territory in Australia?** If yes, please provide details. |  |
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| **Do you agree with the information we have received about you as part of our ‘exemption card check’?**If you do not agree with it some of it or all of it, please tell us why. |  |
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| **Please tell us the background to the incidents in the ‘exemption card check’ information.**For example, you can tell us what led to the incidents and what else might have influenced what happened.We will consider all information we receive from you. Please share as much information and detail as you can. |  |
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| **What was happening in your personal life at the time of the incidents?**Please tell us about your personal situation and/or any events at the time that impacted you. |  |
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| **What steps have you taken to address your behaviour since the incidents? For example, have you:*** Attended any courses or programs such as anger management, rehabilitation or parenting courses?
* Got treatment or support from a professional such as a psychologist, counsellor or doctor?
* Taken other action such as working with a mentor or community group?

If relevant, please include details of the organisations providing the courses or support, the dates you attended and proof of completion if available. |  |
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| **If you attended courses, training or treatment, what did you learn from them?** Please tell us how these helped you and what you learnt from them. |  |
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| **How has your life changed since the incidents?** Please provide as much detail as possible about what has changed since the incidents, including in your personal life. |  |
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| **Please tell us about any paid or volunteer work you have done with children in the last 10 years.**Please include details such as the type of work, how long you did the work for and the name(s) of the organisations involved. You can also include your resume (CV). |  |
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| **If you have worked with children, were there any complaints or investigations about you or was any disciplinary action taken against you that is not included in the ‘exemption card check’ information shared with you.**If yes, please provide as much detail as possible. |  |
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| **If you have not worked or volunteered with children, tell us about other employment, volunteer work or study that you think is relevant.** You can also tell us about any other interactions with children you think are relevant. |  |
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| **Please tell us about any support you get from your community.**This could be from your family and friends, services in your local area, or from your cultural group or any other types of services or groups. |  |
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| **What are you proud of?**This can be about your personal life, your work, your interests and hobbies or anything else you think is relevant. |  |
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| **What do you think is important in keeping children safe?** |  |
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| **Is there anything else you would like us to know about to support your submission?** |  |
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| **You can include references in your submission. A reference is a statement about you by someone who knows your character.** | Please refer to the [How to make a submission fact sheet](https://www.publications.qld.gov.au/dataset/bcs-assessment/resource/c9ede768-211f-4c4f-8b3d-61d5152ba4d0) as it explains what can be included in a reference. |