



Fact sheet

How to make a submission

This fact sheet explains what to do when we ask you to make a submission about your blue card application or your existing blue card.

Why have we asked you to make a submission?

The blue card application process involves a 'blue card check':

- This includes checking if you have any history with the police.
- We might also check if you have been involved in any domestic violence or child safety matters or had any adverse findings against you by child-related professional bodies.
- We don't just look at incidents involving children. Some offences or behaviours might have an impact on children in the community or home, even if a child is not the victim.
- If there is a change to your police or other information while you hold a blue card, we may do the same 'blue card check'.

If we receive information we want to know more about as part of this 'blue card check', we may ask you to make a submission.

What is 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.

Why it is important to tell your story

Your story is important to us.

When we ask you to make a submission:

- We send you the information we have found out about you in our 'blue card check'.
- We want you to look at that information and tell us about it from your point of view.
- Making a submission allows you to respond in your own words and explain why you think you should get a blue card, or continue to hold a blue card.

This information helps us to make a decision about your blue card.



How to make a submission

If you receive a letter from Blue Card Services asking for a submission you have 4 options:

Option 1:

You can provide us with a submission by the due date

Any information you provide to us by the due date will be considered when we assess your application.

Written responses are preferred. They can be handwritten or typed.

Option 2:

You can decide not to do a submission

If you decide not to do a submission, you can:

- withdraw your blue card application (see Option 3)
- cancel your blue card if you already have one (see Option 4)
- choose not to take any action.

If you choose not to take any action, we either:

- withdraw your application
- OR
- if you have an existing blue card and do not provide a submission, you may get a negative notice.

If your application is withdrawn or you get a negative notice, you will not get a blue card and you will not be able to work with children.

Option 3:

You can withdraw your blue card application

If you choose to withdraw your application, you will not get a blue card and you will not be able to work with children.

To withdraw your application, you need to email us at: legaladmin@bluecard.qld.gov.au

A letter confirming your withdrawal will be sent to you and any organisation that told us they were going to employ you.

Option 4:

You can cancel your existing blue card

If you already have a blue card and you no longer work, or plan to work, with children you can cancel your card by emailing us at: legaladmin@bluecard.qld.gov.au

How to make a submission

What to include in your submission

We want you to tell us, in your own words, about the information we received in our ‘blue card check’. This includes telling us about any charges or convictions in your police history.

You can include:

- Whether you agree with the information we received about you.
- Any background on any of the incidents outlined in the information, such as, what led to the incidents.
- Your personal situation at the time of the incidents.
- Any relevant events or influences at the time of the incidents.
- What steps you’ve taken to address your behaviour since the incidents and how your life has changed.
- Courses or programs you’ve completed to help with your past behaviour and what you have learnt/how this has helped. You should list the organisation/s, dates and evidence of completion, if available.
- Your previous experiences or interactions with children, including any paid or volunteer work with children and when this was.
- Any other paid or volunteer work or study you think is relevant.
- Any current supports you have in the community (such as community groups and family).
- What you are proud of.
- What do you think is important in keeping children safe?

Please include any other information you think can help us to make a decision about your blue card.



How to make a submission

Including references to support your submission

You can include references in your submission. A reference is a statement about you by someone who knows your character.

Each reference should include:

- The full name, address and telephone number of your referee (we might contact them).
 - The referee's signature.
 - The date of the reference (recent references are best).
 - How your referee knows you.
 - How long your referee has known you.
- Your referee's occupation or position within a club or organisation.
 - If your referee is aware of your police history or other information we received about you.
 - How much your referee knows about your police history or other information received by Blue Card Services.
 - How and why you've changed compared to when the incidents of concern occurred.
 - Observations by your referee of your interaction with children.
 - Anything else your referee thinks may support your submission.

Our decision

We will consider all the information you provide us before we make a decision about your blue card.

If you have applied for a blue card and we approve it, you will receive a blue card.

If we are re-assessing your blue card, and we think you should keep it, your blue card will remain valid.

If we don't think you should have a blue card, you will get a negative notice.

A negative notice means you are not able to work with children or run a business listed under the *Working with Children (Risk Management and Screening) Act 2000*.

In most cases, the decision to issue a negative notice can be reviewed by the Queensland Civil and Administrative Tribunal (QCAT). For more information about this, read our [QCAT fact sheet](#).

For more information visit: qld.gov.au/bluecardeligibility

Need help?

Phone us on 1800 113 611 or 07 3211 6999. Or visit our website at www.qld.gov.au/bluecard. If you need an interpreter, contact Language Loop on 1800 512 451.