

Blue Card Services
**Working with children –
Organisation advice***Working with Children (Risk Management and Screening) Act 2000***C**

This form must only be completed when requested by Blue Card Services to confirm compliance with the Blue Card System.

1. Organisation's details

Name of organisation

2. Identified person's details

First name

Middle name

Last name

Date of birth

Reference number

The identified individual is:

☐ a suspended card holder☐ a cancelled card holder☐ a negative notice holder☐ a disqualified person☐ a withdrawn person☐ unknown/none of the above**3. Information regarding the person's engagement**

Is the person still engaged with your organisation?

☐ Yes. If so, what is their position with the organisation? Go to **Part 4**☐ No, they are no longer with the organisation — go to **Part 6** (declaration)**4. Engagement status**

Is this person currently stood down, on leave or has their position been suspended?

☐ Yes. If so, please provide details and the approximate end date. Go to **Part 6** (declaration)☐ No — got to **Part 5****5. Information regarding the person's engagement****Please answer all questions.**

Does their position require them to work with children?

☐ Yes☐ NoDoes their position require them to make decisions about the activities of the organisation
(i.e. a committee/board member or business operator)?☐ Yes☐ No

Is the person exempt from needing a blue card?

☐ No

☐ Yes. Please provide details:

Does their position require them to work in a place where services are provided to children?

☐ No

☐ Yes. Please provide details about the service environment:

If there are any other details you would like to provide, please include these below:

6. Organisation's declaration

I declare that:

- the details provided in this form are true and correct;
- I am the organisation's representative and authorised to submit this information on behalf of the organisation;
- I understand that it is an offence to provide a false or misleading statement or document;
- I will confirm with Blue Card Services if a blue card is required before commencing the identified person; and
- if engaging the identified person in non-regulated activities, I will ensure:
 - o the person's blue card status is recorded on our organisation's blue card register; and
 - o our Child and Youth Risk Management Strategy is being implemented to ensure children's safety and wellbeing.

Signature of representative

Name of representative

Position of representative


Date of signature


Privacy notice


The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of information to assess the eligibility of individuals to be issued with a blue/exemption card, to provide relevant notifications to their child-related organisation and to audit and monitor compliance by individuals and organisations. Information submitted will only be used for the purpose of administering the blue card system and may be provided to other persons or agencies with consent or where required by law.

Blue Card Services, Department of Justice and Attorney-General

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 www.qld.gov.au/bluecard