



Keeping kids safe with the blue card system

Businesses and organisations regulated under the *Working with Children (Risk Management and Screening) Act 2000* have to comply with specific obligations. Complying with these obligations help organisations create safe service environments for children in Queensland.

To help you keep on top of your obligations, follow this handy checklist:

Check that everyone who needs a blue card, holds a valid blue or exemption card.

Register for the Organisation Portal. If your organisation is already using the Organisation Portal, check all portal users are current.

Update your employee register to ensure anyone who needs a blue card is linked to your organisation. Tip: if you are using the Organisation Portal you can download a register of all linked applicants and card holders.

If you are not using the Organisation Portal, **check a card is valid** before you engage anyone to work with children. This can be done on [our website](#). NB: you must still submit a paper Linking form.

Revise your exemption register to ensure you have a record of anyone who relies on an exemption to work for your organisation (e.g. a volunteer parent or volunteer under 18).

Review your recruitment policies to make sure you aren't making people apply for a blue card if they don't need to.

Ensure the No Card. No Link. No Start rules are part of your staff and volunteer onboarding processes for anyone joining your organisation.

Review your Child and Youth Risk Management strategy to ensure it addresses the eight mandatory requirements. Use the [Self-Assessment Checklist](#) to check if anything is missing or can be improved.

Communicate your Child and Youth Risk Management strategy with everyone involved with your organisations to make sure they understand their responsibilities.

Appoint a blue card representative for your staff to talk to about their blue card requirements and to keep your organisation up to date with blue card obligations.

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.

