

Working together to keep kids safe

Fact sheet

Multiservice business operators and board member requirements

This fact sheet provides blue card information for organisations who provide multiple child-related regulated services and explains the blue card process for board members and directors who operate a <u>regulated</u> <u>business</u> that already have a blue card or are applying for one.

Note for Auditors

When a blue card is issued, only a Paid (P), Volunteer (V) or Exemption (E) card will be issued to the holder. There is no Business Operator card. Read on to understand why.

The blue card process for board members and directors

Existing card holders: Updating your card (volunteer/paid)

If you are an existing **volunteer blue card holder** complete the <u>Volunteer to Business transfer application...</u>

If you are an existing **paid blue card holder** complete the <u>Notification of change for self-employed persons</u>

If you are <u>not receiving a financial reward</u> as a board member or director, you will not have to pay for your application. You will not need nor receive a new blue card as you are an existing card holder.



The blue card process for board members and directors (cont.)

New card holders: Option 1 – apply online

First register for an online account – <u>Register here...</u> Once registered, you will be prompted to continue with your application, as follows.

Step 1: Type of child related work – select 'Business Operator'

Step 2: Add new child-related business details

Select the relevant business categories (see table overleaf for examples):

Add CRA 2 Business details 3 Personal details 4 Previous n Please select the category of child-related business that you are proposing to start or continue. If you are not sure which category to choose, then please see our website for more information on child-related business categories or contact us for information. * Please select the category of child-related business you are proposing to start or continue Next	Questions / fields marked * are mand	аатогу		
If you are not sure which category to choose, then please see our website for more information on <u>child-related business categories</u> or <u>contact us</u> for information. * Please select the category of child-related business you are proposing to start or continue	1 Add CRA	2 Business details	3 Personal details	Previous na
	If you are not sure which cat information.	tegory to choose, then please see our websi	ite for more information on <u>child-related busine</u>	<u>ss categories</u> or <u>contact us</u> for
Next	A D1 1 1 1 1 1 1 1 1	f child-related business you are proposing to s	start or continue	
	* Please select the category of			

Regulated businesses

Category of regulated business	Board operations examples
Authorised person as defined in the <i>Education (Accreditation of Non-State Schools) Act 2017</i>	Non-State School Accreditation Board. Director of a corporation, which is the governing body of an accredited or proposed non-state school
Child accommodation services including home stays	Operating a service where a child accommodation service is provided under funding by the Australian Government or the Department of Education
Child care – contractor	E.g. contractor entering a child care premises when child-related services are being conducted
Child care services and similar businesses	E.g. au pair, babysitter, nanny
Director of a corporation	Which is the governing body of an accredited or proposed non-state school
Disability Services	Provides disability services or NDIS supports or services to a child with disability
Education and care services (child care service-approved provider)	Childcare centre, outside school hours care or kindergarten
Education programs conducted outside school	suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>
Health, counselling and support services	Support and counselling services for youth
Licensed care services under the <i>Child Protection Act 1999</i>	Provides care for children under the Department of Child Safety, Seniors and Disability Services
Licensed care services – Contractor	Entering a licensed care facility e.g. maintenance of facility
Operators of hostels for rural children	Hostels for children other than a residential facility
Private teaching, coaching and tutoring	Education learning, musical or fitness classes
Religious representatives	Services provided as a religious organisation i.e. Sunday school or youth service
Sport and active recreation	Sporting or learning activities

Step 3: Do you receive payment or financial reward for your child-related business?

Board members and directors are only required to pay for their blue card if they are a paid for their role or receive another form of financial reward.

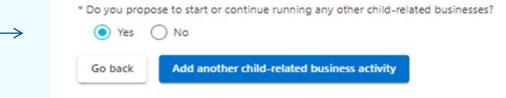
Board members who volunteer their time or only receive reimbursements for out-of-pocket expenses do not need to pay for their blue card.

* Are you receiving a financial reward for your child-related business?



This excludes reimbursement of out of pocket expenses.

Step 4:	Enter your business details						
	Add new child-related business details Questors / feds marked = are mandatory						
	🖉 Add CRA 🕘 Business details 💿 Personal details	- 0					
	Please add business details below that relate to the child-related business category that you selected on the previous page.						
	Business name						
	- Adultas inte i						
	Address line 2						
	* Town, city or suburb						
	* State	*					
	* Postcode						
	Country Australia	Ô					
	* Do you propose to start or continue running any other child-related businesses?						
	Go back Next						
Step 5:	Do you run any other child-related businesses?						
	If so, select YES under ' <i>Do you propose to start or continue running a child-related businesses?</i> ' Then add the business/es by clicking 'add child-related business activity'.						



Step 6: Enter personal details and read and sign declaration

Step 7: Enter payment details

These details are only required if you selected YES to the question 'are you receiving a financial reward for your child-related business?'

New card holders: Option 2 – apply offline

You can apply using the paper form using the <u>Blue card business application form</u> <u>(PDF)</u>. Completing the paper form means you must provide <u>certified identification</u> along with your application. Enter all relevant information relating to your personal and business information from steps 1 to 3.

Step 4: Payment options

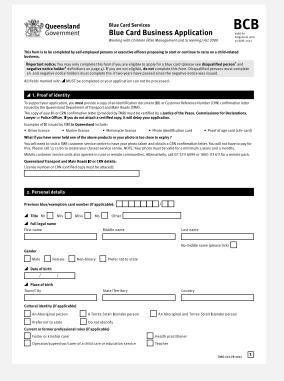
If you are receiving payment, you will need to <u>pay for your application</u>.

If you are carrying out this role on a voluntary basis, include a completed <u>Statutory declaration – fee waive (PDF)</u> form with your application in order to have this fee waived.

Step 5: Blue card activity details

Tick all categories that apply to you i.e. *Health, counselling and support services*.

Sign the declaration and the blue card business application together with your statutory declaration to us via info@bluecard.qld.gov.au



Application complete

When your blue card is approved, you will be notified via email/or post. The approval notice will provide confirmation of your business operator application.

For auditing purposes, we suggest providing a copy of the approval notice to your human resources department.

Once your blue card is approved, you can start your child-related business.

Need help?

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

