

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.

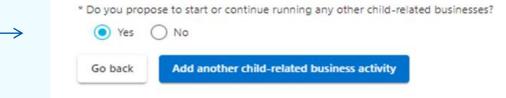
Board members who volunteer their time or only receive reimbursements for out-of-pocket expenses do not need to pay for their blue card.

\* 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	<b>*</b>					
	* 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

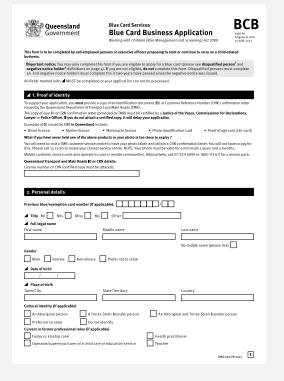
If you are receiving payment, you will need to <u>pay for your application</u>.

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.

