

Blue Card System – Information Sheet

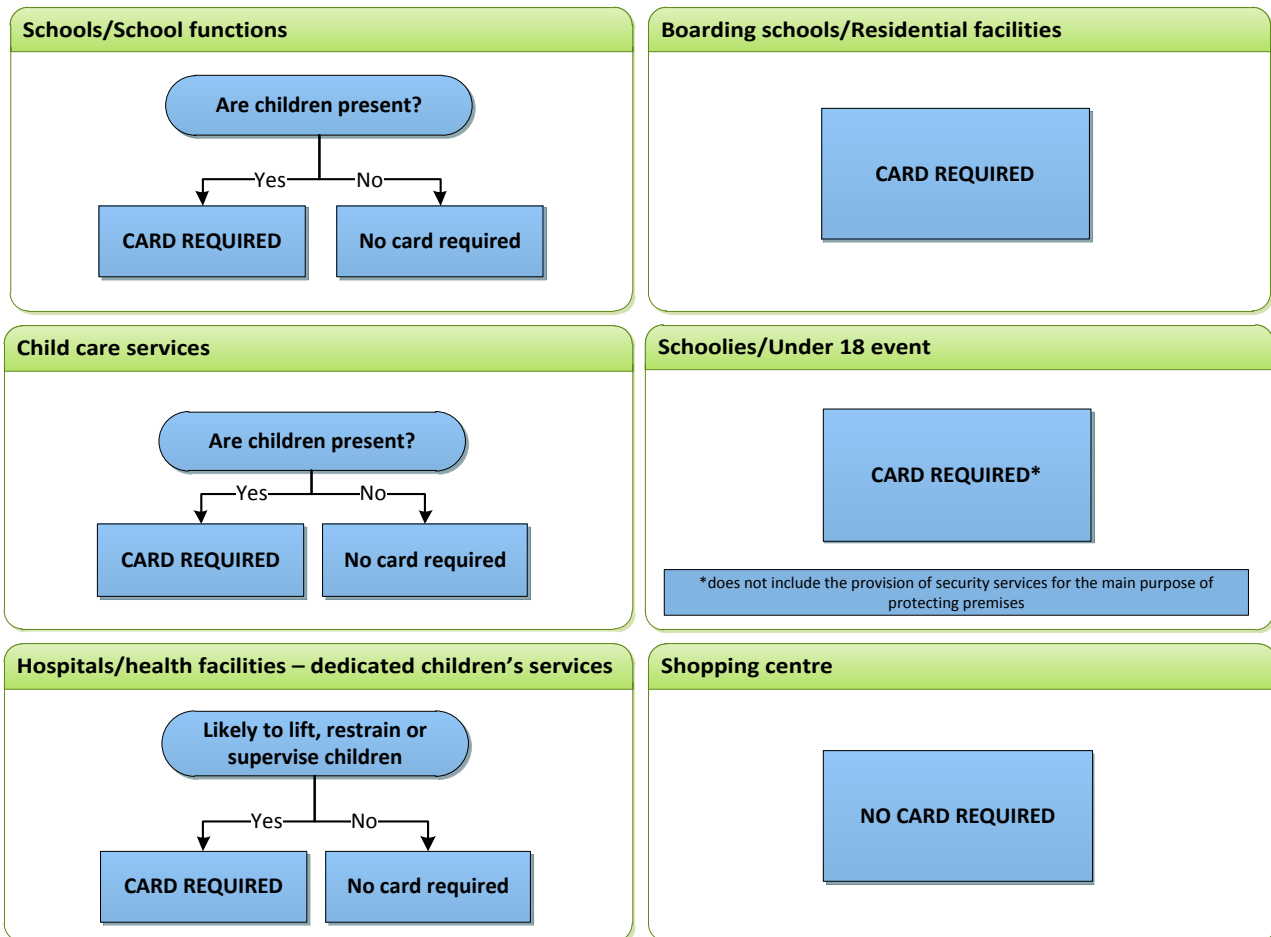
Security Providers

When do I need a blue card?

The following are the most common categories of regulated child-related services where a security provider may require a blue card:

- a residential facility
- a school
- a child care centre
- a church, club or association
- a health, counselling or support service,
- a sport and active recreation service.

Further information in relation to the specific circumstances in which a blue card may be required is outlined below:



What if I am a paid employee?

Paid employees must hold a blue card if their work is regulated and they work, or are likely to work, for at least:

- eight consecutive days, or
- once a week for each week during a period of four weeks, or
- once a fortnight for each fortnight during a period of eight weeks, or
- once a month for each month during a period of six months

Paid employees can commence regulated child-related work **after** they have lodged a completed application with Blue Card Services.

What if I am a volunteer?

Volunteers must hold a blue card if their work is regulated, regardless of how often they will come into contact with children and young people.

Volunteers must hold a valid blue card **before** they can commence regulated child-related work.

What if I run a business?

Business operators or people seeking to operate a business working with children and young people must hold a blue card before commencing work if their work falls into a category of regulated business.

Your employees and volunteers may also require a blue card as outlined above. For more information about your obligations as a business operator please refer to the information sheet titled *Obligations for regulated organisations* on the Blue Card Services website.

Business operators must also implement child and youth risk management strategies. This includes policies and procedures aimed at identifying and minimising potential risks of harm to young people, including codes of conduct, procedures for recruiting and managing staff and volunteers, as well as policies for reporting disclosures or suspicions of harm to children. For more information please see the [Risk Management page](#) of the Blue Card Services website.

How to apply for a blue card

Paid employees and volunteers

An employer or volunteer organisation is responsible for applying to Blue Card Services for a blue card for paid employees and volunteers.

Your employer or volunteer organisation will ask you to complete the *Blue card (BC) application form* and sight your identification documents.

Business operators

A business operator is responsible for applying to Blue Card Services for a blue card.

You should complete the *Blue card business (BCB) application form* and have a prescribed person sight your identification documents.

Renewing your blue card

You should submit an application for a new blue card 30 days prior to your current card expiring. Your current blue card will then be seen as current even if it expires before Blue Card Services issues your new card.