



Blue Card information required for the Annual Safe Ministry with Children (SMC) Audit

C/2.1.13.5

Blue Card register requirements

To comply with the Act, each church council is required to demonstrate that all lay workers and volunteers in child-related roles have a valid linked Blue Card or Exemption Card. The Annual SMC Audit requires an excerpt of the congregations Blue Card register in order to show compliance.

Blue Card record requirements for the Annual SMC Audit:

- Date that the initial positive notice was received, or the date that the card was validated online
- Blue Card or Exemption Card expiry date
- Type of card
- The card is linked to the organisation
- A card is required for the role

A table is shown below as an example.

Name	DOB	Card Number	Role requires a Blue Card	Positive notice date or date the card was validated	Card Type	Expiry Date	Card is linked
<i>First Name</i> <i>Last Name</i>	DD/MM/YYYY	12345/6	Yes	DD/MM/YYYY	V	DD/MM/YYYY	Yes
<i>First Name</i> <i>Last Name</i>	DD/MM/YYYY	123456/7	Yes	DD/MM/YYYY	P	DD/MM/YYYY	Yes

Revisions

Document number		C/2.1.13.5					
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact		
1.0	10.03.2022	Strategic Risk Manager	10.03.2022	Executive Director, Strategic Resources and Assurance	Safe Church Assurance and Support Officer		
Next scheduled review		10.03.2022					

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