



Guidance notes: blue card requirements for lay workers

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Relevant policy

[Safe Ministry with Children](#)

Purpose

This guidance note provides basic information about blue card and exemption card requirements for people wishing to work with children and young people (aged under 18 years) in a congregational setting within the Uniting Church in Australia, Queensland Synod (the Church). Additional information may be obtained from bluecard.qld.gov.au. This is a general guide only and if you need specific advice please contact the Synod office.

Before any person can work with children and young people, an appropriate screening process must be undertaken. The church screening process includes the requirement that you hold a current blue card, complete a written application and declaration, participate in an interview/conversation about your application, and provide the names of two people we can speak with to confirm your suitability to safely work with children.

Congregation members

Who needs a blue card?

Church council

Every church council member in congregations which conduct activities or services for children requires a blue card or exemption card.

Volunteers, students, employees

Every volunteer, student, trainee student and paid employee of the congregation who works with children and young people in the congregational setting must hold a blue card or exemption card, unless an exemption applies. Apply using the [blue card application \(BC\)](#).

Health practitioners

Registered health practitioners require a blue card if the work they are doing with children and young people in the congregation does not relate to their function as a registered health practitioner. Apply using the [blue card application \(BC\)](#).

Police and teachers

The [exemption card application \(E\)](#) is used for police officers and registered teachers who work with children in the congregation. These people need to apply for an exemption card if they are providing child-related services which are outside of their professional duties.



Retired ministry agents

When retired from active ministry, and working with children and young people in the congregational setting, retired ministry agents must hold a blue card or exemption card. See also Blue card guidance notes – ministry agents, which refers to requirements for those who are available for supply.

What if I already have a card?

Where an individual has a blue card prior to commencing services within the congregation, they are required to complete the [‘Link an applicant/card holder to this organisation’](#) form.

Who is the organisation’s contact person?

The church council chairperson is to be reflected as the organisation’s contact person on the application form of every other council member and individual working with children and young people in the congregational setting.

The church council secretary is reflected as the organisation’s contact person on the application form for the church council chairperson.

When can I commence working with children?

Volunteers: Unless a particular exemption applies you must NOT commence volunteering until such time as the letter of positive notice from Blue Card Services is received by the church council.

A paid employee may commence employment whilst waiting for their blue card or exemption card, once their application has been submitted by the church council to Blue Card Services.

What happens if I don’t receive a letter of positive notice from Blue Card Services before the expiry date of my existing blue card?

Volunteers:

If your renewal application is received by Blue Card Services more than 30 days prior to expiry, you are deemed to still have a positive notice and may continue your volunteer conditions. If not, you no longer have a valid positive notice from the day after expiry. You must cease volunteering activities until you receive the letter of positive notice.

Employees:

If your renewal application is received by Blue Card Services before expiry, you are deemed to still have a positive notice and may continue your employment conditions. If not, you no longer have a valid positive notice from the day after expiry. You must cease employment activities until you receive the letter of positive notice.

Where can I find out more?

To find out more, you can contact Human Resources, via email at payroll@ucaqld.com.au

Document Review History

Version Number	Reason	Author/reviewer	Consulted	Approved by	Date of Approval
1.0	Guidance notes: blue card requirements - created to support Safe Ministry with Children policy	Safe Ministry (children) administrator	General counsel Risk & Insurance manager	Associate general secretary	19.08.2015
1.1	Updated to align with changes to Blue Card Services website and forms which are valid till December 2016	Safe Ministry (children) administrator	General counsel	General secretary	25.07.2016
2.0	Blue card guidance notes – lay workers adapted from Guidance notes: blue card requirements and updated	Safe Ministry (children) administrator	Human Resources Manager Associate general secretary	General secretary	30.05.2017
2.1	Reviewed and updated links to Blue Card Services forms	Safe Ministry, Legislative and Compliance Officer	Blue Card Services website	Manager, Risk and Compliance	10.07.2018
2.2	Review cycle to align with changes to Blue Card Services website and forms				

