



# Guidance Notes: blue card requirements for lay workers

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## 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](http://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 (aged under 18 years), 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.

## Scope

This Guidance Note applies to 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).

The Guidance Note for Ministry Agents is the correct reference document for active and retired Ministry agents within the bounds of the Synod of Queensland. This includes Ministers of the Word, deacons, pastors, lay pastors, lay preachers, youth workers and community ministers.

## 1. What are your blue card obligations?

### 1.1. You must hold a paid or volunteer blue card which is linked to your Congregation

- 1.1.1. See the quick reference guide to determine which form to use, and on the application form, you should list the details of your church council chairperson as the organisation's contact person; the church council secretary is reflected as the organisation's contact person on the application form for the church council chairperson;
- 1.1.2. Every church council member in congregations which conduct activities or services for children requires a blue card or exemption card;
- 1.1.3. 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;
- 1.1.4. Police officers and registered teachers who work with children in the congregation should apply for an exemption card if they are providing child-related services which are outside of their professional duties;
- 1.1.5. 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;



- 1.1.6. 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 which is linked to the congregation. See also Blue card guidance notes – ministry agents, which refers to requirements for those who are available for supply.

**1.2. If you work in more than one part of the church, you need to link your card to each part**

- 1.2.1. Use the '[Link an applicant/card holder to this organisation](#)' form to link each;
- 1.2.2. On the linking form, you should list the details of the person nominated in the organisation's contact person section.

**1.3. When should you submit my renewal application?**

- 1.3.1. Blue Card Services must receive your application at least 30 days prior to expiry.

**1.4. When can you commence working?**

- 1.4.1. 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;
- 1.4.2. 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.

**1.5. What happens if you don't receive a letter of positive notice from Blue Card Services before the expiry date of your existing blue card?**

- 1.5.1. You must stand aside from all child related activity if you are not in possession of a current positive notice;
- 1.5.2. 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;
- 1.5.3. 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.

**1.6. What if you have a change in your police information?**

- 1.6.1. Immediately complete the [Change in police information notification](#) form and lodge it with your Organisations Contact Person. You cannot continue to work until this form has been lodged;
- 1.6.2. You do not need to provide details of the change, only that a change has occurred;
- 1.6.3. Failure to notify is an offence and you may be subject to a penalty.

**1.7. What if you already have a blue card?**

- 1.7.1. Depending on what blue card type you already have, your application will differ. See the quick reference guide below;



What blue card do you already have?	Link to correct form	Link to correct form for ministry agents paid by wages
I don't have a blue card	<a href="#">Blue Card Application</a>	<a href="#">Blue Card Application</a>
I don't have a blue card and I am a registered teacher or Police Officer	<a href="#">Exemption Application form</a>	<a href="#">Exemption Application form</a>
I have a blue card as a volunteer	<a href="#">Linking form</a>	<a href="#">Volunteer to Paid form</a>
I have a blue card as a paid employee	<a href="#">Linking form</a>	<a href="#">Linking form</a>
I have an Exemption blue card	<a href="#">Linking form</a>	<a href="#">Linking form</a>
I have a Business blue card, but it is not linked to the Synod Office	<a href="#">Linking form</a>	<a href="#">Linking form</a>

## Where to find out more:

To find out more, you can contact Human Resources via email at [payroll@ucaqld.com.au](mailto:payroll@ucaqld.com.au)

## Related documents

- [Safe Ministry with Children policy](#)
- [Obligations for Ministry Agents](#)
- [Toolkit for Ministry Agents](#)

## Definitions

Term	Meaning
All	<a href="#">Glossary of Terms</a>

## Revisions

Document number	TOO-SMC-01.1.016				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.2	03.07.2019	Manager, Risk and Compliance	01.07.2019	Executive Director Risk and Assurance	Safe Ministry, Legislative and Compliance Officer
Next scheduled review	01.04.2020				