



Guidelines for Register of Workers

C/2.1.3.2

Overview and instructions

The register of workers is a tool to assist congregations to manage records which meet the requirements of legislation. It is important that this register is kept up to date to enable congregations to comply with insurance and legislative requirements. These records must remain intact and be stored securely. They will be requested annually to enable monitoring and quality improvement, and to facilitate the storage of historical data.

Who needs a blue card?

There is legislation about who should and should not apply for a blue card, as well as which application form to use in different circumstances. It is not permitted to insist that everybody in a congregation applies for a blue card—“just to be on the safe side”—there must be a legitimate reason to apply.

- For people who are on the church council, the answer will be yes—if the congregation conducts activities for children.
- For some jobs that involve no role or contact with children, the answer will be no. For example, the handyman.
- Sometimes people aren't required to hold a blue card even though others in that role would be expected to. For example, a helper who is under 18 years.

When can people start working with children?

Volunteers **must not** commence working with children until after Blue Card Services issues the letter of positive notice to the church council chairperson (or delegate).

Registered teachers and serving police officers **are** permitted to commence child-related work in congregations as soon as an exemption application (or other appropriate form) is lodged with Blue Card Services.

Can people keep working with children when their card is due for renewal?

Blue Card Services will send card holders a reminder to renew their card 10 weeks before the card expires. If the blue card expires and the card holder has not submitted their renewal application at least 30 days prior to the expiry date, they **cannot** continue in their child-related role until after they have received a new blue card. **Volunteers, students and business operators** (i.e. receives stipend) who submit their application form at least 30 days prior to their card expiring, may continue in their child-related role, unless the card is suspended or cancelled earlier.

Paid employees may continue in their child-related role as long as they submit their application form to Blue Card Services prior to the expiry date.

What about screening?

For people who want to work with children the screening process is **mandatory** and must be completed before they start in their new role, whether it is paid or unpaid (employees, helpers, leaders, coordinators, etc.). The completion of this process is to be recorded by completing this register. The register is an appropriate place to record screening of other positions, in addition to those working with children (complete all relevant parts of this register).



Revisions

Document number		C/2.1.3.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	08.01.2020	Risk and Compliance Manager	30.01.2020	ED Risk	Safe Church Assurance and Support Officer
Next scheduled review		30.01.2025			