



BLUE CARD POLICY

Date of Issue	1 st March 2021
Controlling Body	Townsville Hockey Association Inc.
Document Reference	POL-005

This page intentionally left
blank

Contents

Amendment History	4
Authorisation	4
Introduction	5
Scope.....	5
Responsibilities	5
Specific THA role responsibilities:	5
THA Office	5
Policy	6
1. Who requires a Blue Card or Exemption Card?	6
2. Procedures for completing the Blue Card Application/Renewal	6
3. Employee/Volunteer Register	7
4. Monitoring	7
5. Negative Notice, Suspended Blue Card, Withdrawn Application – Actions	7
6. Blue Card Renewals.....	9
7. Maintenance of Information.....	9

Amendment History

Approval Date		Amendment
1/03/2021	Full review	Added 'Umpire Managers' to Section 1 pg 6

Authorisation


BOM Delegate Signature


BOM Delegate Signature

12 April 2021
Date

Introduction

The Blue Card screening process assesses a person's eligibility to hold a Blue Card or exemption card based on their known past police and disciplinary information. The Commission monitors the Police information of all card holders and applicants. If the information changes, the Commission can take steps to immediately protect children from harm. The Commission also monitors service providers and card holders to ensure they are meeting their Blue Card system obligations and providing safe environments for children.

A volunteer whose application to work with children and young people is approved is issued with a positive notice letter and Blue Card.

A volunteer, whose application is refused, is issued with a negative notice which prohibits him/her from working in the categories of employment defined by the Commission's Act.

The No Card, No Start law means you must have a valid Blue Card before you start work.

You are now able to apply for a Blue Card before you get a job, so you can be job ready.

If you don't renew your Blue Card by the time it expires, you will be subject to the No Card, No Start law and cannot work.

Scope

This Policy supports Townsville Hockey Association's position in upholding the rights of children and young people and its commitment to providing a safe and supportive environment for all players and participants who engage in activities run by the Townsville Hockey Association.

This Policy has been created to protect all Townsville Hockey Association members who are under 18 years of age from all forms of physical or mental violence, exploitation and abuse (including sexual abuse) while under the care and conduct of any coach, manager or other official.

This Policy provides direction to all Townsville Hockey Clubs and the Townsville Hockey Association on the procedures for complying with the requirements of the Commission for Children and Young People and Child Guardian Act 2000 (the Commission's Act)

Responsibilities

- | | |
|-----|--|
| THA | <ol style="list-style-type: none">1. Take reasonable steps to ensure that everyone in the association knows:<ul style="list-style-type: none">• what the policy is• the requirements for compliance2. This will be achieved by:<ul style="list-style-type: none">• including a copy of the policy on the THA website |
|-----|--|

- | | |
|---------|---|
| Members | <ol style="list-style-type: none">1. Comply with this policy. |
|---------|---|

Specific THA role responsibilities:

THA Office

Maintain the Employee Register.

Maintain the register of Blue Card holders (Blue Card Services Organisation Portal).

Policy

1. Who requires a Blue Card or Exemption Card?

All volunteers and paid employees over the age of 18 who work with children or young people must apply for a Blue Card or exemption card.

Police and registered teachers who provide child-related services (such as coaching) must apply for an exemption card.

Townsville Hockey Association has recognised and accepted that parents who are actively involved in working with and/or supervising children are not always involved in the same or similar activities as their child. Therefore, parents who are involved in an official capacity with juniors are required to complete the Blue Card screening procedures.

Children under 18 years of age who are volunteers are not required to obtain a Blue Card unless they are a trainee student doing a placement as part of their studies with an education provider.

The following is a list of persons who must obtain a positive notice Blue Card:

- Board Members
- Club and Association Committee Members
- Coaches of junior teams
- Managers of junior teams
- Umpires of junior matches
- Umpire Managers
- Technical Bench Officials of junior matches
- First Aid Officers
- Paid Employees

NOTE: The list above provides examples of roles that require a Blue Card. There may be more roles that are not listed. Any volunteer involved in working with participants under the age of 18 years must complete the screening process.

2. Procedures for completing the Blue Card Application/Renewal

The Townsville Hockey Association shall require all volunteers and paid employees, of the four affiliated hockey clubs, and THA, to obtain a Blue Card.

Note: Proof of Identity must be sighted by the Club or Association administrator when verifying the Blue Card.

All employees, whether paid or volunteers, must hold a Blue Card before they start working in any area of regulated employment.

Employees and volunteers will be linked to the Association through the Blue Card Services Organisation portal. This enables the Commission to advise the Townsville Hockey Association of related matters.

If a volunteer holds a volunteer Blue Card and moves into paid regulated child-related work, their card must be transferred to a paid card.

They will need to complete and submit a [volunteer to paid employment transfer form](#) (V to P), include their CRN on the form, and pay the application fee. The new card will have their photograph on it.

They can start in paid work as soon as they have submitted this form to the Commission.

If their eligibility has not changed (e.g. there is no change in their police history), a paid card will be issued. They can use the paid card for any other regulated child-related service—whether paid or unpaid.

As long as a renewal application is submitted **before the current card expires**, the employee/volunteer can continue to work - even if the Commission hasn't issued the new Blue Card by the time the previous card expires.

Note: It is an offence for an employee to fail to notify the Commission on the appropriate form of any change in personal details.

3. Employee/Volunteer Register

The Townsville Hockey Association and each affiliated hockey club are required to maintain an Employee Register that records all volunteers and paid employees involved in child-related activities.

The Register includes the following details:

- Name and Date of Birth
- Whether or not the person requires a Blue Card
- The type of application (paid or volunteer)
- The status of the Blue Card
- The Blue Card number
- The expiry date of the Blue Card
- The renewal date (this should be at least 30 days before expiry)

4. Monitoring

The Townsville Hockey Association and Hockey Clubs may request sighting of a volunteer's Blue Card from time to time.

5. Negative Notice, Suspended Blue Card, Withdrawn Application – Actions

All parties involved in the following procedures and processes will ensure that any information or actions relating to such issues remain confidential.

Where a person cannot provide proof of holding a current Blue Card the following will apply:

- (a) In the case of an applicant for a position of office at the Association or a Club, the person shall not be appointed to that position, unless
 - a. The applicant is a volunteer parent who currently has an application registered with Blue Card Services and is recorded on the THA Employee Register.
- (b) In the case of a person already acting in such a position, the person shall immediately cease to carry out that position, unless
 - a. The applicant is a volunteer parent who currently has an application registered with Blue Card Services and is recorded on the THA Employee Register.

When advice is provided to the Board that any person has any of the following notices from the Commission:

- (a) The person has withdrawn their consent to Employment Screening and a suitability notice has not been issued; or,
- (b) A notice has been received in relation to discontinuance for Employment Screening indicating that the Commission was unable to contact the applicant and the application has been discontinued; or
- (c) The person has had a change in criminal history which may be relevant to their child- related employment; or,
- (d) The person has been sent a negative notice indicating that the application has NOT been approved under the Commission for Children and Young People and Child Guardian Act 2000 and a Blue Card has NOT been issued.

The Board or its appointee shall do the following:

- (a) Withdrawn Consent or Discontinuance of Screening – the volunteer must not fulfil any positions or activities involving young people under the age of 18 years, pending a suitability notice being issued by the Children’s Commission and clearance from the Board or its appointee. The Townsville Hockey Association will advise the Club via a confidential letter and request the President to speak with the volunteer in question in confidence and ensure that the volunteer does not fulfil any positions or activities involving young people under the age of 18 years.
- (b) Change In Criminal History – the Board or its appointee will advise the Club President via a confidential letter that the volunteer has had a “Change in Criminal History” and requesting the President to speak with the volunteer in question in confidence and ensure that the volunteer does not fulfil any positions or activities involving children and young people under the age of 18 years. If he/she is acting in a position, he/she must cease to carry out that position. NOTE: The Act states that an Employer must not terminate a person’s employment or continued employment solely or mainly because of the notification of this change however should ensure that the Risk Management strategies cater for this situation.
- (c) Negative Notice – A negative notice will be issued if a person has been convicted of a serious offence. Unless they can satisfy the Commissioner that their case is an exceptional one in which it would not harm the best interests of children, the Board or its appointee will automatically suspend the volunteer who has been charged with a “disqualifying offence”.

NOTE: There is no right of appeal where a volunteer has been issued with a negative notice for a conviction for a disqualifying offence where they were sentenced to imprisonment or a disqualification order was made. This means the person is banned for life from holding or applying for a “Blue Card. If an applicant is issued with a negative notice for any other kind of offence, the person is notified of the decision and the reasons for it. They then have the right to have the decision reviewed by the Children Service Tribunal. The THA will monitor closely the outcomes of any such Negative Notices.

A Blue Card holder can also become a 'disqualified person' if:

- they are convicted of a disqualifying offence and sentenced to a term of imprisonment; or
- become subject to reporting obligations; or
- become subject to a final offender prohibition order; or
- become subject to a disqualification order.

6. Blue Card Renewals

All volunteers will be required to renew their Blue Card every three (3) years.

Volunteers must submit their renewal application at least 30 days before their Blue Card expires to continue working while their renewal application is being processed. Paid employees must submit their renewal application before their Blue Card expires to continue working while their renewal application is being processed.

The Commission will send card holders an invitation to renew their Blue Card 16 weeks before their card expires. Individuals must notify the Commission of any changes to their contact details.

Note: Exemption cards do not have an expiry date and remain valid if the card holder remains a registered teacher or police officer in Queensland.

7. Maintenance of Information

When the Townsville Hockey Association or Club appointee receives information from the Commissioner which shows that an applicant has a Positive Notice and a Blue Card was issued, information will be recorded into the Blue Card Employee Register.

When the Townsville Hockey Association or Club appointee receives a Negative Notice, Withdrawal, Discontinuance or Change of Criminal History Letter which shows that the person has not been issued with a Blue Card, the volunteer will be identified on the Blue Card Employee Register and any action taken recorded. For example, action may include restricted activities or suspended to ensure that the volunteer does not fulfil any activities or work that is related to children or young people.

Confidentiality must always be maintained.