

WORKING WITH YOUNG PEOPLE MANAGEMENT POLICY

Faith Diligence Love

SUNCOAST
CHRISTIAN COLLEGE



Document Information

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Christian Outreach Centre
t/a Suncoast Christian College
CRICOS Provider No: 00539J

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Purpose

The purpose of the Working with Young People (WWYP) management policy, commonly known as the blue card, is to:

- give rationale as to the requirement of staff/volunteers/business contractors/tutors & coaches to obtain blue cards in keeping with legislative and business requirements;
- identify who is required to hold a blue card; and
- provide explanation of how our blue card records are monitored and kept up to date.

Scope

This document describes policy and procedures related to all blue card records for the College.

Aims

The policy aims to:

- give reference to legislative requirements for the purpose of ensuring all staff hold the correct blue card;
- ensure the College, as Education and Care Services providers, are meeting our legislative requirements;
- by adhering to this policy, the College will demonstrate they are committed to maintaining a safe and supportive environment for the students;
- list procedures for monitoring the blue card database.

Procedures for Processing Blue Cards

The Blue Card database is kept electronically on the College Enterprise Risk Management (ERM) system. The system is monitored weekly with Working With Children competency emails sent directly to the staff member responsible for blue cards records.

Employees

Paid staff are required to hold a current paid blue card subject to conditions outlined on the Blue Card Services website [Click Here](#). Staff can apply for a blue card or exemption card when they have an agreement to work in the College. [Click Here](#) to refer to conditions:

1. Verify the validity of the blue card
2. Determine it is the correct blue card required for their position – paid/exempt/business. If the staff member only has a volunteer card, they must complete the [Volunteer to Paid card transfer form](#):
3. Notify Blue Card Services via [Linked to the Organisation form](#)
4. Upload colour copy of the blue card and all relevant information to the ERM system
5. Upload any copies of applications in progress to the ERM system

References: [Flow chart blue card application process for new employees](#)

Volunteers/Trainee Students

Volunteers and Trainee students who work at the College must hold a blue card unless they are a parent whose child attends the College. Volunteers and trainee students must not commence regulated child-related work until they hold a valid blue card. [Click Here](#) to refer to conditions.

1. Verify the validity of the blue card
2. Determine it is the correct blue card required for their position via [Blue Card Application](#)
3. Notify Blue Card Services via [Linked to the Organisation form](#)

4. Upload colour copy of the blue card and all relevant information to the ERM system
5. Upload any copies of applications in progress to the ERM system

References: [Information sheet for trainee students](#)

Homestay

Volunteers need a blue card if they are providing child accommodation service, including home stay, or are residing in a home where the child accommodation service is being provided, including any person over the age of 18, or unless exemption applies. Refer to: [Child Accommodation Services](#)

1. Verify the validity of the blue card
2. Determine it is the correct blue card required for their position via [Blue Card Application](#)
3. Notify Blue Card Services via [Link and applicant to the organisation form](#)
4. Upload colour copy of the blue card and all relevant information to the ERM system
5. Upload any copies of applications in progress to the ERM system

References: [Information sheet for homestay providers](#)

Business Operators

Business Operators or people seeking to operate a business working with children and young people must hold a blue card or an exemption card before commencing work if their work falls into the following categories: Private teaching, coaching or tutoring, Education and care services and similar businesses, Examples at the College include: Sport Coaches/private tutors/contract cleaners/sport clubs.

1. Verify the validity of the blue card
2. Determine it is the correct blue card required for their position via [Blue Card Business Application](#).
3. If they hold a current paid or volunteer blue card and wish to change to a Blue Card Business card, they fill out [Notification of change for self-employed persons form](#).
4. If they already hold the business card, notify Blue Card Services via [Linked to the Organisation form](#)
5. Upload colour copy of the blue card and all relevant information to the ERM system
6. Upload any copies of applications in progress to the ERM system

References: [Flow chart for business operators application process](#)

Renewal Information

Working with Children competency records must be kept up-to-date ensuring blue cards are renewed close to their expiry date. It's important to note that this renewal application process takes considerable time, up to 28 business days. The College advises paid staff/contractors to reapply three months prior to their blue card expiry date. Paid employees may continue in regulated child-related work as long as they have lodged a renewal form before their blue card expires. Volunteers and Business Operators may not continue in regulated child-related work until they have their new blue card.

Legislative Requirements for Education and Care Services Providers

Refer to Blue Card Information Sheet – [Obligations for Regulated Organisations / Education and Care Services Providers](#):

Organisations are required to maintain a blue card register which contains details of all paid employees and volunteers involved in providing child-related activities within the organisation.

The register must identify:

- whether or not the person requires a blue/exemption card (if not, why not e.g. an exemption applies under the legislation)
- the type of application/blue card (e.g. paid or volunteer) or exemption card
- when the person applied and/or the date of issue of the positive notice and blue/exemption card

- the blue/exemption card number and the expiry date of the blue card, and
- the renewal date A template register can be

Record Retention

The College must create, manage and dispose of all Blue Card records in a way that meets legislative and business requirements. Refer to [Records Retention for Independent Schools](#) on ISQ website.

The handbook which is based on the Queensland State Archives General Retention and Disposal Schedule for Administrative Records, outlines the retention period for staff records.

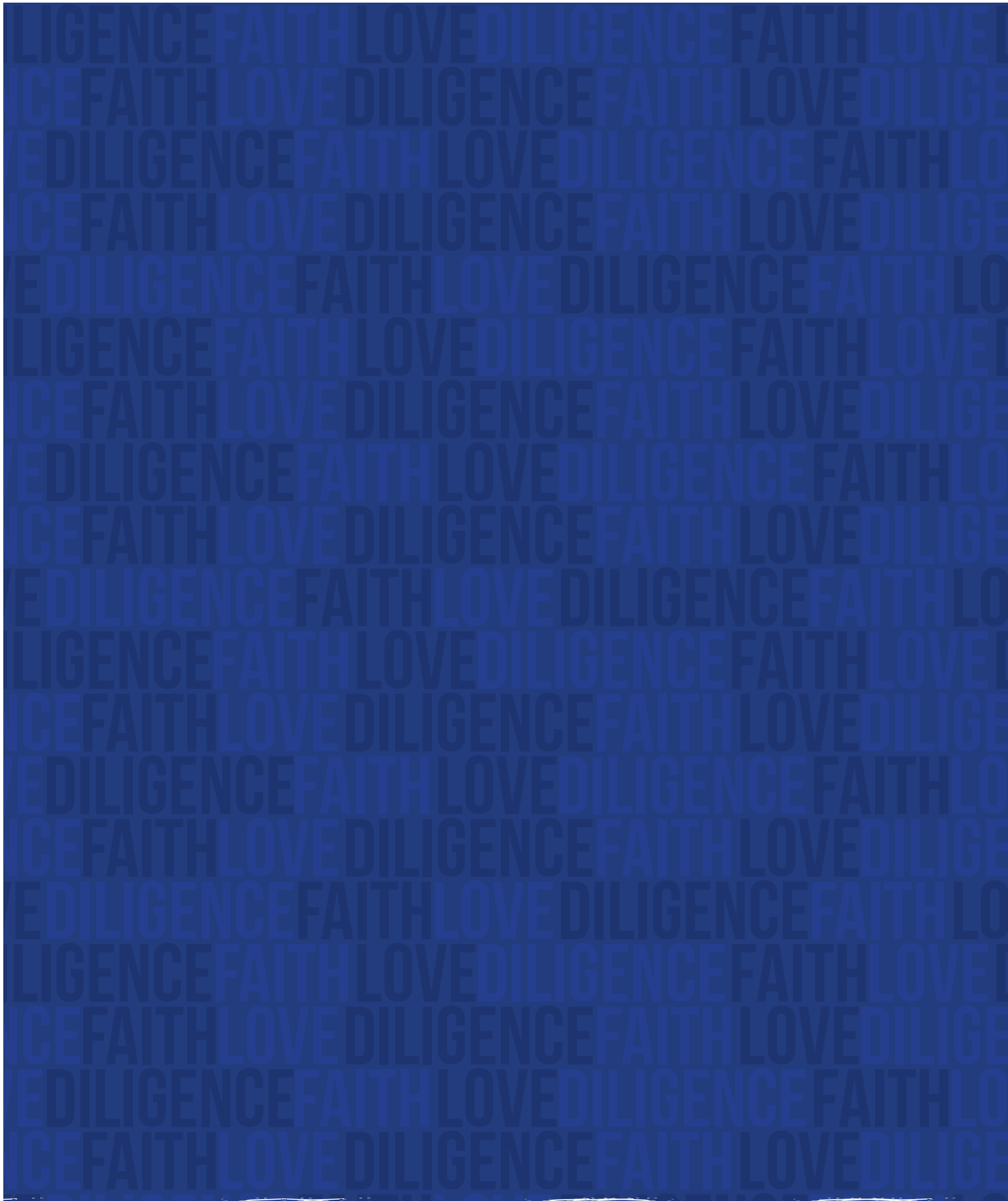
The College Commitment

The College will:

- ensure all legislative requirements are met in accordance with Working with Children (Risk Management and Screening) Act 2000 (the WWC Act) and the Working with Children (Risk Management and Screening) Regulation 2011 (the WWC Regulation) Other Legislations [Amendment Bill 2018](#) - QLD Government and Independent Schools Queensland (ISQ);
- implements strategies to review this process to ensure the safety of all students; and
- develop policies to ensure screening requirements are met and keeping a written register of the blue card status of College staff.

Policy Approval

This policy is approved by the Business Manager of the College.



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