Queensland Government

Blue Card Services

Link a person to your organisation

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by organisations seeking to create a link with an applicant/cardholder.

1. Organisation details

Name of organisation: Christian Heritage College

Organisation ID number *(if known)*: 260551

Physical location: 322 Wecker Road CARINDALE QLD 4152

Postal address (if different to physical location): PO Box 2246 MANSFIELD BC QLD 4122

Suburb: CARINDALE

State: QUEENSLAND

Postcode: 4152

ABN/ACN *(optional)*:

Telephone: (07) 3347 7900

Email (generic organisation email address) *(optional)*:

Website *(optional)*: https://chc.edu.au/

2. Contact person details for the organisation

Contact person's name: Peter Wilkinson

Contact person's position: Professional Experience Program Coordinator

Postal address (if different to above):

Suburb:

State:

Postcode:

Telephone (if different to above): (07) 3347 7934

Email: pwilkinson@chc.edu.au

3. Details of the person you are linking

First name:

Middle name:

Last name:

Date of birth: / /

Account number or blue card number:

Telephone: ( )

Email:

4. Child-related activity details

Is the person a:

☐ Paid employee ☐ Volunteer ☑ Student

Type of child-related activity:

Information about categories of child-related employment and whether any exemptions apply is available from www.qld.gov.au/bluecard.
Please select the type of child-related activity to which the employment relates:

☐ Child accommodation services including home stays

☐ Child care services and similar employment (e.g. au pair, babysitter, nanny or adjunct care providers)

☐ Churches, clubs and associations

Education and care services and similar employment

- ☐ Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care)
- ☐ Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted)

☐ Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

☐ Emergency services cadet program

☐ Family day care

- ☐ Educator
- ☐ Paid assistant
- ☐ Adult occupant

Address where family day care is being provided:

Postcode

☐ Health, counselling and support services (including disability services)

☐ Licensed care services

☑ Non-State Schools/independent school (other than registered teachers and parents)

☐ Paid private teaching, coaching or tutoring

☑ Qld State Schools (e.g. Teacher aides, volunteers)

☐ Religious representatives

☐ Residential facilities

☐ School boarding houses

☐ School crossing supervisors

☑ Schools, other than EQ staff or volunteers (e.g. P&C, cleaner)

☐ Sport and active recreation

☐ Stand-alone care - adult resident

Address where stand alone care is being provided:

Postcode

5. Declaration of organisation representative

I declare:

- I am authorised by my organisation to perform the task of linking an applicant/cardholder to my organisation;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my organisation;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my organisation;
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/cardholder will be available in my organisation's portal account (if applicable);
- my organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations;
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so;
- I understand that it is an offence to employ, or continue to employ, a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card);
- I understand that it is an offence to employ, or continue to employ a **disqualified person** or **negative notice holder** in regulated employment and that my organisation cannot employ a **restricted person** to work with children, even if an exception applies to their role (see page 3);
- the information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature

Name

Position

Date of signature / /

Next step

Forms may be lodged by one of the following methods:

Scan and upload
www.qld.gov.au/bluecard

By post
PO Box 12671, Brisbane George Street QLD 4003

In person
53 Albert Street, Brisbane QLD 4000

By fax
07 3035 5910

Disqualified person

It is an offence for a disqualified person to make a blue card application.

A disqualified person is someone who:

- has been convicted* of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act* 2004; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act* 2003; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act* 2004.

*Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from www.qld.gov.au/bluecard or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

Negative notice

It is an offence for a negative notice holder to make a blue card application.

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.
For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

Restricted person

It is an offence to employ, or continue to employ, a restricted person in restricted employment.

A restricted person is someone who:

- has been issued with a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

There are some exemptions which allow a person to work with children without a blue card, such as:

- volunteer parents,
- volunteers under the age of 18 years, or
- paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year.

Restricted employment refers to the ability to rely on such exemptions to work without a blue card.
If an individual is a restricted person, the above exemptions **do not apply** and the individual cannot work with children.
For more information go to www.qld.gov.au/bluecard.

Blue Card Services, Department of Justice and Attorney-General

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