

READY, SET... COMPLIANT!

Organisations that provide services and activities for children in Queensland are regulated by the blue card system. To help ensure your organisation complies with its blue card obligations, follow this handy checklist.

APPOINT a representative to manage your blue card obligations and be a point of contact for your staff and volunteers.



IDENTIFY who in your organisation needs a blue card, and check they have one.



REVIEW your recruitment policies to ensure you don't make staff and volunteers obtain a blue card if they don't need one.



CREATE an employee register to record all business operators, paid employees, and volunteers in your organisation. You can find an employee register template at qld.gov.au/bluecard



LINK all card holders to your organisation. De-link card holders who leave your organisation.



DEVELOP a child and youth risk management strategy. You can find a self-assessment checklist to help you at qld.gov.au/bluecard



ORGANISATION PORTAL

You can use our Organisation Portal to help manage your blue card obligations, including:

- checking the validity of blue cards for individuals working with children
- linking card holders to your organisation
- de-linking card holders who leave your organisation
- receiving real time notifications about changes to card holders linked to your organisation
- viewing and downloading all existing card holders linked to your organisation.

Thank you for playing your part in keeping children safe in Queensland.

CHECK how and when Child Safe Standards will apply to your organisation. Visit qfcc.qld.gov.au to learn more.

