

Link a person to your department for a carer or adult member

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by a government employer/department seeking to create a link with an applicant or cardholder, as a carer or adult member.

1. Details of the person you are linking

First name

Middle name

Last name

Date of birth

Account number or blue card number (required)

Address where care is being provided:

Suburb

State

Postcode

2. Authorised party's details

Central Screening Unit (CSU), Department of Children, Youth Justice and Multicultural Affairs

Org ID: 145288

3. Central screening unit details

File reference number

CSU officer signature

Please the appropriate box

Foster care

- Carer
 Adult member

Kinship care

- Carer
 Adult member

Important, please identify whether applicant is:

- a provisionally approved carer or adult member of a provisionally approved carer's household
 an adult member of an approved carer's household
 a new adult member of a household for which an application to be an approved carer is in process
 none of the above

4. Department declaration

I declare:

- I am authorised by my department to perform the task of linking an applicant/cardholder to my department;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my department;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my department;
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/cardholder will be available in my department's portal account;
- my department 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 department 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:

e By email

cscs_csu_process@communities.qld.gov.au

✉ By post

Manager, Central Screening Unit

Department of Children, Youth Justice and Multicultural Affairs

GPO Box 13126

George Street Brisbane QLD 4003

*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

✉ PO Box 12671, Brisbane George Street QLD 4003

🏠 53 Albert Street, Brisbane QLD 4000

☎ 07 3211 6999 or 1800 113 611

📠 Fax 07 3035 5910

🖱 www.qld.gov.au/bluecard