POLICE, COMMUNITY AND YOUNG PEOPLE ACHIEVING POSITIVE OUTCOMES THROUGH *early intervention*

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED

POLICY

WORKING WITH CHILDREN

ABN 67 047 589 753

Incorporated Association No. 1478

Purpose

This policy has been developed to provide a framework to ensure all applicable individuals engaged by QLD Blue Light Association Inc hold the relevant Working with Children Checks in accordance with legislation. Queensland Blue Light Association Incorporated (QBLAI) is committed to the safety and wellbeing of all children and young people, including those who participate in our activities and our programs. In order to support this commitment, QBLAI expects our employees, volunteers, and contractors to hold relevant working with children checks in accordance with all relevant legislation.

Scope

This policy applies to all current and potential employees, volunteers, and contractors who are engaged by QBLAI.

Guiding Principles

- QBLAI will endeavour to ensure that all current employees, volunteers and contractors engaged by QBLAI that have any contact whatsoever with persons under 18 years of age within the scope of their role with QBLAI will hold a relevant Working with Children Check (Blue Card).
- QBLAI will endeavour to ensure that all potential employees/volunteers have a current Working with Children Check (Blue Card) prior to commencing employment.
- QBLAI will endeavour to ensure that all volunteers and potential volunteers who will interact with young people and children will hold a relevant Working with Children Check (Blue Card) prior to commencing with QBLAI.
- QBLAI will endeavour to ensure that where there is a change to an individual's criminal history that they understand that they are obligated to inform QBLAI and the relevant body of this change.
- Where a negative notice is reported, QBLAI will delink the individual from the Association and discontinue to engage individuals in any capacity.
- QBLAI will endeavour to notify the relevant body if an individual stops working for QBLAI or if the contact person for QBLAI changes.
- QBLAI will endeavour to ensure that individuals understand that Blue Cards are current for three years unless cancelled or suspended.
- QBLAI will maintain a volunteer register of all employees and volunteers engaged by the Association.

Roles and responsibilities

The Business Manager is responsible for:

- Approving the policy and procedure for implementation that is consistent with relevant legislation.
- Implementing, monitoring and reviewing the Working with Children policy.
- Providing advice and support where interpretation of the legislation is required.
- Providing advice and support to branches regarding the completion of volunteer application forms.
- Ensuring that while paid employees can commence employment after an application form has been submitted, volunteers must not commence regulated employment until they hold a valid Blue Card and positive notice.
- Delinking employees and volunteers if they cease employment or a negative notice is received.

Employees are responsible for:

- Providing details of any current and valid Working with Children Checks to QBLAI
- Advising the relevant state agency of any change to personal details.
- Advising the relevant state agency of any change to criminal history.
- Advising QBLAI that there has been a change to their criminal history.

Expiry of Working with Children Checks

It is important to note that Blue Cards are valid for three years unless cancelled or suspended. It is the responsibility of the employee to apply for a new card as and when needed.

Action to be taken in the event of negative notice or barred notification

If an employee has had a card cancelled, suspended or receives a negative notice after a change in police information, QBLAI must ensure the employee does not continue to undertake child related work within the organisation (work that is regulated by the Act). Appropriate action will be taken in line with QBLAI policies and procedures which may include termination of employment. In all cases it is important to contact the Business Manager to discuss further

Monitoring and Evaluation

All Managers, Branch Coordinators and employees directly or indirectly involved in providing services to children and young people, are to ensure compliance with the Working with Children Policy and related procedures. All employees will be informed of the policy and procedures in recognition of the role everyone plays in protecting children and young people within the community.

Branch Coordinators will have primary responsibility for monitoring branch compliance.

This policy shall be reviewed every four (4) years to ensure compliance with legislation to ensure the risk management strategy effectively addresses the risks of harm to children and young people.

VERSION CONTROL		
Document Name	**Version**	**Date**
QBLAI Policy_Working with Children Check	V1	May 2021
QBLAI Policy_Working with Children v2_042025	V2	April 2025