

# Blue Card and Teacher Registration Policy



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<b>Associated Documents</b> <a href="#">POL_QLD_ADM_Child Protection_v1.3</a> <a href="#">POL_QLD_ADM_Child Risk Management Strategy_v1.0</a> QLD Employee and Volunteer Register Smartsheet		

## 1. POLICY STATEMENT

OneSchool Global QLD will maintain teacher registration and blue card information for each campus for all volunteers and employees (full time, part time and casual) and will be available to view at any time on campus through the QLD WHS Dashboard. Each campus nominee shall give a timely reminder to volunteers and employees when their blue card is due for renewal or when the teacher needs to renew their registration. This list is commonly referred to as the QLD Employee / Volunteer Registers. The QLD State Principal and School Board have the right to make allowance decisions outside these guidelines.

## 2. PURPOSE

The purpose of this policy is to provide OneSchool Global QLD written processes and guidance in order to maintain a current list of teacher registration details and blue card information for each campus to ensure a safe environment for our children.

## 3. SCOPE

This policy covers, but is not limited to:

- full time, part time and casual employees of the school
- volunteers to the school
- people undertaking vocational placements
- contractors

## 4. DEFINITIONS

Term	Definition
<b>Blue Card</b>	<p>Blue Card (Working with Children) is a check that assesses:</p> <ul style="list-style-type: none"> <li>• any national charge or conviction (including spent convictions, pending and non-conviction charges) for an offence (even if no conviction was recorded)</li> <li>• child protection prohibition orders (whether a person is a respondent or subject to an application)</li> <li>• disqualification orders</li> <li>• if a person is subject to reporting obligations under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004 or Dangerous Prisoners (Sexual Offenders) Act 2003</li> <li>• disciplinary information held by certain professional organisations including teachers, childcare licensees, and foster carers, and</li> <li>• information that the Police Commissioner may provide in relation to police investigations into allegations of serious child-related sexual offences, even if no charges were laid.</li> </ul> <p>A person whose application is approved is issued with a positive notice letter and a blue card.</p> <p>If a person's application is refused, they are issued with a negative notice which prohibits them from carrying on a business or providing regulated child-related activities.</p>

Teacher Registration	Teacher registration provides a person with a 'statutory licence' to perform the duties of a school teacher. There are two forms of registration as a teacher - provisional registration and full registration. Usually, a teacher is initially granted provisional registration.
Volunteer	A person who freely offers to take part in or undertake a task without being paid.

## 5. PROCEDURES

### 5.1 Management of Blue Cards and Teacher Registration

The Campus Office Administrator at each campus is responsible for the management and upkeep of the QLD Employee / Volunteer Registers. The Campus Office Administrator should check the registers regularly and provide notification at least 90 days in advance of the respective expiry dates.

**Under the 'No Card, No Start' legislation, volunteers, paid employees, and people undertaking vocational placements must not commence work at OneSchool Global QLD until a positive blue card notice has been received.** Where a volunteer, paid employee or person undertaking vocational placement is identified as in possession of an expired blue card, they will be ordered to cease work immediately and can only resume work once OneSchool Global QLD receive a current positive notice.

- The Lead CA at each campus will manage the recruitment and deployment of all volunteers and the Campus Office Administrator will provide administrative support.
- The HR Partner will manage the recruitment and deployment of all employees and the Campus Office Administrator will provide administrative support.
- The Campus Principal will manage people undertaking vocational placements and the Campus Office Administrator will provide administrative support.
- The Campus Principal will manage Contractors and the Campus Office Administrator will provide administrative support.
- Contractors are not required to hold a current blue card if carrying out work on the campus, as they are not deemed to be working with children. If contractors will be working in the vicinity of children, they will need to be directly supervised if they are not in possession of a current blue card.

### 5.2 Blue Card Procedure

#### 5.2.1 Existing Blue Card holders

If a new employee commences employment or a volunteer provides services to the school and they have an existing blue card, obtain a copy of photo identification for verification purposes which must be checked against the current blue card. The Campus Office Administrator to update the QLD Employee / Volunteer Registers with the employee or volunteers' details and uploads both photo identification and photocopy of current blue card.

#### 5.2.2 New Blue Card applications

If a new employee commences employment or a volunteer provides services to the school and they do not have a current blue card, they will need to lodge an application form online and must not commence until a positive letter has been received. **'No Card, No Start' policy applies.**

5.2.2.1 Volunteer/employee completes the online application form available on the [blue card website](#).

5.2.2.2 Volunteer/employee will print the form and Lead CA for volunteers or Campus Office Administrator for employee, will sign the form and take a copy of photo identification.

5.2.2.3 Campus Office Administrator lodges the form and pays the fee (if applicable) using the company credit card.

- Teacher Aides are responsible for the payment of their own blue card (personal expense).
- Teachers are exempt from requiring a blue card when they work with children as part of their professional duties.
- Volunteers are not required to pay a fee for a blue card.

5.2.2.4 Campus Office Administrator updates the QLD Employee / Volunteer Register and uploads both form and photo identification.

- 5.2.2.5 Positive notice received - A letter will be provided to the school confirming the positive notice and the blue card will be mailed to the volunteer/employee. Volunteer/employee can commence services with the school.
- 5.2.2.6 Positive notice not received - Immediately inform the Lead CA for volunteers or Campus Principal, District Principal and HR Partner for employees.
- 5.2.2.7 Campus Office Administrator to update the QLD Employee / Volunteer Register with the blue card number and expiry date and upload the positive letter.
- 5.2.2.8 State Admin Officer to then link the new volunteer/employee to OneSchool Global QLD via the [Blue Card Services Organisation Portal](#) using either the blue card number or online account number provided by the volunteer/employee and their date of birth.

### 5.2.3 Renewal of Blue Cards

- 5.2.3.1 Campus Office Administrator to inform the volunteer/employee that their blue card is up for renewal within 90 days of the expiry date.
- 5.2.3.2 Volunteer/employee completes the online application form available on the [blue card website](#).
- 5.2.3.3 Volunteer/employee will print the form and Lead CA for volunteers or campus delegate for employee, will sign the form and take a copy of photo identification (if copy not on file).
- 5.2.3.4 Campus Office Administrator lodges the form and pays the fee for administration staff using the company credit card.
  - Teacher Aides are responsible for the payment of their own blue card (personal expense).
  - Teachers are exempt from requiring a blue card when they work with children as part of their professional duties.
  - *Volunteers are not required to pay a fee for a blue card.*
- 5.2.3.5 Campus Office Administrator updates the QLD Employee / Volunteer Register and uploads both form and photo identification.
- 5.2.3.6 Positive notice received before expiry of current blue card - A letter will be provided to the school confirming the positive notice and the blue card will be mailed to the volunteer/employee. Volunteer/employee can continue services with the school.  
Positive notice not received before expiry of current blue card - Volunteer/employee must cease work immediately and can only resume work when they receive their new positive notice. ***'No Card, No Start' policy applies.***  
Positive notice not received - Immediately inform the Lead CA for volunteers or Campus Principal, District Principal and HR Partner for employees.
- 5.2.3.7 Campus Office Administrator to update the QLD Employee / Volunteer Register with the blue card number and expiry date and upload the positive letter.
- 5.2.3.8 Blue Card Services Organisation Portal will automatically update the new expiry date, no action required by State Admin Officer.

### 5.3 Procedure for Teachers Registration

Teachers with full registration need to renew their registration every five years and these details can be checked at any time by performing a [Register of Teachers search](#) or checking the certificate of registration. There are two dates shown, a renewal date and a registration end date which is when the registration finishes. The annual fee must be paid by the due date to maintain the period of registration.

- 5.3.1 Campus Office Administrator to inform the teacher that their annual fee is due.
- 5.3.2 The teacher must apply for renewal online which can be accessed via their myQCT account.

5.3.3 Once renewal has been paid by the teacher (personal expense), teacher to inform the Campus office Administrator of new renewal date.

5.3.4 Campus Office Administrator to update the QLD Employee Register.

5.3.5 If teacher registration is not current, immediately inform the Campus Principal, District Principal and HR Partner.

#### 5.4 Vocational Placements

All trainee teachers on vocational placement are required to hold a current blue card. The Campus Principal or delegate is to request a copy of the current blue card prior to their arrival and the Campus Office Administrator must add the details to the QLD Employee / Volunteer Register.

#### 5.5 Contractors

Contractors are not required to hold a current blue card if carrying out work on the campus, as they are not deemed to be working with children. If contractors will be working in the vicinity of children, they will need to be directly supervised if they are not in possession of a current blue card.

### 6. LEGISLATION

[Blue Card Services](#)

[Blue card obligations for organisations](#)

[QLD Teacher Registration – Queensland College of Teachers](#)

[QLD Teacher Registration Search](#)

[Working with Children \(Risk Management and Screening\) Act 2000](#)

### 7. VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_QLD_ADM_Blue Card and teacher Registration	15/08/2019	v1.1	New branding and policy revamp
POL_QLD_ADM_Blue Card and Teacher Registration	01/06/2020	v1.2	Update to new registers
POL_QLD_ADM_Blue Card and Teacher Registration	08/06/2022	v1.3	Review and update name of management
POL_QLD_ADM_Blue Card and Teacher Registration	01/11/2023	V1.4	Review Date
POL_QLD_ADM_Blue Card and Teacher Registration	04/2024	V1.5	Review Date and update of Day Administrator role title