



# Blue Card / Working with Children Policy & Process

Ipswich Hockey (IHA) is committed to meeting the Blue Card / Working with Children Check requirements in Queensland and maintaining the safety and wellbeing of children and young people, and adults working with children and young people while participating in hockey.

To achieve these goals, Ipswich Hockey has adopted the Hockey Queensland Blue Card / Working with Children Policy & Process document which follows.

# Blue Card / Working with Children Policy & Process



## BLUE CARD / WORKING WITH CHILDREN CHECK POLICY

### Introduction

Hockey Queensland (HQ) is committed to meeting the Blue Card / Working With Children Check requirements in Queensland and maintaining the safety and wellbeing of children and young people, and adults working with children and young people while participating in hockey. HQ's Blue Card / Working with Children Check Policy (the Policy) details the standards, requirements and practices for all employees (paid and volunteer) of HQ, and members of its affiliated Associations and their Clubs working with or within HQ to deliver hockey to children and young people under the age of 18 years.

HQ implements the Policy in conjunction with the Hockey Australia Member Protection Policy (MPP), within which requirements relating to Child Protection are detailed (Section 6, Part C and Part D).

### Application

This Policy applies to all paid and volunteer employees including board members, committee members, coaches, officials, administrators, players and parents of HQ, its affiliated Associations and Clubs who must comply with the current Blue Card / Working with Children Check requirements within their organisations.

#### 1.0 Blue Card/WWCC Requirements in Queensland

Under the *Commission for Children and Young People and Child Guardian Act 2000 (Act)* in Queensland, the Blue Card / Working with Children Check is implemented through the Queensland Government's Department of Communities, Child Safety and Disability Services as a key prevention and monitoring system of people working with children and young people in Queensland to minimise risk and contribute to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing including sporting activities.

Blue Card screening determines a person's eligibility to work with children and young people based on their known past behaviour and disqualifies ineligible people.

A person whose application is approved is issued with a positive notice letter and a Blue Card. 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.

#### 1.1 Exemptions

Registered teachers or police officers in Queensland do not apply for a Blue Card and should instead apply for an Exemption Card when providing regulated services to children which are outside of professional duties.

HQ strongly encourages all adults working with children to obtain a Blue Card/WWCC, or a Police Check as a minimum, including those exempt under the following circumstances.

A blue card is not required if the person is a volunteer guest of a school or recognised body and are:

- observing or supplying information or entertainment to ten or more people; and
- the activity is for ten days or less on no more than two occasions per year; and
- the person is unlikely to be alone with a child without another adult present.

A blue card is not required if the person is a volunteer at a national or state event organised by a school or recognised body:

- for a sporting, cultural or skill based activity; and
- the event is attended by more than 100 people; and
- the work is for ten days or less on no more than two occasions per year; and
- the person is unlikely to be alone with a child without another adult present.

There are certain people who do not require a blue card under this category, including:

- A volunteer parent of a child who receives the services, or participates in the activities, that the person provides or conducts (note – volunteer parents should speak to the volunteer coordinator of the organisation they intend to volunteer for about the nature of the child-related activities they will be involved in, and whether they differ from the activities in which their child participates); and
- A child under 18 years of age, unless they are a trainee student doing a practical placement as part of their studies with an education provider.

Examples of people who don't need a blue card:

- Volunteers running stalls or activities at an amusement park;
- Entertainers performing for children, but not interacting with them;
- Parents volunteering in children's sport or active recreation events in which their own child is participating (note – volunteer parents should speak to the volunteer coordinator of the organisation for which they intend to volunteer about the nature of the child-related activities in which they will be involved, and whether they differ from the activities in which their child participates);
- Adults participating in sport or recreational activities with children, for example as a team member.

For further information refer to: <https://www.bluecard.qld.gov.au/about.html>

## 1.2 Police Check

The Working with Children Check and a Police Check are two different checks.

The Working with Children Check is an ongoing assessment of a person's eligibility to work or volunteer with children and involves a check of person's national criminal history (including all spent convictions, pending and non-conviction charges) and other disciplinary and police information.

The Police Check is only current on the day of issue and is a list of offences from a person's criminal history which can be disclosed. It does not involve an assessment by a government agency.

For further information refer to:

<https://www.bluecard.qld.gov.au/Differencebetweenbluecardcheckandpolicecheck.html>

## 2.0 Blue Card/WWCC Application Procedure

HQ actively promotes the Policy and application process and supports all employees to submit their application or renewal in a timely manner to retain a current Blue Card or Exemption Card.

The Blue Card Application form must be completed, signed and submitted by the applicant with the required identification documentation to HQ or the individual's Association or Club for completion and lodgement of the application.

All applicants must be notified that by signing the application form they are consenting to the screening process.

HQ, the Association or Club must be able to certify that the 'contact person' or delegate has sighted documents to confirm an employee's identity as prescribed under the Act and should ensure the form has been appropriately completed.

HQ, the Association or Club must explicitly warn potential employees that *it is an offence for a 'disqualified person' to sign a Blue Card application form or a renewal form. It is an offence for an employer not to provide this warning.*

Paid employees can commence employment after an application form has been submitted, however volunteers and trainee students must not commence regulated employment until they hold a valid Blue Card and positive notice.

Blue Card application forms and further information is available at:

<https://www.bluecard.qld.gov.au/applications/applications.html>

### 2.1 Tweed Border Hockey Association – Blue Card/WWCC Requirements

Tweed Border Hockey Association, as an affiliate of HQ, operating primarily in New South Wales (NSW) and operating regularly in Queensland, is required to meet both the Queensland and New South Wales Blue Card/Working with Children Checks where their employees (paid and volunteer) work regularly in both states. Information regarding the NSW requirements are available at: <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

### 2.2 Interstate Requirements

There is no single national framework setting out requirements for 'working with children' checks or Police Checks. Currently, working with children checks are managed at a State or Territory level and it is necessary to fulfil the requirements in the jurisdiction(s) in which the individual is working or volunteering for an organisation.

Queensland does not recognise working with children checks conducted outside of Queensland. The following visitors to Queensland do not require a Blue Card/WWCC if they volunteer at a national or state event organised by a school or recognised body:

- for a sporting, cultural or skill based activity; and
- the event is attended by more than 100 people; and
- the work is for ten days or less on no more than two occasions per year; and
- the person is unlikely to be alone with a child without another adult present.

HQ will meet the requirements for employees working with children short-term/visiting a particular State or Territory as follows:

*New South Wales* - Interstate visitors to NSW can work or volunteer at a one-off event such as a jamboree, sporting or religious event or tour, for up to 30 days a year without a NSW Working With Children Check. More information is available at: <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/about-the-check/exemptions/exemptions>

*Victoria* - Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for several events or occasions with a Check from their state or territory, or for only one event or occasion without a Check from their state or territory.

More information is available at:

<http://www.workingwithchildren.vic.gov.au/home/resources/publications/working+across+states+and+territories>

*Western Australia* - Exemptions which apply to a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children but not including an informal arrangement entered into for private or domestic purposes. Only applies to a person who is not ordinarily resident in Western Australia; is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work; is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour). More information is available at: <https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-2-child-related-work-and-exemptions-2015.pdf>

*South Australia* - A screening clearance from interstate is not recognised in South Australia as being the same as, or equivalent to, a clearance by the DCSI Screening Unit. More information is available at: <http://screening.dcsi.sa.gov.au/screening-process/individuals/interstateoverseas-visitor>

*Tasmania* – Exemption applies if you are registered under another State’s law and the activity is of a similar nature to the activity that you are already registered to engage in under that corresponding law; and you are engaged in the regulated activity for not more than 28 days in any 12-month period. More information is available at: [http://www.justice.tas.gov.au/working\\_with\\_children/exemptions](http://www.justice.tas.gov.au/working_with_children/exemptions)

*Northern Territory* - You do not need a clearance if you are visiting the Northern Territory and volunteering with children for less than 14 days in a year in total. More information is available at: <https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply/people-who-do-not-need-clearance>

*Australian Capital Territory* - a person does not need to be registered in ACT where the person is registered under a similar law in another State or Territory, as long as they do not work or volunteer with vulnerable people for more than 28 days in 12 months. More information is available at: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/kw/screening%20child%20protection#!tabs-2](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/screening%20child%20protection#!tabs-2)

### **3.0 Blue Card Monitoring and Risk Management Procedure**

#### **3.1 Blue Card and Exemption Card Register and Records**

In addition to implementing the MPP, HQ, its affiliated Associations and Clubs must maintain an Employee Register to track Blue/Exemption Card details of all employees appointed to deliver hockey to children and young people under the age of 18 years. The register must include the following information:

- whether or not the person requires a Blue/Exemption Card (if not, why not – e.g. an exemption applies under the Act);
- the type of application/Blue Card (e.g. paid or volunteer) or Exemption Card;
- when the person applied and/or the date of issue of the positive notice and Blue/Exemption Card;
- the Blue Card/Exemption Card number and the expiry date of the Blue Card; and
- the renewal date.

This register is monitored periodically to ensure Blue/Exemption Cards are recorded and renewed in a timely manner.

Under the Act, Blue Card Services has the power to conduct an audit to ensure the organisation maintains an employee register.

All employees' Blue/Exemption Card records are reviewed by HQ, their Association or Club prior to appointment to a role within these organisations where they are working with children or young people. Individuals must be contacted regarding renewal of Blue/Exemption Cards to ensure all employees who hold a position involving working with children have a current Blue Card or Exemption Card and have applied for a renewal when due.

HQ, the Association or Club will ensure that appropriate and confidential records in relation to the following are maintained:

- whether a negative notice has been issued;
- any change in status to a Blue Card or Exemption Card (such as a change in police information, or the cancellation or suspension of a Blue/Exemption Card);
- where there is a change in police information, the date HQ/Association/Club informed Blue Card Services of the change;
- where an employee leaves HQ/Association/Club and the date Blue Card Services are informed; and
- any change to the employee's/volunteer's personal information, including the date they informed Blue Card Services (Note: it is an offence for an employee to fail to notify Blue Card Services on the appropriate form of any change in personal details within 14 days).

### 3.2 Managing Existing Blue Card Holders

When an employee joins HQ, their Association or Club and already has a Blue Card, HQ, the Association or Club, must verify the validity of the Blue Card, AND:

- If the person holds a paid Blue Card, lodge an *Authorisation to confirm a valid card/application form* with Blue Card Services. This will ensure that HQ, the Association or Club receives important notifications in relation to the Blue Card holder, including that the card has been cancelled or suspended;
- If the person holds a volunteer Blue Card, and will be undertaking paid employment with HQ, the Association or Club, lodge a *Volunteer to paid transfer form* with Blue Card Services. This will transfer their card from volunteer to paid status and will ensure HQ, the Association or Club receives important notifications in relation to the Blue Card holder, including that the card has been cancelled or suspended;
- If the person holds a volunteer Blue Card and will be undertaking voluntary employment with your organisation, lodge an *Authorisation to confirm a valid card/application form* with Blue Card Services. This will ensure that HQ, the Association or Club receives important notifications in relation to the Blue Card holder, including that the card has been cancelled or suspended.; and
- If an employee ceases working with HQ, the Association or Club, the organisation should lodge an *Applicant/cardholder no longer with organisation form* to advise Blue Card Services immediately.

All forms can be accessed via: <https://www.bluecard.qld.gov.au/applications/applications.html>

If an employee has had a card cancelled or suspended or receives a negative notice after a change in police information, HQ, their Association or Club must:

- ensure the employee does not continue to undertake child-related work within HQ, their Association or Club (work that is regulated by the Act); and
- if HQ, the Association or Club continue to employ the person to perform work that is not child-related, ensure that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment within your organisation.

### 3.3 Managing Breaches

Any paid employee without a current Blue Card or Exemption Card or without having submitted a renewal form is suspended from roles working with children and young people under 18 years until a positive notice is issued.

Any volunteer without a current Blue Card or Exemption Card is suspended from roles working with children and young people under 18 years until a positive notice is issued.

The MPP provides templates and clear guidance on the complaints process to follow should a breach be suspected or occur.

### 3.4 Offences and Penalties

HQ promotes to employees and members the obligations of employers and employees, and the offences and penalties under the Act through the HQ website, members' forums and regular updates. Full information on offences and penalties under the Act (ranging from \$1,261.50 to \$63,075 or 5 years imprisonment) is available at: <https://www.bluecard.qld.gov.au/offences-and-penalties.html>

### 3.5 Appointment of Employees

Where the position works directly with under-age people HQ, Associations and Clubs aim to appoint employees who are suitable to work with children and young people through appropriate position descriptions, interview questions and referee checks. Upon appointment, prior to working with children, all new employees must provide the details of their current Blue/Exemption Card for HQ, the Association or Club to verify with Blue Card Services.

In accordance with the MPP, employees will also complete the Member Protection Declaration (Appendix 1).

### 3.6 Training and Education

HQ aims to educate all employees and members in the requirements of Blue Cards and the MPP to support their efforts and encourage all members to adopt practices that secure the safety and wellbeing of children, young people and employees working with children and young people.

HQ regularly communicates Blue Card requirements to employees and member organisations through the website, information sessions at members' forums and regular updates to support the implementation of the Blue Card system and Child Safety practices.

HQ requires all employees to agree to the codes of conduct and provides child protection awareness training for under-age players selected in Queensland teams, parents of under-age players selected in Queensland teams and all Queensland Team Officials (coaches and team managers) appointed by HQ where under-age players are selected, to raise awareness of appropriate practices to secure the safety and wellbeing of children, young people and employees working with children and young people while travelling to national competitions and events.

Through the *Modern Club Management Kit*, HQ provides and promotes online video training covering Child Protection supported by policies and procedures for all affiliated hockey Associations and Clubs within Queensland to ensure all affiliates' employees have access to induction training and supporting documentation to perform their roles and meet the requirements of the Policy and Member Protection Policy.

To support the ongoing training and education of employees, members and parents, and to further encourage good practice, HQ also promotes the training and support resources available through:

1. Play By The Rules via the following link: <https://www.playbytherules.net.au/online-courses/child-protection-online-course> and
2. the Daniel Morcombe Foundation: <http://www.recognisereactreport.com.au/>

### 3.7 Review

HQ undertakes annual reviews of the Policy as a minimum, to ensure the organisation maintains practices that align with current legislation and good practice to support the creation of safe and supportive environments for the ongoing safety and wellbeing of children, young people and employees working with children and young people. This review includes:

- whether HQ policies and procedures were followed;
- whether any incidents relating to children and young people's risk management issues occurred;
- the actual process used to manage any incidents;
- the effectiveness of HQ's policies and procedures in preventing or minimising harm to children and young people; and
- the content and frequency of training in relation to the Policy and MPP.

### 4.0 Contact

Queensland: *Commission for Children and Young People and Child Guardian Act 2000* Contact the Public Safety Business Agency about the "Blue Card" system.

Website: <http://www.bluecard.qld.gov.au/>

Phone: 1800 113 611 or 07 3211 6999

## HOCKEY AUSTRALIA MEMBER PROTECTION POLICY

### Attachment C1: MEMBER PROTECTION DECLARATION

Hockey Australia has a duty of care to all those associated with our organisation and our sport. It is a requirement of our Member Protection Policy that we check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

I ..... (name) of .....  
..... (address) born ...../...../.....

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment, acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that HA may consider constituting a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the President or CEO of the hockey organisation engaging me immediately upon becoming aware that any of the matters set out above has changed.

Declared in the State/Territory of .....  
on ...../...../.....(date) Signature .....

#### Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:..... Date: .....

*This Policy will be reviewed by the Integrity Committee annually*

**~END~**