



## BLUE CARD PROCEDURE

Procedure Owner	Chief People Officer
Contact Officer	Chief People Officer (for staff) University Registrar (for students)
Endorsement Authority	Chief Operating Officer
Date of Next Review	11 March 2028

### 1. WHO REQUIRES A BLUE CARD

The following employees, Volunteers and students are required to hold a Blue Card with [Blue Card Services](#) where they work with children for more than seven (7) days in a calendar year:

- i. Paid employees and [Volunteers](#) of the University, who in their role at Bond University are required to work with Children and Young Persons, including, but not limited to the following categories:
  - a) Bond University College employees regularly involved in [Sport](#) and [Active Recreation](#) activities who are not registered with Queensland College of Teachers (**Note:** employees who are registered with Queensland College of Teachers will require an [exemption card](#));
  - b) All Sports Centre employees including those instructing a school-based education program;
  - c) Sports Coaches involved with school-aged coaching programs;
  - d) Clinical health professionals providing Health, Counselling or Support Services who do not hold registration with the Australian Health Practitioner Regulation Agency (AHPRA);
  - e) Other roles providing non-incident contact with Children or Young Persons;
  - f) Staff in Student Accommodation roles that involve non-incident contact with Children or Young Persons e.g. Residential Fellows;
  - g) All Researchers conducting projects involving Children or Young Person participants.
- ii. Students who are required, as part of their degree program, to work with Children and Young Persons.
- iii. Students who participate in the Bond University Children Holiday Camp.
- iv. Cleaning staff who are contracted to clean the Student Residences and the University Sports Centre.

#### 1.1. Exemptions

Registered health practitioners are exempt and do not require a Blue Card when providing services to Children or Young Persons that relate to the functions as a registered health practitioner. The *Child Protection Act 1999 (Qld)* defines a registered health practitioner as a person registered under the *Health Practitioner Regulation National Law Act 2009 (Qld)*, other than as a student. This includes the following professions and includes a recognised specialty in any of the following professions:

- Aboriginal and Torres Strait Islander health practice
- Chinese medicine
- Chiropractic
- Dental
- Medical
- Medical radiation practice
- Nursing and midwifery
- Occupational therapy
- Optometry
- Osteopathy
- Pharmacy
- Physiotherapy
- Podiatry
- Psychology.

## 2. APPLICATION PROCESS

The Blue Card 'Working with Children' check is designed to determine whether a person is suitable to work with Children or not. A Bond University employee, student or Volunteer who is required to undergo a check must complete an application for a Blue Card. Applications can be made online via the [Blue Card Services website](#).

It is an offence for a [Restricted Person](#) to start or continue working or volunteering in [Restricted Employment](#). It is also an offence to employ or continue to employ a Restricted Person in Restricted Employment if it is known (or should reasonably be known) that they are a Restricted Person.

### 2.1. Paid Employees

Position advertisements made by Bond University People & Talent for positions which fall under one of the identified child-related employment categories (see clause 1) will outline the requirement of a current Blue Card.

New employees or existing employees transferring into a role which requires a Blue Card will be advised by the hiring manager of the requirement for a Blue Card. The hiring manager will contact the employee to request details of a current Blue Card or to arrange the Blue Card application.

These employees will be notified in their appointment letter of the requirement to hold a Blue Card. This letter will also specify that continuation of their employment is conditional upon holding the Blue Card.

Employees will be required to provide evidence of a valid Blue Card and have their card linked to Bond prior to commencing in child-related employment. [Applications](#) can be made online via the Blue Card Services website. Applicants will require a customer reference number (CRN) from the Department of Transport and Main Roads before applying.

On receipt of a Blue Card the Faculty/Office Delegate will verify the applicant's identity, ensure the card is valid and create a link to Bond through the work area's Organisation Portal. An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' license that includes their photograph. Teachers registered with the Queensland College of Teachers require an Exemption Card rather than a Blue Card. [Applications](#) can be made online via the Blue Card Services website. Registered Teachers can commence providing child-related services once an Exemption Card application has been submitted and their application has been linked to the University through the work area's Organisation Portal, or for existing Exemption Card holders, once their card has been linked to the University.

Paid employees with a Volunteer Blue Card will need to transfer their card to a Paid card by completing the [Volunteer to Paid Employment Transfer form](#). The transfer form must be submitted prior to continuing in child-related work.

#### 2.1.1. Process for Dealing with a Negative Notice

Applicants who receive a Negative Notice are not permitted to apply for, commence, or continue in any Child-related work (paid or voluntary).

Individuals who are issued a Negative Notice may lodge an application for review with the Queensland Civil & Administrative Tribunal (QCAT) within 28 days of receiving the notification.

A Negative Notice will trigger a formal review of:

- Employment Opportunity; or
- Ongoing employment (staff and volunteers); or
- Enrolment status (students whose role or program requirements involve to working with Children or Young Persons).

### 2.2. Volunteers

Volunteers who require a Blue Card will be notified by the relevant Faculty/Office of the requirement and must hold a valid Blue Card and have the card linked to Bond before commencing volunteer work.

Volunteer agreements will include the requirement to hold a Blue Card. The agreement will also specify that the continuation of their volunteer appointment is conditional upon holding the Blue Card.

[Applications](#) can be made online via the Blue Card Services website. In order to receive a free Blue Card, volunteers must be linked to Bond as part of the application process. Once the volunteer has commenced their application registration, the Faculty/Office delegate or People & Talent can link them to the University through the Organisation Portal using their online account number or by submitting a Link. For existing Blue Card holders joining the University, the Faculty/Office Delegate will verify the cardholders' identity and link the card to Bond through the work area's Organisation Portal or by submitting a [Link a person to your organisation form](#). An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' license that includes their photograph.

### 2.3. Students

All Bond University students who undertake practical placements working with Children and Young Persons as part of their degree program are required to obtain a Blue Card prior to commencing their placement. The relevant Faculty will advise students of their requirement to obtain a Blue Card prior to the commencement of the program.

Bond University students will be required to submit their [application](#) to Blue Card Services and to provide details of the Blue Card to the relevant Faculty. In order to receive a Blue Card for free, students must be linked to Bond as part of the application process. Once the student has commenced their online registration, the Faculty/Office delegate can link them to the University using their online account number either through the Organisation Portal or by submitting the [Link a person to your organisation form](#). For existing Blue Card holders, the Faculty/Office Delegate will verify the cardholder's identity and link the card to Bond through either the Organisation Portal or by submitting the form. An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' license that includes their photograph.

Trainee students cannot commence regulated child-related work until they hold a valid Blue Card and it has been linked to Bond.

#### 2.3.1 Students who participate in the Bond Children's Holiday Camp

Students who wish to volunteer at the Bond Children's Holiday Camp held annually in December are required to have a volunteer Blue Card to be able to participate.

### 2.4. Payment of Blue Cards

Bond University has adopted the following practice regarding payment of Blue Cards for employees, Volunteers, and students in identified child-related categories (see Clause 1):

- i. **All continuing, fixed term and casual employees** are responsible for the cost of obtaining their Blue Card.
- ii. **Bond University students and volunteers** are not required to pay any application fee for a Blue Card as these are issued by Blue Card Services at no charge. To obtain a free card, the Student or Volunteer must be linked to Bond as part of the application process.

### 3. ADVICE ON BLUE CARDS

Blue Card Services determine suitability of an applicant following lodgment of the application form. The result will either be a working with children clearance or a negative notice about the suitability of the applicant.

- i. **A working with children clearance:** issued to the applicant and University, which will remain on the employee, Volunteer, or student's records. If changes occur to an employee, Volunteer or student's [Police Information](#), notification must be made to Blue Card Services immediately.
- ii. **A negative notice:** if deemed by Blue Card Services that an applicant is unsuitable, this remains valid indefinitely unless cancelled by Blue Card Services or reviewed by the Department of Justice and Attorney-General. For privacy reasons, the University will only be advised that the applicant is unsuitable, not of the reasons for that unsuitability.

Bond University will review the employment of any employee or Volunteer working in a child-related employment category on becoming aware that the person:

- has been issued with a negative notice;
- is a known disqualified person;
- has had their Blue Card or exemption card cancelled or suspended;
- has withdrawn their consent to employment screening or their application is withdrawn for another reason; or

- has a change in Police Information which is a conviction of a serious offence;
- the employee holds a disability exclusion or interstate NDIS exclusion;
- is the subject of an adverse interstate Working with Children decision that is in effect; or
- the University is advised by Blue Card Services that the employee is no longer able to perform child-related employment.

Bond University students whose application is rejected must immediately inform their nominated Faculty. They will not be able to undertake that field of placement. Where practicable, the Faculty will endeavour to provide the student with possible options to complete their program requirements.

Loss of Blue Cards by Bond University employees, Volunteers and students must be reported to Blue Card Services on the [Replacement blue/exemption card form](#). The individual will meet the card replacement fees.

**4. EMPLOYEE REGISTER** (section 369 of the [Working with Children \(Risk Management and Screening\) Act 2000](#) (Qld)) Bond University must maintain an employee register which is a written record or register of all business operators, paid employees, and volunteers in the University. The record needs to identify:

- name
- date of birth
- whether the person needs a Blue or Exemption card

If the person needs a Blue or Exemption card, the record also needs to identify:

- their application status (e.g. no application made; has applied; or has a Blue or Exemption card.
- the number and expiry date of their Blue card or Exemption card

If the person does not need a Blue or Exemption card, the record also needs to identify if they:

- are engaged in regulated employment
- work under restricted employment (relying on an exemption)
- have an exemption applied due to their profession.

Where a determination is made that a Bond employee does not need to hold a Blue Card by applying the Frequency Test, this must be recorded in the Register.

Some of the existing Blue or Exemption card holders' information will be captured on the Organisation Portal, however, the University needs to maintain a separate employee register for any individual relying on exemptions or otherwise permitted to work in child-related activities without a Blue card.

Organisations and individuals must comply with a lawful request to provide Blue Card information or documents such as a copy of the register in either electronic or hard copy format to Blue Card Services unless they have a reasonable excuse not to. There may be penalties for non-compliance.

## **5. CHANGING CIRCUMSTANCES**

Bond University employees, volunteers and students must advise Blue Card Services about any changes to their Police Information immediately. Blue Card Services will notify the University of a change in police information when the change is considered relevant to child-related employment.

On receipt of such information, Bond will undertake a review as set out in clause 2.1.1.

## **6. RENEWALS**

Renewal forms must be submitted prior to the expiry date.

If a Blue Card expires, the paid employee, trainee student or Volunteer will be unable to continue in child-related employment, until such time as their renewal application has been processed and a new Blue Card issued and linked to Bond.

## 7. DELEGATIONS AUTHORITY

Action	Approving Authority
<b>Paid Employees</b>	
Advise People & Talent (HR) of requirement for a Blue Card	Faculty or Office Delegate
Verify cardholder's identity and link Blue Card to the University	Faculty/Office Delegate
Maintain register of employees who hold current Blue Cards	Faculty/Office Delegate
Confirm renewal application has been lodged prior to expiry date	Faculty/Office Delegate
Terminate appointment of employee issued with a negative notice	Chief People Officer in consultation with Faculty/ Office Delegate
Advise Blue Card Services when an employee Blue Card holder leaves the organisation.	Faculty/Office Delegate
<b>Volunteers</b>	
Identify volunteers who require a Blue Card.	Faculty/Office Delegate
Verify applicant or cardholder's identity and link Blue Card to the University	Faculty/Office Delegate
Maintain register of volunteers who hold current Blue Cards	Faculty/Office Delegate
Ensure renewal application has been lodged prior to the expiry date	Faculty/Office Delegate
Advise Blue Card Services when a volunteer Blue Card holder leaves the organisation	Faculty/Office Delegate
Terminate appointment of volunteer issued with a negative notice	Chief People Officer in consultation with Faculty/Office Delegate
<b>Students</b>	
Identify students requiring a Blue Card as part of a placement	Faculty/Career Development Centre (CDC) Delegate
Verify applicant or cardholder's identity and link Blue Card to the University.	Faculty/CDC Delegate
Maintain register of students who hold current Blue Cards	Faculty/CDC Delegate
Ensure renewal application for Trainee Students has been lodged prior to the expiry date.	Faculty/CDC Delegate
Consider options available for students issued with a negative notice	Faculty Delegate, in consultation with the University Registrar

## 8. DEFINITIONS

<b>Active recreation</b>	A form of physical exertion or activity engaged in for the purpose of relaxation or enjoyment, that is not based on formal competition.
<b>Blue Card</b>	A card which is issued by Blue Card Services as a positive notice to an individual. The Blue Card check assesses a person's eligibility to work with children based on their known past police and disciplinary information. The check assesses criminal history, child protection prohibition orders, disqualification orders, if a person is subject to reporting obligations under the <i>Child Protection (Offender Reporting) Act 2004</i> or <i>Dangerous Prisoners (Sexual Offenders) Act 2003</i> as well as other police and disciplinary information.
<b>Blue Card Services</b>	A service within the Department of Justice & Attorney-General that undertakes working with children checks and issue Blue Cards.
<b>Children and Young Persons</b>	Any person under the age of 18 years.
<b>Disqualified Person</b>	A person is a disqualified person if the person:

- (a) has been or is convicted of a disqualifying offence; or
- (b) is subject to –
  - (i) offender reporting obligations; or
  - (ii) an offender prohibition order; or
  - (iii) a disqualification order; or
  - (iv) a sexual offender order; or
  - (v) is the respondent to an application for an offender prohibition order under the Offender Reporting Act.

However, a person is not a disqualified person if they hold a current eligibility declaration.

**Faculty/Office** For the purposes of this Policy, Faculty includes Bond University College and Office includes the Sports Centre and Psychology Clinic.

**Frequency Test** Under the Frequency Test, if a person is not engaged in the regulated activity for more than 7 days in a calendar year, they may not need to hold a Blue Card. Refer to the current [guidance on the BCS](#) website when applying the Frequency Test.

The Frequency Test cannot be used for a restricted person or a business operator.

**Police Information** Means the following:

- (a) the person’s criminal history;
- (b) investigative information about the person;
- (c) information as to whether the person is or has been:
  - (i) a relevant disqualified person; or
  - (ii) the subject of an application for a disqualification order; or
  - (iii) named as the respondent to an application for an offender prohibition order.

**Restricted Person** Means a person who:

- (a) holds a negative notice; or
- (b) holds a working with children authority (blue card or exemption card) that is suspended; or
- (c) is a Disqualified Person and does not hold a working with children authority; or
- (d) has been charged with a disqualifying offence the proceeding for which has not ended; or
- (e) is the subject of an adverse interstate Working with Children decision that is in effect.

**Restricted Employment** Refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are:

- (a) a volunteer parent;
- (b) a volunteer who is under 18;
- (c) paid or unpaid staff who work in regulated child-related employment for not more than seven (7) days in a calendar year;
- (d) a consumer at a child-related service outlet where they also carry out work at the outlet. (A *child-related service outlet* is a place where disability services are provided to children)

**Sport** A form of human activity capable of achieving a result requiring physical exertion or physical skill that, because of its nature or organisation, is competitive and is generally recognised as sport.

**Support Service** Means a service that provides emotional support, mentoring or pastoral care, but does not include a legal advice or legal advocacy service.

**Volunteer** A person employed by Bond University who is not paid, other than being reimbursed for out-of-pocket expenses.

## 8. RELATED PROCEDURES, GUIDELINES AND FORMS

[Applying for a Blue Card](#)

[Link a person to your organisation form](#)

[Replacement Blue Card Exemption Form](#)

Employee register template

[Working with Children Check – Blue Cards](#)

[Resources | Blue Card Services Organisation Portal](#)

High risk activities and special events – Risk Management Plan (refer to Child and Young Persons' Risk Management Procedure

[Who needs a Blue Card Guide 1.0 07102025](#)

Child and Young Persons (Under 18) Safety and Wellbeing Policy SS 5.8.5

Child and Young Persons (Under 18) Risk Management Procedure

## 9. MODIFICATION HISTORY

Date	Sections	Source	Details
March 2026		University Registrar	Date first created as separate Procedure (formerly attached to Working with Children Policy