



# Link a person to your organisation for Queensland State School employees or volunteers

*Working with Children (Risk Management and Screening) Act 2000*

This form is to be completed by a Queensland state school seeking to create a link with an applicant/cardholder, where they do not have access to an online organisation portal.

## 1. School details

Name of school

Organisation ID number *(if known)*

Physical location

Postal address *(if different to physical location)*

Suburb

State

Postcode

ABN/ACN *(optional)*

Telephone

Email (generic organisation email address) *(optional)*

Website *(optional)*

## 2. School Principal's details

School Principal's name

Postal address *(if different to above)*

Suburb

State

Postcode

Telephone *(if different to above)*

Email

## 3. Details of the person you are linking

First name

Middle name

Last name

Date of birth

Account number or blue card number

Telephone

Email

## 4. Child-related activity details

### Is the person a:

Paid employee       Volunteer       Student

### Type of child-related activity:

Information about categories of child-related employment and whether any exemptions apply is available from [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard). Please select the type of child-related activity to which the employment relates:

- |   |   |
|---|---|
| <input type="checkbox"/> Child accommodation services including home stays                        | <input type="checkbox"/> Religious representatives                            |
| <input type="checkbox"/> Government employee  | <input type="checkbox"/> School boarding houses                               |
| <input type="checkbox"/> Health, counselling and support services (including disability services) | <input type="checkbox"/> Schools (other than registered teachers and parents) |
| <input type="checkbox"/> Paid private teaching, coaching or tutoring                              | <input type="checkbox"/> Sport and active recreation                          |

**Note:** you should not use this form to link people working, or intending to work, in a category *not* represented here (e.g. child care). Instead, please complete form 008 *Link a person to your organisation*.

## 5. Declaration of state school representative

I declare:

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

Date of signature

Name

Position

## Next step

Forms may be lodged by one of the following methods:

 **Scan and upload**

[www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)

 **By post**

PO Box 12671, Brisbane George Street QLD 4003

 **In person**

53 Albert Street, Brisbane QLD 4000

 **By fax**

07 3035 5910

### 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](http://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](http://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](http://www.qld.gov.au/bluecard).

Blue Card Services, Department of Justice and Attorney-General

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