

## Policy and Procedure Register updates – Summary of changes to: Working with children (blue card) procedure

1. Reason for new/updated policy or procedure (select all that apply)		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Red tape reduction initiative	<input type="checkbox"/> Audit/review recommendation
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The <i>Working with children (blue card) procedure</i>, and supporting materials, have been updated to comply with the changes to the <i>Working with Children (Risk Management and Screening) Act 2000</i> (WWC Act), commencing on 1 July and 20 September 2025.</p>		
2. Summary of changes		
<p>A summary of key changes is outlined below:</p> <p><i>Register</i></p> <p>From 1 July 2025, Registers need to include extra details, including all workers' dates of birth. Further, if the worker works with children and does not require a card, the reason why (such as having a professional registration exemption or restricted employment exemption) must be included in the Register. A Register template has been provided by Blue Card Services to comply with the new requirements.</p> <p><i>Parent volunteers</i></p> <p>From 20 September 2025, there are new rules for when parent volunteers require, and do not require, a blue card. Specifically, parent volunteers will not require a blue card if the service or activity is provided to their own child. However, parent volunteers <b>will now require a blue card if:</b></p> <ul style="list-style-type: none"> <li>the services or activities provided to children are not provided to their own child; or</li> <li>they attend overnight excursions or camps; or</li> <li>they may have close personal contact (such as assisting with toileting/nappy changing, bathing or dressing) with a child other than their own.</li> </ul> <p><i>Employees (other than teachers) and volunteers working in schools</i></p> <p>Workers (paid or unpaid) will need a blue card if they carry out work within a school area accessible to children during operational hours, including administration staff, cleaners and groundskeepers. If the work is not directed towards children and the nature of the work does not facilitate more than incidental contact with children, the worker will not need a blue card (e.g. tradespeople).</p> <p><i>Businesses operating at schools</i></p> <p>Business operators who offer services or activities in schools where children are present, or at times when children are usually there, will need a blue card and must comply with any applicable blue card requirements for organisations. Schools are not responsible for ensuring the business operators have blue cards or managing their blue card requirements. Those obligations fall onto those business operators. However, the procedure requires that blue cards are validated upon entry to the departmental premises.</p>		

### P&C Associations

Blue Card Services have released [updated information](#) to support P&C Associations to understand their blue card obligations (i.e. for those that operate and OSHC and those that do not operate an OSHC).

### 3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?

☒ Yes

☐ No

If yes, select the type of change: (select all that apply)

☒ Revised responsibilities

☐ New/additional responsibilities

☐ Removed responsibilities

Position title	Summary of change	Page #
Principals/Managers/nominated officers	Identify if a parent volunteer needs a blue card and manage the blue card in accordance with the procedure	1, 3
Principals/Managers/nominated officers	Validate the blue cards of business operators operating on departmental sites when children are ordinarily present	3
Principals/Managers/nominated officers	Record all required details for card holders and non-card holders who work with children in the Organisational Portal or Register	4

### 4. Communication and support for implementation

A summary of the parent volunteer and business operator changes was communicated via ConnectEd and the 'For school communities' post on 9 September 2025.

The updated *Working with children (blue card) procedure*, and supporting resources, to implement the changes will be communicated via:

- ConnectED
- OnePortal slider
- Corporate and School screensavers
- Education House Foyer display
- Social media (Facebook, Instagram and LinkedIn)

Supporting resources will include:

- Quick reference guides – [Who needs a blue card or exemption card?](#) and [Register requirements](#)
- OnePortal update
- Recorded Information Session via EFI Catalogue

**For further assistance, please contact:**

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