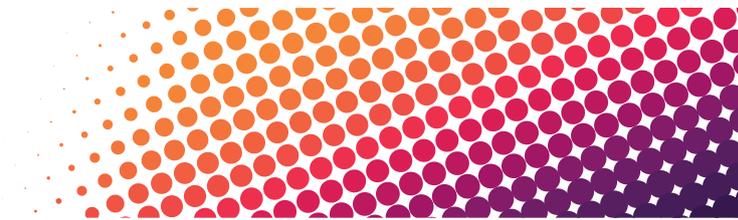


Commencing a new volunteer or trainee or tertiary student



The department considers that all **school-based casual, temporary, permanent employees, and school-based volunteers and trainee students in regulated employment will meet the seven (7) day threshold** and must hold a valid working with children authority. It is noted that any hours performed on any given day equates to one (1) day for the purpose of the seven (7) day threshold.

PRE-COMMENCEMENT – CHECK

Does the person have a blue card (or exemption card)?

- Please refer to the [Working with children authority guidelines \(DOCX, 383KB\)](#) for information regarding who needs a blue card (or exemption card).

NO

YES

PERSON CANNOT COMMENCE WORKING WITH CHILDREN

Person must obtain blue card from [Blue Card Services \(BCS\)](#)

Note: When prompted by BCS, the school/workplace is required to confirm the volunteer application prior to the blue card being confirmed. A person must have a valid blue card prior to commencing volunteering. The school/regional/central business unit must link the volunteer to the [Blue Card Services Organisation Portal](#).

PRE-COMMENCEMENT – VERIFY

Is the blue card valid?

- Verified by photographic ID?
- Within expiry date?
- Confirmed via [BCS Online Validation Tool](#)?

NO

YES

PERSON CANNOT COMMENCE WORKING WITH CHILDREN

Person must obtain blue card (or exemption card) from [Blue Card Services \(BCS\)](#)

ON COMMENCEMENT – LINK

Link the blue card to your school/work unit.

- A person can be linked within the [Blue Card Services Organisation Portal \(PDF, 297KB\)](#).
- If the [Blue Card Organisation Portal](#) is not in operation, a link form needs to be completed by the school/regional/central business unit and submitted to BCS.

ON COMMENCEMENT – REGISTER

Update your blue card registers

- It is important to ensure your [Employee Register](#) is up-to-date. The register is a written record of all business operators, paid employees and volunteers involved in child-related activities at your school and/or within your business unit
- OneSchool: OneSchool > Staff accreditation > Working with children check > Non-departmental (for volunteers etc); (Schools only)
- The [Blue Card Services Organisation Portal](#) will automatically update with the card holder's application status. If this does not occur, check that the blue card holder has registered their details online with Blue Card Services. [Register for an online account](#).

ALERT: It is an offence for a [restricted person](#) to start or continue in restricted employment and for an employer to employ or continue to employ a restricted person in restricted employment if they know, or reasonably ought to have known, the person 'is' a restricted person, in accordance with the *Act (s176)*.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure> to ensure you have the most current version of this document.

