

Register Requirements – Quick Reference Guide

Working with children information that needs to be captured in registers

The details of all department workers (e.g. volunteers, contractors and employees) who work with children **must** be recorded by the school / business unit.

To identify who needs a card, refer to the [Who needs a blue card or exemption card? Quick Reference Guide](#).

If the worker requires a blue card or an exemption card

Once the card holder or applicant is linked they will appear in the school / business unit's blue card register in the [Organisation Portal](#)¹

If the worker is not required to hold a blue card or exemption card because a professional registration exemption applies (e.g. AHPRA or QCT registration)

Open your school / business unit saved [Register](#) and enter worker's:
Full name | date of birth | professional registration

If the worker is not required to hold a blue card or exemption card because a restricted employment exemption² applies

Open your school / business unit saved [Register](#) and enter worker's:
Full name | date of birth | restricted employment details | **restricted person status**³

- 1 If your school/business unit does not have an Organisational Portal, enter the details (full name, date of birth, application status, card number and expiry date) in your school / business unit saved [Register](#).
- 2 **Restricted employment exemption** refers to a worker who can work with children without a blue card, such as:
 - A parent volunteer where the service or activity provided to children is also provided to their own child
 - A volunteer who is under 18 years of age
 - Paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year (unless a card is required prior to commencement)
 - A person with a disability who is employment at a place where the person also receives disability services or NDIS supports or services
- 3 A **restricted person** is a worker who must not commence or continue to work with children, and:
 - A secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.
 - has been issued a negative notice
 - has a suspended blue card
 - is a disqualified person
 - has been charged with a disqualifying offence that has not been finalised, or
 - is subject to an adverse interstate Working with Children Check decision that is in effect.

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