

Who needs a blue card or exemption card? Quick reference guide

Read the [Child and student protection policy](#) and [Working with children \(blue card\) procedure](#) prior to using this guide.

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- All categories are subject to restricted employment* exemptions
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Category

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Role

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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.

All categories

Role	Description	Considerations	Card* Required	Not Required
Volunteers (working in any category)				
Parent* volunteer*	A service or activity that is provided to children, including the parent's own child Examples may include: <ul style="list-style-type: none">a service or activity provided to all children at a school the parent's child attends, such as the tuckshop or a whole-school athletics carnivala service or activity that is only provided to a specific group of children which includes the parent's child, such as a class day excursion or under 8's day	<ul style="list-style-type: none">Excludes activities outlined below where a parent volunteer must have a blue card		✓
	A service or activity that is provided to children but not to the parent's own child Examples may include: <ul style="list-style-type: none">a parent who has a child in Year 3 who volunteers to help in a Year 5 pottery lesson	<ul style="list-style-type: none">Valid card must be linked to the school* / business unit	✓	
	Where close personal contact* with a child, other than the parent's own child, may be included in the service or activity Examples may include: <ul style="list-style-type: none">uniform shop or swimming lessons where children may need assistance dressingday excursions where children may need assistance with toileting	<ul style="list-style-type: none">Valid card must be linked to the school* / business unit, prior to commencement	✓	
	Where the parent attends an Overnight camp or excursion	<ul style="list-style-type: none">Valid card must be linked to the school* / business unit, prior to commencement	✓	
Other volunteer*	Must have a card in accordance with Other worker* requirements per each category in this Quick Reference Guide.			
Registered health practitioners* (working in any category)				
Registered health practitioner*	Examples may include: <ul style="list-style-type: none">Occupational therapistPhysiotherapistRegistered nursePsychologistOther registered health practitioner*	<ul style="list-style-type: none">Registration with AHPRA andEmployed or carrying on a business as part of their professional registration duties		✓

Schools* and School Boarding Facilities*

Role	Description	Considerations	Card* Required	Not Required
Schools* and school boarding facilities*				
Registered teacher*	<ul style="list-style-type: none"> Teacher Heads of program School leaders 	<ul style="list-style-type: none"> Full or provisional registration, or a permission to teach, with QCT* Includes attending overnight camps or excursions where such duties form part the Registered teacher's role 		✓
Other worker* (generally school-based)	Examples may include: <ul style="list-style-type: none"> Teacher aide Business manager Administration officer Schools officer Cleaner Community/Assistant teacher Instrumental music instructor Speech language pathologist 	Schools* - any of the usual functions of the employment take place in an area of a school*: <ul style="list-style-type: none"> in which children are being educated and cared for or that is accessible to children and at a time when children are ordinarily present OR School boarding facilities* - the work is likely to be carried out inside the boarding facility at the school*	✓	
Other worker* (generally non-school based)	Schools* - examples may include: <ul style="list-style-type: none"> Tradespeople Regional/central office staff Union officials Staff trainers 	<ul style="list-style-type: none"> Where the business or work is not directed towards children and Does not permit or facilitate contact with children (other than incidental) 		✓
	School boarding facilities* – examples may include: <ul style="list-style-type: none"> Tradespeople 	The work is likely to be carried out inside the boarding facility at the school	✓	



Education and Care Services

Education and care services (ECS)*: Please note there are also approved provider responsibilities for employing suitable staff under the *Education and Care Services National Law (Queensland)*, including [checking a person's prohibition status at any time](#).



Role	Description	Considerations	Card* Required	Not Required
Category A: State Delivered Kindergarten (SDK) - Fenced off from the school and physically separate with different entry and exit points				
Registered teacher*	Examples include: <ul style="list-style-type: none">Kindergarten teacherNominated supervisorPerson with management or control responsibilities	<ul style="list-style-type: none">Registration with QCT* andAn educator*, carer* or staff member* of an SDK	✓ (Exemption Card)	
An educator*, carer* or staff member*	Examples may include: <ul style="list-style-type: none">School officerSchool bus driverNominated supervisorPerson with management or control responsibilities	<ul style="list-style-type: none">An educator*, carer* or staff member* of an SDK	✓	
Other worker*	Examples may include: <ul style="list-style-type: none">TradespeopleRegional/central office staffUnion officialsStaff trainers	<ul style="list-style-type: none">Work is likely to be carried out at an ECS premise* while children are being educated and cared for at the ECS premise*	✓	
		<ul style="list-style-type: none">Work is carried out when ECS children are not present		✓
Category B: State Delivered Kindergarten (SDK) - Delivered in a composite class setting and the kindergarten children have access to the entirety of the school				
Registered teacher* (SDK)	Examples may include: <ul style="list-style-type: none">Registered teacher of a kindergarten and prep composite/multi-age classNominated supervisorPerson with management or control responsibilities	<ul style="list-style-type: none">Registration with QCT* andAn educator*, carer* or staff member* of an ECS	✓ (Exemption Card)	

Role	Description	Considerations	Card* Required	Not Required
Registered teacher* (School)	Examples may include: <ul style="list-style-type: none">Teacher taking school children from their classroom into an ECS premises* as part of a class activity orTeacher supervising school and ECS children on playground or bus duties	<ul style="list-style-type: none">The employee is an approved teacher* andNot an educator*, carer* or staff member* of the ECS andPerforms any usual functions of their employment in an area of the school being used as an SDK		✓
An educator*, carer* or staff member*	Examples may include: <ul style="list-style-type: none">Schools officerSchool bus driverNominated supervisorPerson with management or control responsibilities	<ul style="list-style-type: none">An educator*, carer* or staff member* of an SDK	✓	
Other worker*	Examples may include: <ul style="list-style-type: none">TradespeopleRegional/central office staffUnion officialsStaff trainers	<ul style="list-style-type: none">Work is likely to be carried out at an ECS premise* while the ECS children are being educated and cared for andThe ECS is in an area of a school in which school children are being educated and cared for or that is accessible to children and at a time when the school children are ordinarily present andThe work is not directed towards children and does not permit or facilitate contact with children (other than incidental)		✓
		<ul style="list-style-type: none">Work is carried out when ECS children are not present		✓
Category C: Outside School Hours Care Service (OSHC*)				
Registered teacher*	Examples include: <ul style="list-style-type: none">OSHC* educator*/supervisor	<ul style="list-style-type: none">Registration with QCT* andAn educator*, carer* or staff member* of an OSHC*	✓ (Exemption Card)	
An educator*, carer* or staff member*	Examples include: <ul style="list-style-type: none">OSHC* educator*/supervisorAdministration officer	<ul style="list-style-type: none">An educator*, carer* or staff member* of an OSHC*	✓	
Other worker*	Examples may include: <ul style="list-style-type: none">TradespeopleRegional/central office staffUnion officialsStaff trainers	<ul style="list-style-type: none">Work is likely to be carried out at an ECS premise* while children are being educated and cared for at the ECS premise*	✓	
		<ul style="list-style-type: none">Work is carried out when ECS children are not present		✓

Child Accommodation Services

Role	Description	Considerations	Card* Required	Not Required
Child accommodation service* or a child accommodation service* funded by the Australian Government or DoE* under the residential facilities category				
Registered teacher*	<ul style="list-style-type: none"> Teachers Heads of program School leaders 	<ul style="list-style-type: none"> Registration with QCT and Work or volunteer to provide services to children in a homestay or student exchange program or overnight camp or excursion (unless attendance at overnight camp or excursion forms part of the Registered teacher's duties as an employee of a school - see School* and School Boarding Facilities) category above) or Work inside a funded child accommodation service* or Are over 18 years old and live in a home where a child accommodation service* or homestay is provided 	 (Exemption Card)	
Other worker*	Examples may include: <ul style="list-style-type: none"> Other paid employees Contractors Volunteers* 	<ul style="list-style-type: none"> Work or volunteer to provide services to children in a homestay or student exchange program or overnight camp or excursion or Work inside a funded child accommodation service* or Are over 18 years old and live in a home where a child accommodation service* or homestay is provided 		

Justice and Detention Centres*

Role	Description	Considerations	Card* Required	Not Required
Justice and detention centres*				
Registered teacher*	<ul style="list-style-type: none"> Teachers Heads of program School leaders 	<ul style="list-style-type: none"> Registration with QCT* and Work is carried out within a detention centre* 	 (Exemption Card)	
Other worker*	Examples include: <ul style="list-style-type: none"> Teacher aide Business manager Administration officer Vocational trainer Any Other worker* 	<ul style="list-style-type: none"> Work is carried out within a detention centre* 		







Business operators* providing a child-related service or activity

Regulated [business operators](#)* have their own obligations to manage their blue card requirements. This information is provided for awareness only and to enable Principals, Managers and nominated officers to check blue cards upon entry to their school or other relevant site.

All Categories – Regulated child-related business

Role	Description	Considerations	Card Required	Not Required
All Categories - Regulated child-related business				
Regulated business operators * operating in DoE* sites	Educational services and activities conducted inside school such as: <ul style="list-style-type: none"> Cultural services Faith-based services Sport or recreational services Music services (e.g. external music lessons) Motivational talks Wildlife or petting zoo 	The usual activities of the business take place in an area of a school: <ul style="list-style-type: none"> in which children are being educated and cared for or that is accessible to children and at a time when children are ordinarily present 	✓	
	Entertainment, beauty and photography such as: <ul style="list-style-type: none"> Professional photographers DJs at school disco Entertainers 	If the usual functions of the business include: <ul style="list-style-type: none"> providing services directed mainly towards children or conducting activities mainly involving children 	✓	
	Disability work	Providing disability services as outlined in section 12 of the Disability Services Act 2006 (DS Act), or NDIS* support to a child with disability as outlined in section 12A of the DS Act	✓	

Parents and Citizens (P&C) Associations

Role	Description	Considerations	Card* Required	Not Required
P&C Associations under the Education and care services (ECS)* category				
P&C Associations responsible for an OSHC* service				
<u>Executive committee* member (as defined in the Association's Constitution) or an Executive Officer*</u>	Examples may include: <ul style="list-style-type: none">PresidentVice-PresidentSecretaryTreasurer	<ul style="list-style-type: none">Operating an OSHC* andNo registration with QCT* andIrrespective of being a Parent* Volunteer*Must have a valid card, linked to the Office of Early Childhood Education and Care, prior to commencement	 (Business Operator Card)	
		<ul style="list-style-type: none">Operating an OSHC* andRegistration with QCT* andIrrespective of being a Parent* Volunteer*Must have a valid card, linked to the Office of Early Childhood Education and Care, prior to commencement	 (Business Exemption Card)	
P&C Association under the Churches, clubs and associations involving children				
Non-executive committee members	Examples may include: <ul style="list-style-type: none">Subcommittee members	<ul style="list-style-type: none">Regardless of whether decisions are made about activities and services for children		
P&C Associations with no responsibility for an OSHC* service				
P&C Association under the Churches, clubs and associations involving children				
Executive committee member (as defined in the Association's Constitution)	Examples may include: <ul style="list-style-type: none">PresidentVice-PresidentSecretaryTreasurer	<ul style="list-style-type: none">Making decisions about activities and services for children andNo registration with QCT*		
		<ul style="list-style-type: none">Making decisions about activities and services for children andRegistration with QCT*	 (Exemption Card)	
Non-executive committee members	Examples may include: <ul style="list-style-type: none">Subcommittee members	<ul style="list-style-type: none">Regardless of whether decisions are made about activities and services for children		
See Blue Card Service's P&C fact sheet for further information.				

Definitions

Term	Description
AHPRA	Australian Health Practitioner Regulation Agency
Approved teacher	A person who holds full registration, provisional registration or a permission to teach under the Education (Queensland College of Teachers) Act 2005 , as defined in Schedule 7 of the WWC Act
Blue card	A working with children card, as outlined in Schedule 7 of the WWC Act, that evidence that a working with children authority has been issued to a person by Blue Card Services
Business operator	A sole/self-employed/business operator providing a regulated child-related service or activity , as outlined in Schedule 1, Part 2 of the <i>Working with Children (Risk Management and Screening) Act 2000</i> (WWC Act)
Card	The collective term used in this Guide to refer to both a blue card and an exemption card issued by Blue Card Services
Carer	In relation to a stand-alone service, means a person- (a) who is engaged to provide education and care of a child in the course of a stand-alone service; or (b) who is conducting the stand-alone service and providing education and care of children in the course of the service, as defined in Schedule 7 of the WWC Act
Child accommodation service	A service for which the main purpose is to provide accommodation for children but does not include the care of children by an approved carer under the Child Protection Act 1999 acting in that capacity, or the provision of accommodation to children under residential tenancy agreements under the Residential Tenancies and Rooming Accommodation Act 2008 , as defined in Schedule 7 of the WWC Act
Child-related duty	A relevant duty to be performed in the department as determined by the chief executive, or delegate, under the Directive
Child-related work	Refers to regulated employment, restricted employment, working with children under a professional registration exemption and a child-related duty. (See the Working with children (blue card) procedure for further information)
Close personal contact	For example, assisting a child with toileting / nappy changing, bathing or dressing
Detention centre	A detention centre established under section 262 of the <i>Youth Justice Act 1992</i> , as outlined in Schedule 1, Part 1, section 4B of the WWC Act. (Examples may include education units within youth detention centres, such as Brisbane Youth Education and Training Centre, Cleveland Education and Training Centre and West Morton Education and Training Centre)
Disqualified person	A person who is: <ul style="list-style-type: none"> • Convicted of a disqualifying offence—regardless of the penalty and regardless of when and where it occurred; • A reportable offender outlined in section 5 of the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004 (CP Act); • The subject of an offender prohibition order under the CP Act; • Prohibited by a court from applying for or holding a blue card; or • The subject of a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003
Disqualifying offence	An offence listed in Schedule 4 or Schedule 5 of the WWC Act

Term	Description
DoE	Department of Education
ECS	An Education and Care Service as defined under section 5(1) of the <i>Education and Care Services National Law (Queensland)</i> (ECS National Law) or section 8 of the <i>Queensland education and care service under the Education and Care Services Act 2013</i> (ECS Act). Examples include, an OSHC service providing vacation, before and/or after school care or a State Delivered Kindergarten
ECS premises	Means each place an Education and Care Service, other than a family day care service, operates (or is going to operate) as defined under section 5(1) of the <i>ECS National Law</i> or for a Queensland education and care service (QEC) each place at which a QEC service operates or is to operate, as defined under Schedule 1 of the <i>ECS Act</i>
Educator	An individual who provides education and care for children as part of an education and care service or QEC, as defined in Schedule 7 of the WWC Act
Executive Committee	means a group or body of people, by whatever name called, that manages the affairs of the church, club or association relating to children, as defined in Schedule 1, Part 1, section 5 of the WWC Act
Executive Officer	Of a corporation, means any person, by whatever name called and whether or not the person is a director of the corporation, who is concerned or takes part in the management of the corporation, as defined in Schedule 7 of the WWC Act
Exemption card	A working with children card, as outlined in Schedule 7 of the WWC Act, specifically for Queensland registered teachers working outside of schools and school boarding facilities
NDIS	National Disability Insurance Scheme
Negative notice	Blue Card Services' decision that the person cannot hold a card
OSHC	An Outside School Hours Care service providing vacation, before and/or after school care
Other worker	A person who, by written or unwritten agreement, carries out work, paid or unpaid, as listed in section 10 of the WWC Act
Parent	Is the child's mother, father or someone else having or exercising parental responsibility for the child - see section 390 of the WWC Act for a full definition
QCT	Queensland College of Teachers
Register	In accordance with section 369 of the WWC Act, a written record of each employee in regulated employment who: <ul style="list-style-type: none"> • has made a working with children check application; • holds a working with children authority; • is employed in restricted employment; and • is not required to apply for a working with children authority
Registered health practitioner	Means a person registered under the Health Practitioner Regulation National Law , other than as a student
Registered teacher	A person who holds full registration or provisional registration under the Education (Queensland College of Teachers) Act 2005 and whose full or provisional registration is not suspended under section 48 or 49 of that Act

Term	Description
Regulated employment	Has the meaning outlined in s156 of the WWC Act. There are various categories of employment under the Act, such as Schools , School boarding facilities , Education and care services , Child accommodation services , Residential facilities and Justice and detention services . Under Schedule 1, Part 1 of the WWC Act, the employment of approved teachers in Schools and School boarding facilities is not considered regulated employment
Restricted employment	The situations or exemptions that allow a person to work in regulated employment* without a blue card, such as if they are: <ul style="list-style-type: none"> a volunteer parent where the service or activity provided to children is also provided to the parent's own child (except for other specified circumstances that require a card - refer to this Quick Reference Guide above for further information) a volunteer who is under 18 years old 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 require prior to commencement as outlined in this Quick Reference Guide above) a person with disability who is employed at a place where the person also receives disability services or NDIS supports or services 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
Restricted person	A restricted person is a person who either: <ul style="list-style-type: none"> 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 the subject of an adverse interstate Working with Children Check decision that is in effect
School	Means a State educational institution, specifically a State primary, secondary or special education school, environmental education centre and outdoor education centre , or student hostels or student residential colleges, under sections 13, 14 or 15 of the <i>Education (General Provisions) Act 2006</i>
School boarding facilities	A boarding facility at a school covered under Schedule 1, Part 1, section 2 of the WWC Act. (Examples may include State school boarding facilities at Spinifex State College (Mount Isa), Western Cape College (Weipa) and Dalby State High School)
Staff member	<ul style="list-style-type: none"> Education and care service - An individual employed, appointed or engaged to work in or as part of the education and care service. Includes the nominated supervisor and a person employed, appointed or engaged as a volunteer QEC approved service - any individual (other than a volunteer) employed, appointed or engaged to work in or as part of the service, whether as an educator or otherwise Stand-alone service - a person engaged in a position in the service, or a person conducting the service and carrying out the functions of a position in the service
Stand-alone service	Means a stand-alone service under section 9 of the <i>Education and Care Services Act 2013</i>
Volunteer	A person providing a service or activity to children on a voluntary basis (i.e. not for a financial reward). Examples include parent volunteers or other volunteers
Working with children authority	A blue card or exemption card issued by Blue Card Services
WWC Act	<i>Working with Children (Risk Management and Screening) Act 2000</i>