Working with children authority guidelines

**DISCLAIMER**

This guideline has not been designed to replace or replicate information contained in legislation, and in the event of any inconsistency between this guideline and legislation (as amended from time to time), the provision of the applicable legislation will apply.

If in doubt about whether a person requires a blue card (or exemption card), please contact your Human Resources Business Partnering team or Blue Card Services direct on 1800 113 611.

**Table of contents**

[Introduction 3](#_Toc47953525)

[Who is required to hold a blue card (or exemption card)? 5](#_Toc47953526)

[The following information applies to all categories (unless otherwise identified). 5](#_Toc47953527)

[Paid employees who work with children 5](#_Toc47953528)

[Volunteers 6](#_Toc47953529)

[Trainee or tertiary students 6](#_Toc47953530)

[School crossing supervisors 7](#_Toc47953531)

[Contractors 7](#_Toc47953532)

[National Disability Insurance Scheme (NDIS) providers in State Schools 7](#_Toc47953533)

[Regional Office and Central Office employees 7](#_Toc47953534)

[Facility hire 8](#_Toc47953535)

[Parents and Citizens’ Associations (P&Cs) 8](#_Toc47953536)

[State Delivered Kindergartens 8](#_Toc47953537)

[Schools – Boarding facilities category 10](#_Toc47953538)

[Child accommodation services including home stays category 10](#_Toc47953539)

[Appendix 1 Definitions 12](#_Toc47953540)

Introduction

This guideline has been developed to support the Department of Education’s (the department’s) [Working with children authority](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure) procedure by providing guidance as to who requires a blue card or exemption cardbefore they can work with children.

Registered teachers and registered health practitioners working within their professional capacity do not require a blue card, however, must hold valid Queensland College of Teachers (QCoT) or Australian Health Practitioner Regulation Agency (AHPRA) registration at all times during their employment for the purpose of satisfying the exemption requirements of the Act. Further, registered teachers employed by the school in a role other than teaching (e.g. teacher aide) do not require a blue card or exemption card (please see [Blue Card Services factsheet – Exemptions for teachers](https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/b053307d-1485-43d7-aa90-b73af315cfb3) for further information).

Separate and distinct from the exemption above, the requirement to hold an exemption cardapplies to teachers in Education and Care Services (including, but not limited to, State Delivered Kindergarten schools, teachers working or volunteering with children in other regulated services outside of the school, such as participating in a homestay program, supervising after hours school care, private tutoring of a child).

Unless otherwise exempt, to work or volunteer with children in Queensland a person requires a blue card (or in some cases, as noted above, an exemption card) if their work fits under one of the [15 categories of regulated employment](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20200529000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20200529000000)))+AND+Content%3D(%22working%22+AND+%22with%22+AND+%22children%22)&q-collection%5B%5D=inforceActs&q-collection%5B%5D=inforceSLs&q-documentTitle=&q-prefixCcl=&q-searchfor=working+with+children&q-searchin=Content&q-searchusing=allwords&q-year=&q-no=&q-point-in-time=29%2F05%2F2020&q-searchform=basic#sch.1) in the [*Working with Children (Risk Management and Screening) Act 2000* (Qld)](https://www.legislation.qld.gov.au/view/whole/inforce/current/act-2000-060) (the Act) and they are likely to work more than seven (7) days\* in a calendar year. The categories which primarily relate to the operations of Queensland state schools and the broader department are:

* Schools — employees other than teachers and parents
* [Education and care services and similar employment (OSHC services and Kindergartens)](#SDK)
* [Child accommodation services including home stays](#HomeStays)
* [Schools — boarding facilities](#Boarding)

The different rules applying to each of these categories are outlined in this guideline.

*\* The department considers that all school-based casual, temporary and permanent employees (including school-based volunteers and trainee or tertiary students) working in regulated employment will meet the seven (7) day threshold and therefore 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.*

**ALERT: Restricted person and restricted employment – all categories**

Please note, however, that it is an offence for a [restricted person](#RestrictedPer) to start or continue in any categoryof [restricted employment](#RestrictedEmp) 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.

An example of this is a parent volunteering at their child’s school in circumstances where that parent is a disqualified person.

For more information regarding restricted persons and restricted employment, including additional case studies and details regarding offences, please visit [Blue Card Services.](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/review/restricted-person)

Who is required to hold a blue card (or exemption card)?

The following information applies to all categories (unless otherwise identified).

Paid employees who work with children

All departmental employees (permanent, temporary and casual) who work with children and young people must hold a blue card (or in some cases an exemption card) if their work falls under a category of regulated employment under the Act, and they are likely to work more than seven (7) days in a calendar year.

All school-based employees (permanent, temporary and casual) are considered likely to work more than seven (7) days in a calendar year and therefore are required to hold a blue card (or hold, or apply for, an exemption card) before they commence employment and maintain its validity at all times during employment.

Although not an exhaustive list, the following paid employees **require a blue card**:

* Teacher aides
* Cleaners
* Schools officers
* Business managers
* School administration staff
* [Speech language pathologists](https://www.publications.qld.gov.au/dataset/information-for-industries-regulated-by-the-blue-card-system/resource/fcdf8d59-ce69-45d3-a182-8e22f18b3510)
* Instrumental music instructors
* Community teachers
* A registered health practitioner performing work outside their professional capacity (e.g. registered health practitioner engaged as a teacher aide).

Although not an exhaustive list, the following paid employees **do not require a blue card**:

* A teacher, or employee working in a school, who has current registration with the QCoT (however, please see below for teachers working in Education and Care Services, including State Delivered Kindergartens).
* A health practitioner who has current registration with the AHPRA who works with childrenas part of their professional duties*.* In the department this generally refers to occupational therapists, physiotherapists, registered nurses and psychologists.

**Note:** QCoT and AHPRA, rather than Blue Card Services, are responsible for screening and monitoring registered teachers and health practitioners. Principals and Regional/Central Office Managers are responsible for ensuring that QCoT and AHPRA registered employees hold the relevant registration prior to commencing employment, and at all times during employment, to ensure appropriate screening of employees is maintained at all times and to satisfy the exemptions under the Act.

Volunteers

All volunteers aged 18 years of age and older (unless they are a parent of a child attending the school), must hold a blue card before they can start work in regulated employment and the volunteer’s blue card must remain valid during their volunteer work.

A child volunteer under 18 years of age does not require a blue card (unless they are a trainee student doing a practical placement (see [Trainee and tertiary students](#Trainee) section below).

Although not an exhaustive list, the following volunteers **require a blue card**:

* Volunteers assisting children in classroom activities or early childhood education and care (ECEC) services
* Non-custodial grandparents or relatives assisting children in classroom activities
* Volunteer tuckshop or canteen staff, dependent upon certain circumstances (See [Parents and Citizens’ Association (P&C)](#PAndCs) section below)
* Trainee/practical students (regardless of age) doing a practical placement at a school or ECEC centre (see [Trainee or tertiary students](#Trainee) section below).

Although not an exhaustive list, the following volunteers **do not require a blue card**:

* A parent volunteering at their child’s current school
* Parents volunteering in sporting or recreational activities with their own child’s school
* A child volunteer under 18 years of age (unless they are a trainee student doing a practical placement).

Principals or Regional/Central Office Managers are encouraged to seek advice from [Blue Card Services](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/contacting/contact) should advice be required as to whether a person falls within the definition of a parentin accordance with [s. 390 of the Act](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20200529000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20200529000000)))+AND+Content%3D(%22working%22+AND+%22with%22+AND+%22children%22)&q-collection%5B%5D=inforceActs&q-collection%5B%5D=inforceSLs&q-documentTitle=&q-prefixCcl=&q-searchfor=working+with+children&q-searchin=Content&q-searchusing=allwords&q-year=&q-no=&q-point-in-time=29%2F05%2F2020&q-searchform=basic#sec.390). A written record of the advice and determination should be maintained should it be determined that the person does not require a blue card.

Trainee or tertiary students

All students enrolled in a tertiary course and undertaking practical placements (e.g. pre-service teachers) as part of their studies (including certificate, TAFE and university courses) require a blue card before commencing their placement with a school.

As per the procedure for volunteers, trainee or tertiary students must be linked to each school site for the duration of their engagement.

Please note high school students undertaking work experience do not require a blue card.

School crossing supervisors

Providing services as a school crossing supervisor (i.e. lollipop person) is regulated employment under the Act. School crossing supervisors are employed by the Department of Transport and Main Roads (TMR). TMR are responsible for the blue card compliance of school crossing supervisors.

Where circumstances require a school crossing supervisor to enter a school to perform work while children are present, the school is required to comply with its [Child and Youth Risk Management Strategy](https://ppr.qed.qld.gov.au/attachment/child-and-youth-risk-management-strategy.pdf) (CYRMS).

In accordance with ordinary visitor requirements, Principals are responsible for persons entering their school site.

Contractors/Tradepersons

The blue card requirements for a contractor/tradesperson (referred to as a contractor herein) entering a school site are different depending upon the regulated employment category, as prescribed by the Act, the school site falls under:

* Schools — employees other than teachers and parents
* [Schools — boarding facilities](#Boarding)
* Education and care services (ECS) and similar employment (Outside School Hours Care (OSHC) services and Kindergartens)

A school will fall under the ECS if it has an Outside School Hours Care service, Vacation Care Service or an integrated/composite State Delivered Kindergarten on site. A State Delivered Kindergarten on a separate and distinct premises also falls under this category.

An ECS may operate within an identifiable boundary (or premises) within a school or it may operate across the entirety of the school. If the boundary of the ECS premises is unable to be determined then the entire school site is subject to the requirements under the ECS category while these services are operating. If none of the services are operating when the contractor is on site, then the Schools category requirements apply.

The department operates three residential boarding facilities located in Weipa (Western Cape College), Mount Isa (Spinifex State College) and Dalby (Dalbt State High School). While the school and colleges fall under the requirements of the schools category, the residential boarding facilities within the school premise fall under the Schools – Boarding Facilities category.

The requirements for contractors under these three categories are as follows:

Schools categories (including employees other than teachers and parents and boarding facilities)

Whether a contractor requires a blue card at a school site in this category depends upon the *type of work* being performed by that contractor and whether the contractor meets the *frequency test*.

A contractor who undertakes maintenance, construction or trade related work at a school site does not need a blue card. Accordingly, the frequency test does not apply.

A contractor who undertakes work with the usual function of:

* Providing services at a school that are directed mainly towards children; or
* Conducting activities at a school that mainly involve children;

does need a blue card, subject to the contractor meeting the frequency test (i.e. likely to work more than 7 days in calendar year).

Education and care services and similar employment category

Whether a contractor requires a blue card at a school site in this category depends upon whether the work to be performed is within the boundaries of the ECS (i.e. Outside School Hours Care service, Vacation Care Service or a State Delivered Kindergarten) while the ECS is operating. The blue card requirements under the ECS category are based upon the *environment* the work is being performed in and the *frequency test*. The type of work being performed by the contractor is irrelevant.

If the work is to be performed within the boundaries of an ECS while the ECS is operating, a blue card is required, subject to the contractor meeting the frequency test (i.e. likely to work more than 7 days in a calendar year), regardless of the type of work being performed.

If the work is to be performed within the boundaries of the ECS, and it is not operating, then the schools category requirements apply (see above).

If the work is to be performed outside the boundaries of the ECS, whether the ECS is operating or otherwise, the schools category requirements apply (see above).

Importantly, if the scheduled work is not completed prior to the time that the ECS commences operation, a blue card will be required for that work to continue. Consideration should be given to the length of time required to complete the work at the time the work is scheduled.

Please refer to the [Flowchart – Blue Card requirements for contractors/tradesperson working in schools](https://ppr.qed.qld.gov.au/attachment/flowchart-blue-card-requirements-for-contractors-tradesperson-working-in-schools.pdf) for assistance in determining whether a contractor requires a blue card at your school site. If you require further assistance, please contact [Blue Card Services](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services).

Schools – boarding facilities

For contractors undertaking work at a residential boarding facility, in excess of the frequency test (more than 7 days in a calendar year), a blue card will be required if work is to be undertaken inside the boarding facility. If work is undertaken away from the boarding facility, but still within the school grounds, the requirements of the schools category (see above) apply.

Irrespective of the categories above, where circumstances require an external contractor to enter any school to perform work while children are present, the school is required to comply with its CYRMS and any school visitor requirements.

National Disability Insurance Scheme (NDIS) providers in State Schools

NDIS funded service providers delivering support at school during school hours, at the request of the parent and with the agreement of the school Principal, require a blue card and in some cases a yellow card exemption.

Further information is available on the department’s OnePortal page at [NDIS and supports outside school](https://intranet.qed.qld.gov.au/Students/LearningandDisabilitySupport/Pages/ndis-supports-outside-school.aspx) (DoE employees only) and Blue Card Services at [Combined disability worker screening and blue card application](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/combined-disability-worker-screening).

In accordance with ordinary visitor requirements, Principals are responsible for persons entering their school site.

Regional Office and Central Office employees

If regional or corporate office staff are likely to work with children more than seven (7) days in a calendar year, they must have a blue card before they commence working with children.

In accordance with ordinary visitor requirements, Principals are responsible for persons entering their school site.

Facility hire

Responsibility for blue card verification and management rests with the regulated organisation/business responsible for delivering the program engaging with children (i.e. the facility hirer), rather than the school.

Please refer to the department’s [Community use of state school facilities](https://ppr.qed.qld.gov.au/pp/community-use-of-state-school-facilities-procedure) procedure and [Hire agreement](https://ppr.qed.qld.gov.au/attachment/hire-agreement.docx) which refers to the facility hirer’s obligation to comply with the Act if they are hiring the facility to operate a program engaging with children.

Principals and Regional/Central Office Managers are encouraged to refer to the requirements for their CYRMS regarding risk management plans for high risk activities and special events.

In accordance with ordinary visitor requirements, Principals are responsible for persons entering their school site.

Parents and Citizens’ Associations (P&Cs)

Blue card requirements for members of a P&C depend on the:

* Membership type (i.e. executive or ordinary); and
* Services for which the P&C is responsible, in particular whether the P&C is responsible for the provision of outside school hours care (OSHC).

Please refer to the [Blue Card Services’ Fact Sheet: *Parents and Citizens’ Associations (P&Cs)*](https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/58f3584f-e203-41da-8cd8-08440ffca63c) for further information in relation to blue card requirements for P&Cs.

It is important to note that P&Cs are responsible for the blue card requirements of their members.

In accordance with ordinary visitor requirements, Principals are responsible for persons entering their school site.

State Delivered Kindergartens

Under the education and care services category of the Act, regulated employment is regarded as environment-based and is subject to a higher threshold of requirements for individuals working in, and entering these premises. This is due to the increased vulnerability of the young children in these premises.

Kindergarten services delivered by the state (SDK) are subject to blue card regulations and requirements under this category. The blue card requirements apply similarly to all kindergarten services irrespective of whether they are registered under the [*Education and Care Services Act 2013* (Qld)](https://www.legislation.qld.gov.au/view/inforce/current/act-2013-044) (ECS Act) or the [*Education and Care Services National Law (Queensland) (National Law)*](https://www.legislation.qld.gov.au/view/inforce/current/act-2013-ecsnlq)*.*

A person will need a blue card if they are a staff member of an SDK school, or they will be doing any work in an [SDK school premises](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/required/?a=111372#edandcareprem) while children are present, for more than seven (7) days in a calendar year. All school-based employees (permanent, temporary and casual) are considered likely to work more than seven (7) days in a calendar year and therefore are required to hold a blue card (or hold, or apply, for an exemption card) before they commence employment and maintain its validity at all times during employment.

Importantly, the blue card regulations impacting on the broader school within which the kindergarten is physically located may differ as follows:

**If a kindergarten program is delivered in a composite class setting** and the kindergarten children have access to the entirety of the school site, the entire school premises are regarded as an ‘education and care service premises or QEC service premises’. This is because the education and care service/QEC service (as applicable) will operate over the entirety of the school. Consequently, everyone who usually works at the school while kindergarten children are there must have either an exemption card (if they are teachers) or a blue card.

**If the kindergarten is fenced off from the school and physically separate** (that is, different entry and exit points, etc.), general school staff will not carry out their functions of employment at education and care services premises or QEC services premise while children are being educated and cared for at the premises. Therefore, teachers who work in the broader school, but not the SDK, will not be required to hold an exemption card. School staff who are not teachers or AHPRA registered health practitioners, will still need a blue card as per the requirements of the ‘schools’ category of regulated employment.

Although not an exhaustive list, the following persons **require a blue card (or in the case of teachers, an exemption card)** in an SDK:

* A person who provides education or assistance in an education and care service. Teachers working in an SDK school or on an SDK school premises **must have an exemption card** under the education and care service category
* A person who works or volunteers at an education and care service while children are present
* A person who supervises a student’s practical placement in an education and care service premises
* A student doing a practical placement in an education and care service
* Tradespeople, other departmental staff (regional/central office), or any other person not identified above who enters the premises to perform their usual work during operating hours if the person meets (or will likely meet) the frequency provisions. This includes entering the education and care service premises to consult with staff

Although not an exhaustive list, the following persons **do not require a blue card**:

* A health practitioner who has current registration with the AHPRA who works with children as part of their professional duties
* A parent volunteering at their child’s current education and care service
* A person doing work outside the operating hours at the education and care service premises (e.g. a tradesperson who only does work at night or on the weekend and does not enter the premises while children are present).

Schools – Boarding facilities category

All persons whose usual work is in a boarding facility at a school will **require a blue card**, except for the following:

* A teacher who has current registration with the Queensland College of Teachers (QCoT)
* A health practitioner who has current registration with the AHPRA who works with childrenas part of their professional duties.

Child accommodation services including home stays category

A person will need a blue card if they will be providing a child accommodation service (including homestay).

Although not an exhaustive list, the following people **require a blue card**:

* Persons providing homestay to children through a school or homestay provider
* Persons over 18 and living in a home where homestay is being provided.

Although not an exhaustive list, the following people **do not require a blue card**:

* a [relative](#Relative) of a child living in the house where the child accommodation service is being provided
* a person living in the home who is under 18.

Appendix 1 Definitions

|  |  |
| --- | --- |
| **Blue card** | A blue card is a plasticised card issued by Blue Card Services, upon an applicant receiving a working with children check clearance from Blue Card Services. A blue card is valid for 3 years from the date of issue (unless suspended or cancelled earlier) and displays the following information about the blue card holder:   * the person’s name; * the registration number of the person; * the expiry date of the person’s working with children check clearance; and * the signature of the person (for people who applied before 31 August 2020); or * the photograph of the person (for people who apply after 31 August 2020). |
| **Blue Card Services** | Blue Card Services administers the blue card system: Queensland’s Working with Children Check. |
| **Child/children** | A person under the age of 18 years. |
| **Disqualified person** | A person is a disqualified person if they:   * have been or are convicted of a [disqualifying offence](https://www.legislation.qld.gov.au/view/inforce/current/act-2000-060#sec.168); * are a reportable offender under the [*Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004* (Qld)](https://www.legislation.qld.gov.au/view/inforce/2017-07-01/act-2004-052); * are the subject of an offender prohibition order under the *[Child Protection (Offender Prohibition Order) Act 2008](https://www.legislation.qld.gov.au/view/repealed/2017-03-05/act-2008-017)* [(Qld);](https://www.legislation.qld.gov.au/view/repealed/2017-03-05/act-2008-017) * are prohibited by a court from applying for or holding a blue card; or * are the subject of a sexual offender order under the [*Dangerous Prisoners (Sexual Offenders) Act 2003* (Qld)](https://www.legislation.qld.gov.au/view/inforce/2013-04-05/act-2003-040). |
| **Disqualifying offence** | A disqualifying offence is an offence provided at s. 168 of the [*Working with Children (Risk Management and Screening) Act 2000* (Qld)](https://www.legislation.qld.gov.au/view/inforce/current/act-2000-060)*.* |
| **Education and care service** | Education and care service means:   * each place an education and care service operates, or is going to operate, other than a family day care service * a family day care service’s * office * approved venue * area(s) used to provide education and care to children as part of the day care—or the areas used to provide access to these parts of the residence.   Education and care service includes kindergarten services delivered by the state (i.e. State Delivered Kindergarten) whether delivered at an individual kindergarten site or as a composite class in a school setting. |
| **Employee** | A person employed by the Department of Education in paid employment. |
| **Exemption card** | For the Department of Education, an exemption card issued by Blue Card Services to teachers, registered with the Queensland College of Teachers, who work outside their professional duties (this includes, but is not limited to, all teachers who work in Education and Care Services e.g. State Delivered Kindergarten). |
| **Home** | Home, of a person, includes the person’s principal place of residence and any holiday home of the person. |
| **Negative notice** | A notice issued by Blue Card Services which prevents a person from performing regulated employment or activities.  A current negative notice holder cannot:   1. apply for, start, or continue in child-related work (paid or voluntary); or 2. carry on a child-related business regulated by the blue card system. |
| **Parent** | Parent is defined at s. 390 of the [*Working with Children (Risk Management and Screening) Act 2000* (Qld)](https://www.legislation.qld.gov.au/view/whole/pdf/inforce/current/act-2000-060) as follows:   * A parent of a child is the child’s mother, father or someone else, other than the chief executive (child safety), having or exercising parental responsibility for the child * However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child * A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child * A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child. |
| **Registered health practitioner** | A person registered with [Australian Health Practitioner Regulation Agency (AHPRA)](https://www.ahpra.gov.au/) under the [*Health Practitioner Regulation National Law Act 2009* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-045).  Note: Speech language pathologists do not require AHPRA registration and, therefore, require a blue card. |
| **Regulated employment** | Regulated employment is employment of a type mentioned in [Schedule 1, Part 1 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld)](https://www.legislation.qld.gov.au/view/inforce/current/act-2000-060#sch.1-pt.1). There are 15 categories of regulated employment and if your work falls under a category of regulated employment you need to have a blue card (or exemption card) to work or volunteer with children in Queensland, unless an exemption applies. |
| **Relative** | Meaning of relative:  (a) means the person’s parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin; and  (b) for an Aboriginal person—includes a person who, under Aboriginal tradition, is regarded as a relative mentioned in paragraph (a); and  (c) for a Torres Strait Islander—includes a person who, under Island custom, is regarded as a relative mentioned in paragraph (a); and  (d) for a person with a parent who is not a natural parent—includes anyone who would be a relative mentioned in paragraph (a) if the parent were a natural parent.  *Example for paragraph (d)—*  *The daughter of a person’s step-parent is a relative of the person.* |
| **Restricted employment** | Restricted employment refers to exemptions which allow a person to work with children without a blue card, including:   * a volunteer parent * a volunteer who is under 18 * paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year. |
| **Restricted person** | A restricted person means a person who:   * has been issued 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. |
| **Serious offence** | A serious offence is an offence provided at s. 167 of the [*Working with Children (Risk Management and Screening) Act 2000* (Qld)](https://www.legislation.qld.gov.au/view/inforce/current/act-2000-060#sec.167). |
| **Suspended blue card** | A blue card is suspended if the holder of the card is charged with a serious or disqualifying offence. Reassessment of eligibility to hold a blue card will not be made until the charge has been finalised in court. |
| **Teacher** | A person who holds full registration or provisional registration under the [*Education (Queensland College of Teachers) Act 2005* (Qld)](https://www.legislation.qld.gov.au/view/inforce/current/act-2005-047) and whose full or provisional registration is not suspended under section 48 or 49 of that Act. |
| **Visitor** | Any person, other than an employee, who, on a one-off or regular basis:   * visits a state school or State Delivered Kindergarten; of * has contact with students or children off-site or online; in order to provide services to a state school or State Delivered Kindergarten.   This includes volunteers and external contractors such as tradespeople, guest speakers, pre-service teachers and people assisting in the tuckshop, on excursions or at sporting activities. |
| **Volunteer** | An unpaid worker performing regulated work or activities for the department. |
| **Working with children authority** | A working with children authority means a working with children clearance (commonly referred to as a blue card) or a working with children exemption (commonly referred to as an exemption card). |
| **Working with children clearance** | A notice issued by Blue Card Services which permits a person to perform regulated employment or activities. |