



Agnew School – Blue Card Policy

PURPOSE OF THE POLICY

The purpose of this policy is to ensure that all Agnew School Campuses maintain a current list of Blue Card holders for the campus. It is also designed to ensure that we have a very clear procedure for the monitoring and review of our volunteers and paid non-teaching staff regarding their blue cards. Furthermore, and most importantly, this policy is designed to provide a safe environment for our children.

Scope

The policy applies to all campuses of Agnew School.

Responsibility

Campus Administrator

Daily Administrator

Regional Principal

Point of Contact

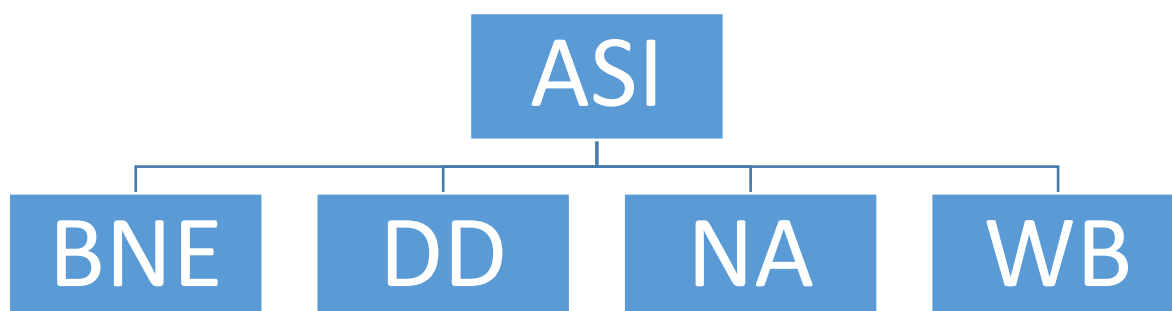
Campus Administrator

POLICY STATEMENT

It is Agnew School policy that each Campus Administrator or his nominee shall maintain a current list of Blue Card holders associated with the campus. This list of Blue Card holders shall be available to view at any time on campus. The Campus Administrator or his nominee shall give a timely reminder to Blue Card holders when the Blue Card holder needs to apply to renew the Blue Card. This list is commonly referred to as the Employee and Volunteer Blue Card Register.

Blue Card Procedures for Volunteers and Non-Teaching Paid Staff

- Each Campus is responsible for the management of blue cards.
- Each Campus has an Employee and Volunteer Register and monitors and updates this.
- The DA and Lead CA at each campus are responsible for the management of this Register.
- Each Campus Register is uploaded to the ASI level.
- ASI is responsible for the monitoring and update of blue cards for ASI staff and volunteers, including the ASI Board.



- The Lead CA manages the recruitment and deployment of volunteers. The DA provides the administrative support. **Refer to the Blue Card Policy**
- Volunteers cannot commence work at Agnew until they have a positive blue card notification.
- Paid employees can commence work whilst the blue card application is being processed.
- DA will check the Employee and Volunteer Register on a monthly basis and provide notification 3 months in advance of the respective expiry date.

Process for new volunteers:

1. Lead CA provides new volunteer with a Blue Card application form
2. Volunteer fills in the form, Lead CA must sign the form, DA lodges the form.
3. Volunteer completes the Bravehearts Online Training Module around Child Protection – produces certificate to Campus.
4. A letter will be proved to Agnew School confirming a positive notice – with their Blue Card Number
5. The actual blue card gets mailed to the volunteer.

Process for existing volunteers:

1. DA informs the volunteer and Lead CA that their Blue Card is up for renewal. This is provided 3mths prior to expiry.
2. Lead CA provides the volunteer with a renewal form
3. Volunteer fills in the form, Lead CA must sign the form, DA lodges the form.
4. Volunteer completes the Bravehearts Online Training Module around Child Protection – produces certificate to Campus.
5. A letter will be proved to Agnew School confirming a positive notice – with their Blue Card Number
6. The actual blue card gets mailed to the volunteer.
7. When renewing, a volunteer can continue to work at Agnew.

For non-teaching paid employees – the process is the same however instead of the Lead CA signing the form as the manager or employer, the Regional or State Principal must be this person.

Process for trainee teachers visiting campuses – Trainee teachers are required to hold a current Blue Card. DA or HR is to request a copy of the current Blue Card on the day of their arrival, and to add this individual's details to the campus' Employee and Volunteer Register.

Process for contractors carrying work out on the campus – Contractors are not required to hold a current Blue Card when carrying work out on the campus, as they are not deemed to be working with children.

- Where a volunteer is identified as in possession of an expired Blue Card and they lodged their renewal application less than 30 days prior to the expiry of their card, they will be ordered to cease work immediately. The volunteer can resume work only when they receive their new Blue Card.
- Where a paid employee has an expired Blue Card they can continue to work as long as they re-applied prior to the expiry date and are awaiting for the Blue Card

POLICY RELEASE DETAILS

Date of Policy

June 2017

Approved by Board

June 2017

Review Date

Annually

RELATED POLICIES AND DOCUMENTS

- Understanding the Blue Card System – Qld Dept of Justice and Attorney General.
- Obligations for regulated organisations - Qld Dept of Justice and Attorney General.
- Agnew Child Protection Policy
- Agnew Child Risk Management Policy and Procedures
- Working with Children (Risk Management and Screening) Act 2000

Agnew School Volunteer/Employee Framework

