

BLUE CARD POLICY

Approving authority	Baseball Queensland Board of Management
Approval date	16/05/2024
Next scheduled review	2025
Description	This policy details the standards, requirements and practices for all employees and contractors (paid and volunteer) of BQ, and members of its Associations and Clubs working with or within BQ to deliver baseball services to children and young people under the age of 18 years.
Relevant policies	https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services
Related documents	Baseball Australia Member Protection Policy Safeguarding Children and Young People Policy

1. INTRODUCTION

Baseball Queensland (BQ) is committed to meeting the Blue Card / Working With Children Check requirements in Queensland and maintaining the safety and wellbeing of children and young people, and adults working with children and young people while participating in baseball. BQ's Blue Card / Working with Children Check Policy (the Policy) details the standards, requirements and practices for all employees (paid and volunteer) of BQ, and members of its Associations and Clubs working with or within BQ to deliver baseball services to children and young people under the age of 18 years. BQ implements the Policy in conjunction with the Baseball Australia Member Protection Policy (MPP).

2. APPLICATION

This Policy applies to all paid and volunteer employees including board members, committee members, coaches, officials, administrators, players and parents of BQ and its Associations and Clubs who must comply with the current Blue Card / Working with Children Check requirements within their organisations.

3. BLUE CARD / WWCC REQUIREMENTS IN QUEENSLAND

For more details please refer to Appendix 1

4. POLICY

All paid and volunteer employees/appointees (including board members, committee members, coaches, officials, umpires, scorers, administrators) of BQ and its Associations and Clubs must have a current and valid Blue Card prior to engaging in any roles that are working with any person under 18 years of age.

5. BLUE CARD AND EXEMPTION CARD REGISTER AND RECORDS

Baseball Queensland, Associations, Regions and Clubs must maintain a register of all Blue Card holders through the National Registration database or within an appropriate Register.

The register must include the following information:

- whether or not the person requires a Blue/Exemption Card (if not, why not – e.g. an exemption applies under the Act);
- the type of application/Blue Card (e.g. paid or volunteer) or Exemption Card;
- when the person applied and/or the date of issue of the positive notice and Blue/Exemption Card;
- the Blue Card/Exemption Card number and the expiry date of the Blue Card; and
- the renewal date.

6. MANAGING BREACHES

Any paid employee without a current Blue Card or Exemption Card or without having submitted a renewal form is suspended from all activities until a positive notice is issued.

Any volunteer without a current Blue Card or Exemption Card is suspended from roles working with children and young people under 18 years until a positive notice is issued.

The relevant policies provide templates and clear guidance on the complaints process to follow should a breach be suspected or occur.

7. APPOINTMENT OF EMPLOYEES

Because all Clubs, Regions and BQ deliver programs across all age groups and/or where the position works directly with under-age people BQ, Associations and Clubs aim to appoint employees who are suitable to work with children and young people through appropriate position descriptions, interview questions and referee checks.

Upon appointment, prior to working with children, all new employees must provide the details of their current Blue/Exemption Card for BQ, the Association or Club to verify and/or link with/through Blue Card Services.

8. TRAINING AND EDUCATION

BQ aims to educate all employees and members in the requirements of Blue Cards and the MPP to support their efforts and encourage all members to adopt practices that secure the safety and wellbeing of children, young people and employees working with children and young people.

BQ regularly communicates Blue Card requirements to employees and member organisations through the website, information sessions at members' forums and regular updates to support the implementation of the Blue Card system and Child Safety practices.

BQ requires all employees to agree to the codes of conduct and provides child protection awareness training for under-age players selected in Queensland teams, parents of under-age players selected in Queensland teams and all Queensland Team Officials (coaches and team managers) appointed by BQ where under-age players are selected, to raise awareness of appropriate practices to secure the safety and wellbeing of children, young people and employees working with children and young people while travelling to national competitions and events.

To support the ongoing training and education of employees, members and parents, and to further encourage good practice, HQ also promotes the training and support resources available through:

1. Play By The Rules via the following link: <https://www.playbytherules.net.au/online-courses/childprotection-online-course> and
2. Useful references <https://www.publications.qld.gov.au/dataset/99adb7c1-05d1-4751-9b29-b76d24c6fd9d/resource/7d054b50-385c-46d1-aa53-5f85778dd5f0/download/fact-sheet-useful-references.pdf>

9. DEVELOPMENT, REVIEW AND APPROVAL HISTORY

Version No	Developed/ Modified by	Content authorised by	Approving Officer	Date of Effect	Last Reviewed
1	Daniel White/Andrea Marshall	Board of Management	Board of Management	16/05/2024	16/05/2024

APPENDIX 1

The blue card system explained

The following information is current as of 21 September 2023. Please check <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/system-explained> for updated information.

Blue Card Services administers the blue card system—Queensland’s Working with Children Check.

All children in Queensland have a right to be safe and protected from harm. The blue card system regulates activities that are essential to children’s lives. These include childcare, education, sport, cultural activities and foster care. We check and monitor people who work in these industries and help organisations to create safe environments for children.

The blue card system is regulated by 2 pieces of legislation: the [Working with Children \(Risk Management and Screening\) Act 2000](#) (the Act) and the [Working with Children \(Risk Management and Screening\) Regulation 2020](#).

The blue card system contributes to the creation of safe service environments for children in various ways. Just as each piece of a jigsaw comes together to make a complete picture, the same applies to the blue card system. The different parts all play an essential role in keeping children and young people safe and it works best when all parts work together.

The 4 components of the blue card system involve:

1. Who needs a blue card?
2. A National Reference System database and the blue card check.
3. Ongoing daily monitoring and compliance with blue card requirements.
4. Requirements to develop and implement a child and youth risk management strategy.

Please watch our [overview of the blue card system video](#) which helps to explain the blue card system.

Who needs a blue card?

The blue card system does not apply to every environment in which a child may be present.

Under the Act, there are 16 categories of regulated employment and 12 categories of regulated businesses. To require a blue card, a person’s paid work, volunteer or business activities must fall within the scope of one of the categories of regulated employment or

business. Organisations cannot adopt a policy requiring individuals to obtain a blue card if the work they are doing is not regulated by the blue card system.

If a person's activities don't fall within the categories of regulated employment or business, a blue card is not required. Whether a person requires a blue card will depend on several factors including the:

- environment where the work is performed
- type of work
- frequency of work.

[Find out if you need a blue card](#) before you [apply](#).

National Reference System

Before we start the blue card check, your application is subject to a National Reference System (NRS) database search to determine if another state or territory has made an adverse working with children decision about you. Learn more about the [NRS](#).

Blue card check

The next component of the blue card system is what we refer to as the blue card check.

The blue card check is more than a police check. It looks for:

- a charge or conviction for any offence in Australia, even if no conviction was recorded (this includes spent convictions, pending and non-conviction charges)
- child protection prohibition orders (both respondents and subjects to the application)
- disqualification orders
- reporting obligations under the [Child Protection \(Offender Reporting and Offender Prohibition Order\) Act 2004](#) or [Dangerous Prisoners \(Sexual Offenders\) Act 2003](#)
- disciplinary information from certain organisations (this includes information about teachers, childcare licensees and foster carers)
- domestic violence information
- other information about the person that is relevant to deciding whether it would be in the best interests of children to issue a blue card
- police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid.

If your application is approved, we will give you a blue card.

If your application is refused, we will not give you a blue card and you will not be able to work or volunteer with children. Before we make this decision, we may ask you to tell us why you consider you should be issued a blue card, by requesting you [make a submission](#).

Ongoing daily monitoring and compliance

All applicants and blue card holders (including exemption card holders) are monitored daily by the Queensland Police Service. This means we are notified if there is a change in an applicant or card holder's police information. Not all changes in a person's police information concerns us. However, if the information is of concern, we take appropriate action such as withdrawing a person's application, or suspending/cancelling a person's blue or exemption card.

Find out what happens if there is a [change to your police information](#).

We also monitor organisations and business operators to make sure they are complying with their obligations under the blue card system.

Read more about blue card [obligations for organisations](#).

Child and youth risk management strategies

The blue card check is only one tool in the broader system to promote child-safe environments. Safe environments don't just happen—they are created through intention and action, planning, ongoing management, and review. Child-related organisations and people who run child-related businesses need to have a [child and youth risk management strategy](#).

These strategies represent an organisation's commitment to the safety and wellbeing of children and young people in their care. They outline the policies and procedures within an organisation that promote the welfare of children and protect children from harm.