



# **BRIDGEMAN BLUE CARD FACT SHEET**

# Bridgeman Baptist Community Church

## Blue Card Application Information

To work or volunteer at Bridgeman Baptist Community Church you are required to hold a valid Blue Card or Exemption Card as per our Safe Church Strategy.

### About the Blue Card System

The Blue Card system helps regulate activities where children (and vulnerable people) may be present and assesses a person's eligibility based on their known past police and disciplinary information.

This process prevents people from working with children if their past behaviour indicates that they are unable to protect a child from harm. People who have committed certain disqualifying offences are prevented by law from applying for a Blue Card.

If you are a registered Teacher or sworn Police Officer, you do not need a Blue Card yet will rather need to hold a current and valid Exemption Card.

For more information on the Blue Card system explained [click here](#).

### Before you apply

Before starting the application process we recommend you:

- Check your [eligibility](#) for a Blue Card or Exemption Card
- [Know your CRN from TMR](#)

### How to apply

To apply for a blue card or exemption card, follow these 3 steps.

1. Have a [customer reference number](#) (CRN) from the Queensland Department of Transport and Main Roads (TMR) or how to apply for one.
2. [Register for an online account](#). This is how we verify your identity and obtain the photo for your card.
3. Apply for your blue or exemption card using the [online applicant portal](#).

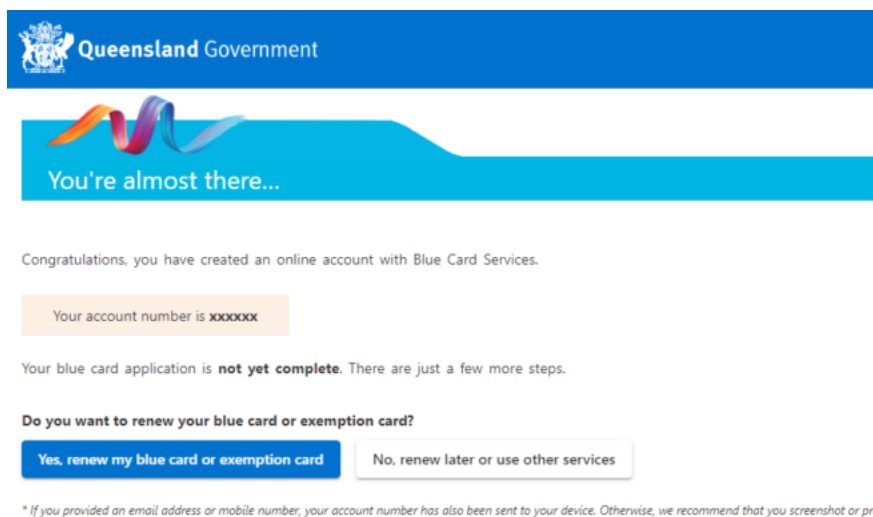
## Apply online

1. Before you can apply for a Blue Card or Exemption Card you will need to register for a Blue Card Services online account. (You only need to register once.)
2. Use the links below to register for an account.

### [Register for an online account](#)

3. Once you have created your online account you will be provided with an account number.

**Please record your Online Account Number as you will need this later in the application process.**



The screenshot shows the 'You're almost there...' completion screen for a Blue Card Services online account. It includes the Queensland Government logo, a congratulatory message, the account number 'xxxxxxx', and a confirmation that the application is not yet complete. It also features a question about renewing the card with two buttons: 'Yes, renew my blue card or exemption card' and 'No, renew later or use other services'. A small footnote at the bottom states: '\* If you provided an email address or mobile number, your account number has also been sent to your device. Otherwise, we recommend that you screenshot or print'.

4. Once you have registered for your online account, you **must** log in to the online applicant portal to apply for or renew your card.

### [Apply for a blue card using the portal](#)

Note: The online application works best on desktop or tablet devices, and using current browsers such as Chrome, Firefox, Safari or Edge. There may be compatibility issues with older browsers, such as Internet Explorer 11 or earlier.

Note: If the above links do not function please [click here](#).



The screenshot shows the 'Applicant portal' for Blue Card Services. It features a header with the Queensland Government logo and the user's name 'James Harwin'. The main content area contains a grid of six buttons for various actions: 'Renew my blue card or exemption card', 'Volunteer to paid employment/business transfer', 'Change my name', 'Replace my card', 'Update my contact details', and 'Cancel my card'. Each button has a small question mark icon in the top right corner.

## Linking your Application with the Church

Once you have commenced your application process you will receive a message similar to the image below.

This notification indicates that to proceed with your application the church needs to link your application to the church in order to verify the reason you are applying for a Blue Card.

If you are unsure which type of child-related work to select, please [contact us](#) for assistance.

### **We need more information from your volunteer organisation**

Before you can apply for a volunteer blue card, the organisation you are volunteering with must tell us that you are one of its volunteers. Your organisation has not yet done this.

Tell your organisation your Blue Card Services account number. Your organisation will use that number to link you as one of its volunteers. If you provided an email address or mobile number, your account number has been sent to your device already. Please wait until your organisation has linked you before applying (we'll send you a message when this happens).

Alternatively, if you wish to apply for paid blue card, please change your application type to 'Job seeker'. Payment will be required for this application type if you proceed.

1. When you receive this message, please contact the church office via [bluecards@bridgeman.org.au](mailto:bluecards@bridgeman.org.au)
2. Provide to the church your **Online Account Number** and **Date of Birth** so our team can link your application with the church.

This will assure that you are registered as a volunteer and do not need to pay any associated fees.

## Now what happens?

Once your online application is complete you will receive a number of emails.

The **first** is an **automatic confirmation of the submission of your application**. This is not your approval to commence ministry activities.

The **second** email you should receive will be an **official confirmation of your positive Blue Card / Exemption Card status**.

Once you have received this email you are now allowed to commence ministry (pending your ministry leader's approval).



## Registered teachers

This fact sheet provides information as to when registered teachers require an exemption card under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

### When do teachers need an exemption card?

Teachers registered with the Queensland College of Teachers (QCT) do not require a blue card or exemption card when teaching at a school or boarding school.

However, they may require an exemption card when providing child-related regulated services outside of their teaching role. This may include private tutoring children, working in a child care centre, volunteering at a children's sporting club, participating in a home stay or reading program or supervising after hours school care.

Information on how to apply for an exemption card is available at [www.qld.gov.au/applybluecard](http://www.qld.gov.au/applybluecard).

Once an application for an exemption card is received, we will liaise with the QCT to confirm the applicant is a registered teacher and whether further employment screening is required. If a teacher has a criminal history that requires a further assessment of their eligibility, we may request further information.

### Frequently asked questions

*These scenarios are commonly asked, and are provided as a guide only and details some common scenarios for teachers. For further information about the requirements and whether an exemption applies, please contact us.*

Question	Answer
I am a teacher who regularly participates in the school's home stay program.	<b>Yes</b> , you will need an exemption card under the <i>Child accommodation services including home stays</i> category and nominate the school as the employer.
I am a teacher employed by the school but in a role other than teaching.	<b>No</b> , you do not need an exemption card.
I am a teacher and undertake other regular paid work or volunteer with another organisation. For example, coaching at a children's sports club.	<b>Yes</b> , you will need an exemption card. Please speak to your club or association (i.e. the sports club you coach at).
I am a teacher at a school and am also on the board of an entity which operates the Outside Hours School Care facility (OHSC).	<b>Yes</b> , you will need an exemption card under the <i>education and care services and similar employment</i> category of regulated employment.
I am a teacher and privately tutor students and am paid directly for this service.	<b>Yes</b> , you will need an exemption card under the <i>Private teaching, coaching or tutoring</i> category of regulated business.
I am a teacher (registered with QCT) and applied to work as an invigilator with Queensland Curriculum and Assessment Authority (QCAA). This role requires me to work at various schools other than the school I usually work for.	<b>No</b> , you do not need an exemption card. Teachers registered with the QCT do not need an exemption card to be an invigilator within a school environment.
I am a teacher and currently hold a disability worker screening check and propose to work with kids at the local sporting club.	<b>Yes</b> , you will need to complete a <a href="#">DWS/E – Exemption card application or renewal for disability service workers form</a> to obtain your exemption card.

# Fact sheet - Registered teachers

I teach at a school and do no other child-related activities.	No, you do not need an exemption card.
I am a teacher at a non-state school and a director of the school's governing body under the <i>Education (Accreditation of Non-State Schools) Act 2001</i> .	<b>Yes</b> , you will need an exemption card under the <i>Director of a corporation which is the governing body for a provisionally accredited, or accredited, non-state school</i> category. Individuals need to have the exemption card before they can start.
I am a teacher at a school and I also regularly supervise the OHSC program.	<b>Yes</b> , you will need an exemption card under the <i>Education and care services</i> category and nominate the OHSC as the employer.
I am a teacher who holds blue card and want to transfer to an exemption card	You will need to submit a paper exemption card application form ( <b>cannot apply online</b> ) and return your physical blue card to us.  If you submit your application via scan and upload, you will need to make a note on your form referencing the date you posted your blue card i.e. <b>Blue card posted back on 11/01/2022</b> .

## Things to know about exemption cards

- All exemption cards have a three (3) year expiry date.
- Existing exemption cards issued before *No Card, No Start* will remain valid for three (3) years until 31 August 2023 (grace period), unless it is suspended or cancelled earlier (e.g. due to a change in police information or at the applicant's request).
- Registered teachers can commence providing child-related regulated services once they have applied for their exemption card and have been linked to an organisation.
- Exemption cards are not subject to *No Card, No Start*, so registered teachers who require an exemption card may engage in regulated employment whilst waiting for an exemption card to be issued.
- It is the organisation's responsibility to check the person's exemption card against other identification to certify that it belongs to that person.



## Need more information?

Please call us on **1800 113 611** or **07 3211 6999** or visit [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard). If you need an interpreter, contact **Language Loop** on **1800 512 451**.