

SLSQ Procedure

Subject : Completing Blue Card Applications and Submission to Blue Card Services	Department: Administration and Compliance	
Procedure No: ADM006	Version No: 4	
Effective Date: 10.11.2022	Approved Date: 10.11.2022	
Revision Date: 1 July 2023	Approved by: Membership Services	

Purpose

To provide direction and assistance to clubs and members to complete online registration and applications through the Blue Card Services portal, provide direction on which form a member should complete, assist clubs to check accuracy of the completed blue card application and uploading the application to Blue Card Services directly to their website when required.

To ensure that our volunteers can continue within their roles, it is extremely important to ensure the applications are completed before current cards expire and correctly the first time to prevent delays and respond to requests for further information from BCS.

No Card No Start. It is required by legislation to hold a valid blue card before commencing volunteer or paid work.

Scope

For the attention and action of affiliated Clubs and Branches.

Definitions

BCS – Blue Card Services CRN – Customer Reference Number SLSQ – Surf Life Saving Queensland TMR – Department of Transport and Main Roads (QLD)

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Procedure

To apply for or renew a blue card the primary method is online through the Blue Card Services Application Portal and secondary is the paper forms uploaded to BCS website for processing.

Linking: All blue cards must be linked to SLSQ with BCS as the organisation to be notified of any changes to blue card holders eligibility status. Provide card details through the survey (link) or by emailing <u>bluecards@lifesaving.com.au</u>

Troubleshooting section to assist when things go awry.

Required SLSQ Child Youth Risk Management Strategy and SLS-Child Safe Awareness Courses to strengthen our preventative strategies and actions.

SLSQ Organisation details

The following fields in any Blue Card application must be completed with these details as these are registered with Blue Card Services for Surf Life Saving Queensland and affiliated clubs.

Organisation details		
Name of organisation:	Surf Life Saving Queensland	
Organisation ID number: 85968		
Physical location:	18 Manning St SOUTH BRISBANE QLD 4101	
Postal address:	PO Box 3747	
	SOUTH BRISBANE QLD 4101	
Contact person's name:	Kerrie Barnes	
Contact person's position:	GM Membership and Ethical Standards	
Telephone:	07 3846 8000	
Email:	bluecards@lifesaving.com.au	
Category of child-related activity:	Churches, clubs and associations	
	SLSQ and clubs come under this category	



Surfguard: Understanding and Entering Blue Card Information

To ensure data accuracy, do not remove any entered data except when updating the lodgement date for a new application submission.

1. Club's Responsibility

Enter the date of submission to Blue Card Services (uploaded form, see pages 16-17 for procedure) OR the date notification that a member has lodged their application (online) into 'Member Protection Declaration Date' field.

2. Surf Life Saving Queensland's Responsibility

Enter the date of a positive notice is received into 'Working with Children Registration / Verification Date' field; card expiry date into the 'Working with Children Registration Expiry Date' field; card number into the 'Working with Children Registration No' field; and select the 'Screening Type' from the dropdown menu.

Member Protection			
Member Protection Declara	tion Form:	Completed	
Member Protection Declarat	tion Date: CLUB TO ENTER	Date uploaded & sent to SLSQ	(dd/mm/yyyy)
Member Protection Declara	tion Expiry Date:		(dd/mm/yyyy)
Working with Children Regis	stration / Verification Date:	Date of Positive Notice letter/confirmation	(dd/mm/yyyy)
Working with Children Regis	stration Expiry Date:	Card expiry date	(dd/mm/yyyy)
Working with Children Regis	stration No:	Card number	
Member Protection Note:	SLSQ TO ENTER (All in blue) Please do not remove or change data in these fields to ensure data accuracy		
Screening Withdrawn Date:			(dd/mm/yyyy)
Screening Suitability Notice Date:			(dd/mm/yyyy)
Screening Type:		▼ Voluntee	er / Paid / Exemption
National Police Check Application No:			
National Police Check Expire	ry Date:		(dd/mm/yyyy)



Linking Online Accounts and Current Blue Cards to SLSQ

Linking is completed by SLSQ through the Blue Card Services Organisation Portal, Blue Card Services no longer process these links for us as we are online. Do not upload Link forms to Blue Card Services as these will not be processed.

Linking is for:

- New applications online with an account number
- Renewal applications with an account number of expired cards no longer linked to SLSQ
- Current blue card and exemption card holders not linked to SLSQ

To link a Blue card portal account and current blue card submit the details to <u>SLSQ Survey</u> or <u>bluecards@lifesaving.com.au</u> to link to SLSQ in the Blue Card Services Organisation Portal.

Ensure they have an active Surfguard profile with your club to enter the details into.

Essential all details are accurate and correct.

Renew before current card expires and is still linked to SLSQ.

Linking an Account	Linking a Current Card	
Account number issued when completed Valid Blue Card or Exemption Card o		
online Registration with Blue Card Services	for another workplace or volunteering role	
Record your own account number	Please sight current blue card	
Ensure member's Surfguard profile is active	Ensure member's Surfguard profile is active	
Send details to SLSQ Survey or email SLSQ Blue	Send details to SLSQ Survey or email SLSQ Blue	
Cards staff	Cards staff	
Provide all of the below details: Provide all of the below details:		
Blue card online account number	 Blue card/Exemption card number 	
Full name of member	Full name of member	
Date of birth	Date of birth	
 If individual is a volunteer with the club or a paid staff of the club 	• If individual is a volunteer with the club or a paid staff of the club	

If you have registered online with Blue Card Services and have been linked to SLSQ, complete an online application at https://my.bluecard.qld.gov.au/login when:

- Have not been issued with a blue card due to only completing the registration
- Your card is due to expire in the next 3 months
- Apply at least 1 month before your expiry date to allow processing time for your renewal



When you do not have a QLD Department of Transport and Main Roads Product

Import Obtain TMR p	t ant Note: ing a CRN for NSW licence holders/non QLD licence holders OR if you do not have a QLD roduct
1.	Visit a QLD TMR centre, plan your journey before hand and be aware of opening hours and travel times.
2.	Bring your valid documentation for identification checks such as licence, Medicare card, passport, credit card.
3.	State you are applying for a Working With Children Card (Blue Card) and require a Customer Reference Number and photo taken.
4.	Complete the form provided there, have a photo taken and sign.
5.	Receive a CRN to use for your blue card online registration and application.
6.	Allow up to 48 hours for your CRN to be recognised in the Blue Card Services online system.

Note: If you are only provided an 8 digit number and this is not allowing you to register online, try adding a Zero (0) at the beginning making it 9 digits of your provided CRN when registering online.



Primary Application Method: Online application

Step 1.

- Confirm a valid membership, advise members to renew or join online through <u>SLSA</u> <u>Member Area</u>
- Member to ensure all pre-requisites are met:
 - Be a Financial Surf Life Saving Club Member
 - > 18 years and over or approaching 18th birthday
 - Hold a valid Queensland Department of Transport and Main Roads (TMR) identification or Customer Reference Number (CRN)
 - > Your identification photo with Qld TMR is not older than 3 years

Important Note:

All supporting documents for proof of identification must be a Queensland Department of Transport and Main Roads (TMR) issued product. This will be electronically certified for you to continue with your registration. BCS use the photo with TMR on your new blue card. Products accepted:

Driver licence

Adult proof of age card Photo identification card Industry authority Marine licence indicator Customer reference number (CRN) confirmation letter

If you need to obtain a TMR product or update your contact details with Department of Transport and Main Roads to proceed with your registration contact them on **13 23 80** or online at <u>https://www.service.transport.qld.gov.au/updateecontactdetails</u>

NSW Residents

To obtain a Customer reference number from a <u>Qld TMR centre</u> or by completing a <u>Remote Pack</u>.

Step 2.

- Register for a Blue Card Services online account at https://my.bluecard.gld.gov.au/account/registration
- Registering for an online account:
- Follow Quick Reference Guide BCS Online Account Registration on Page 8
 - Read and confirm you accept the privacy notice
 - Enter your **Proof of identity**: QLD TMR product, name, date of birth, email or phone number. **Enter your name as it appears on your identification.**

BCS recommends providing them with an email address and consent to contact you by email so they can update you on the progress of your application. Updates are not available via SMS.

To provided or update an email or mobile number with TMR online at

www.service.transport.qld.gov.au/updateecontactdetails or call TMR on 13 23 80.

- Validate security code: Receive, enter and Submit your security code in the provided section.
- Set up two-factor verification: Confirm your email or mobile number for two-factor verification.
- > Enter your **Personal details**: title, gender, place of birth.
- If relevant enter your: previous blue card or exemption card, Teacher's Registration Number, QLD Police Identification Number, previous names.



Entering your current or previous blue card number helps BCS identify you, matching current details held with new applications and update where needed, this can assist in processing times.

- Enter your Contact Details: postal and residential address, phone number, email address.
- > Read the **Declaration**, tick the box. Click **Accept and submit.**
- > Receive and **Record your account number**.

Step 3.

- Accurately provide your account number with your date of birth to SLSQ via the <u>Blue</u> <u>Card Survey</u> at <u>https://www.surveymonkey.com/r/SLSQBCSLink</u> Essential all details are accurate and correct.
- SLSQ will link your account to the organisation with Blue Card Services.
- Receive confirmation from Blue Card Services that your account has been linked to SLSQ (please check your junk/spam folder or login to BCS Applicant Portal to confirm your link to SLSQ)

Step 4.

- Login to your <u>Blue Card Services Applicant portal</u> at <u>https://my.bluecard.qld.gov.au/login</u> to complete your new or renewal application:
- Follow Quick Reference Guide BCS Online Application on Page 9
 - Select and enter your QLD TMR product number
 - Enter your date of birth
 - Read and Accept the Privacy Notice
 - Tick the box and Click Login
- Validate online security code. Receive, enter and **Submit** your security code in the provided section.
- Answer all questions and click **Next** to start the new or renewal application.
- Select your Type of child-related work and click Next.
- **Review your child-related activities** and confirm you are linked to the correct organisation.
- Enter your **Personal details** confirm your title and gender, Cultural identity relevant to you, if you are or have been one of the roles listed and Preferred language.
- List any **Previous names** you have had, if relevant.
- Confirm your Address details are correct, if not select No and update.
- Read the **Declaration**, tick the box and **Submit application**

Step 5.

- Receive confirmation from Blue Card Services that your application is submitted.
- Respond to correspondence from Blue Card Services to provide required information for your application to be processed.
- Blue Card Services will email you your card details.
- Club to ensure membership profiles are current and active in Surfguard.
- SLSQ receives details of blue cards issued and enters detail in Surfguard.

Step 6.

- Login to your <u>Surf Life Saving Members Area</u>
- Complete SLSQ Child Youth Risk Management Strategies Course (CYRMS)
- Complete SLS-Child Safe Awareness Course (CSA)



SLSQ QUICK REFERENCE GUIDE BLUE CARD APPLICATION PROCESS

V6 Nov 2022

https://members.sls.com.au

https://members.sls.com.au

https://my.bluecard.qld.gov.au/account/registration



QUICK REFERENCE GUIDE



Blue Card Services Online Account Registration

Register for an online account

- Tick the box that you read and understood the privacy notice
- Click Accept



Proof of identity

Enter your:

Queensland Transport and Main Roads (TMR) product

Licence number/Customer Reference Number

Last name

First name

Middle name (if you have one)

Date of birth

Email address or mobile phone number

Set up two-factor verification

Confirm your email or mobile number for twofactor verification.



Contact details

Provide your:

Postal address

Residential address

Phone number

ወ Email address



Queensland TMR products accepted:

- Driver licence
- Adult proof of age card
- Photo identification card
- Industry authority
- Marine licence indicator
- 18+ card

Customer reference number confirmation letter

Validate security code

Receive, enter and Submit your security code in the provided section.

Personal details

Enter your:

Country, Town/City,

State of birth

Δ

Title

Gender

If relevant enter your:

Previous blue card or exemption card number.

If you are a Teacher, enter your Teachers Registration Number.

If you are a Queensland Police Officer, enter your Police Identification Number.

Add any previous names you have had.

Declaration

Read the Declaration, tick the box

Click	Accept	and	submit.	

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Next steps to complete your application

- Receive and record your account number.
- Accurately provide this with your date of birth to your surf life saving club and SLSQ survey.
- Receive confirmation from Blue Card Services that your account has been linked to SLSQ.

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• Login to your Blue Card Services Applicant Portal to complete and submit your new/renewal application at https://my.bluecard.gld.gov.au/login

QUICK REFERENCE GUIDE

Blue Card Services Online Application

Login: Application Portal

- Queensland Transport and Main Roads (TMR) product -
- Licence number/Customer Reference
- Enter your date of birth
- Read and Accept the Privacy Notice
- Tick the box
- Click Login

Validate online security code

Receive, enter and **Submit** your security code in the provided section.

Start application or renewal

Answer all questions and click Next.

Type of child-related work

Select your type of child-related work and click Next.



Confirm your title and gender.

Select the Cultural identity relevant to you.

Identify if you are or have been: Foster or Kinship Carer **Health Practitioner** Operator/Supervisor/Carer—Child Care Service Teacher None of the above

Select your Preferred language.

Address details

Confirm your address is correct, if not select No and update.

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Marine licence indicator 18+ card

Queensland TMR products accepted:

Adult proof of age card Photo identification card

Industry authority

Driver licence

Customer reference number confirmation letter

Review your child-related activities

Review and confirm you are linked to the correct organisation.



Previous names

If relevant, enter any previous names you have had.



Declaration

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Read the Declaration, tick the box Click Submit application.

Next steps to complete your application

- Receive confirmation from Blue Card Services that your application has been submitted.
- If SLSQ was not listed in your linked organisations provide your application submission number to the survey.
- Respond to correspondence from Blue Card Services requiring further information to complete your application.
- Receive your blue card details from Blue Card Services.











Troubleshooting

There will be some times we will encounter instances when things don't quite go smoothly.

Applying before account is linked			
If this happens:			
Individual tries to apply but this 'We need more information from your volunteer organisation'			
message appears.			
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.			
This is due to: How to resolve:			
The individual is trying to complete a volunteer Please provide the member's details to			
blue card application without being linked to an SLSQ as per Page 4 , Linking Section of this			
organisation. procedure.			
If they have not recorded their account			
	number they will need to call Blue Card		
Services on 07 3211 6999 or 1800 113 611.			

Online Application not completed after linking			
If this happens:	This is due to:	How to resolve:	
Application is not processed and Blue card is not issued	Online registration has been completed and linked but no application has been submitted.	Ensure applications are completed once an account is linked to SLSQ.	

QLD TMR Troubleshooting			
If this happens:	This is due to:	How to resolve:	
If you do not have a TMR product or decline to provide the details you will not be able to apply for a blue card.	Someone may not have a QLD TMR product due to being a resident of NSW.	The TMR product is used as part of the identity check and enables BCS to print a photo on blue cards. To be able to register online with BCS and apply for a blue card, you must have one of the listed TMR products. Find out more.	
If you have not provided an email or mobile number to TMR	You have never provided an email or mobile number to TMR. BCS require this for you to proceed with your registration and application.	Update online at <u>www.service.transport.qld.gov</u> <u>.au/updateecontactdetails</u> , call TMR 13 23 80 or visit a TMR customer service centre.	
If your photo has been identified as being too old	Your ID photo is older than 3 years. BCS requires your TMR ID photo to be taken no longer than 3 years ago.	Visit a <u>Queensland</u> <u>Department of Transport and</u> <u>Main Roads service centres</u>	



Delayed Application Processing		
If this happens:	This is due to:	How to resolve:
Blue card has not been	Blue Cards Services could have	Respond to emails or phone
processed over a month or	attempted contacting you for	calls from BCS.
your application is withdrawn.	further information without	Individual to contact Blue Card
	success.	Services on 07 3211 6999 or
	Forms may have been	1800 113 611 to discuss their
	incomplete or not completed	application.
	correctly.	
	Delays can occur if there are a	
	potential name match and	
	police need to verify the	
	information.	

Please let us know any other problems you or your members have encountered and we can share them here to help others.

Useful links

Blue Card Services Online Portal Registration https://my.bluecard.qld.gov.au/account/registration/privacy-notice

Blue Card Services Applicant Portal Login https://my.bluecard.qld.gov.au/login

Getting a Customer Reference Number Remote Pack <u>https://www.publications.qld.gov.au/dataset/resources-for-aboriginal-and-torres-strait-islander-organisations-and-communities/resource/904d36da-b673-413f-a74d-64d87d45bf65</u>

Queensland Department of Transport and Main Roads - Update contact details <u>https://www.service.transport.qld.gov.au/updateecontactdetails</u>

Queensland Department of Transport and Main Roads - Centres contacts and locations <u>https://www.qld.gov.au/transport/contacts/centres</u>

SLSQ Blue Card Survey https://www.surveymonkey.com/r/SLSQBCSLink

SLS Member Area - Login https://members.sls.com.au/SLSA_Online/modules/login/index.php



Secondary Application Method: Paper form applications

All current Blue Cards forms can be found at SLSQ App - Blue Card Forms

Online is the preferred option for applications however these forms can be used and submitted in circumstances when the online application process is not available or the applicant is having difficulty with the electronic system. Should you be required to complete a paper form endeavour to register online at https://my.bluecard.qld.gov.au/account/registration/privacy-notice to create an online account as this will assist your application processing. Record your assigned account number.

Should you or your members be having difficulty please contact us at SLSQ <u>bluecards@lifesaving.com.au</u> or 07 3846 8000 or Blue Card Services on 07 3211 6999 or 1800 113 611.

Organisation details		
Name of organisation:	Surf Life Saving Queensland	
Organisation ID number:	85968	
Physical location:	18 Manning St SOUTH BRISBANE QLD 4101	
Postal address:	PO Box 3747	
	SOUTH BRISBANE QLD 4101	
Contact person's name:	Kerrie Barnes	
Contact person's position:	GM Membership and Ethical Standards	
Telephone:	07 3846 8000	
Email:	bluecards@lifesaving.com.au	
Category of child-related activity:	Churches, clubs and associations	
	SLSQ and clubs come under this category	

Important Note:
All supporting documents for proof of identification must be a Queensland Department of
Transport and Main Roads (TMR) issued product. This is to be included with your application form
submission.
Products accepted:
Driver licence
Adult proof of age card
Photo identification card
Industry authority
Marine licence indicator
Customer reference number confirmation letter
A copy of identification must be certified by a:
Justice of the Peace
Commissioner for Declarations
Lawyer
Police Officer
If you need to obtain a TMR product or update your contact details with Department of Transport
and Main Roads to proceed with your registration contact them on 13 23 80 or online at
https://www.service.transport.qld.gov.au/updateecontactdetails
NSW Residents
To obtain a Customer reference number from a <u>Qld TMR centre</u> or by completing a <u>Remote Pack</u> .



Volunteer or Student Blue card application or Renewal

This <u>form</u> is to be completed by new or renewal applications for volunteers.

Queensland Government	Blue Card S Volunte Blue Car	ervices er or Student rd Application or Renewal Mitre (Mik Mangement (ed Sensolae) Act 2000	V tele lo logunar cell to JPC 2019
his form is to be completed by volumbours and trail immediate aution: You may acts considere this fo	nee stadents prop	osing to start or cordinae in child-related employment. Side to anote for a biog card (release see diseasilified person	Pand .
negative notice holder ¹ definitions on page 4). I an Eigibility Declaration and negative notice ho	Typu are not elig iders must compl	ble, do not complete this form. Disqualified persons must o lete the Application to Cancel a Negative Notice if two years	complete have
passed since the segative notice was instead. Il fields marked with A MUST be completed or y	our application c	an not be processed.	
▲ 1. Blue card activity details			
ype of child related work:	Student		
Organisation details		Orranization (Dinumber (V incom)	
Surf Life Saving Queensland		85968	
18 Manning St SOUTH BRISBANE QLD	4101		
PO Box 3747			
SOUTH BRISBANE		State Postcode QLD 4101	
entact person's name Kerrie Barnes	-	Contact person's position GM Membership and Ethical Standards	
Rephone 07 3846 8000		Enail bluecards@lifesaving.com.au	
Inganisation declaration to be signed by the or	ganisasion):	No. of the second s	
declare. Lan autoriand by my organization to perform the opticant cancellate stops to welfly the appli- the opticant cancellate is approximately to cancel- te applicant cancellate is approximately to cancel- my organization in a performance of applications managing that cancel displantem, in all barding personal information appropriate managing that cancel displantem, in all barding personal information appropriate personal cancel on the stop of the stop of the stop personal stop of the stop of the stop of the stop of the personal stop of the stop of the stop of the stop of the personal stop of the stop of the stop of the stop of the personal stop of the stop of the stop of the stop of the stop personal stop of the stop of th	the task of linking isant/cartholder inkined by my or ence or continue nal details and bi l'applicable), e applicable), y and will not disc	en spolkant/carcholder to ny organisation, 1 Kensip, 1 Kensip, 1 mgibated organisation i the hy organisation, and a discusse to belimination for the application, and discusses the discussion and blue card outcome for the pu- solder's personal information where I am not cartholized, at its loss of personal information where I am not cartholized, at its operation of the discussion where I am not cartholized, at its is consense to discusse that this most blue the discusse at the	be inposes of 14
Labless are unception applies or the permet is a lunderstand that it is an offence to employ, or employment and that my organisation cannot e the page 4); the information have provided is two and com-	registered teache continue to emplo imploy a restricted redt, and	a) a person which use how a paint of the or holds was seemption on by a disqualified person or negative notice holder in regulated d person to work with children, even if an exception applies to	trei: mie
I understand that it is an offence to provide a fa	ise or misleading	statement or document.	
and the second	1		
		Position	
		EALACT	
Type of child-related activity: Information about categories of child-related emp	kyment and whet	her ony exemptions apply is available from www.qid.gov.au,biu	ecord.
Panes also the type of Chile edited activity to a Cold as assemblish and/or is followed and Cold assemblish and/or is followed and Cold assemblish and an and annual Cold assemblish and annual annual Cold assemblish annual Cold assembli	hich the employm me stays (e.g. au poly, ant or or QEC service or scare, (hours care) restaring a child ca are being conduct onl (suspended to under the	end status Muth, counselling and paper tankes Berness dama starkes Counsel and starkes Counsel and starkes Counsel and starkes Counsel and starkes Counsel and starkes Starkes dama starkes Starkes Starkes dama starkes Starkes Stark	(parentis)"
Emergency services cadet program		status may be provided to certain regulatory, supervisory or governing bodies.	
Langue of Police Officer. Hysion den al faich is con- Langies of Disorder by IRIE In Queensidae Includ. Disor Income Ministry Listen and Annuel State (State 1998) Including and State (State 1998) Mark of you have seen belief on of the above pres- Visual II seen and the AIME costationer service com- tration in the Aimedia and a speriaria in au- ditability costationer service units also operation in au- Disordia and Aimedia and Aimedia and Aimedia and Aimedia Disordia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia and Aimedia Aimedia and Aimedia and A	tilled copy, it will- le: icence entification cand locts or your photo tre to have your photo tre to have your photo to have yo	feldy your application. In the octose is againty 7 and taken and adjustice ACIM confirmation letter. You will not have 2017. Your plants much leveled for a minimum 3 yours and 3 your factors. Reterministics, and 20 3277 (4099 or 1000 15) of 11 for a ver-	e to pay ths. ote pack.
3. Personal details			
Previous blue/exemption card number (if applic	atio idea		
# Title Mr Mrs Miss Ms	Other		
▲ Full legal name First name	Widdle name	Last name	
		No mittle come interne ticit	
Gender	Profer not to st	ite	
A Date of birth			
A Place of birth			
Town/Gty S	kate/Territory	Country	
		Nel on Ve	
Caltural Identity (If applicable)	trait blander nem	on An Aberiainal and Terras Strait Islander nerve	
Prefer not to state Do not ide	ntity		
Foster or kinship carer	~	Health practitioner	
Uperator(Supervisor(Carer of a child care or No you require an interposter? Yor	education service	e 🛄 Teacher	
referred language			
Previous names or other names (if applicable does not matter how long ago you used the name high name	0 e or for how long th marriage	he name was used. For example:	
married name alias change by certificate adoption			
changed order of name sed or inst name M	iddle name	Last name	
vou require more space, niessa tick this ?	and attach a serve	arate list.	
▲ 4. Contact details			
urrent postal address (within Australia)			
isbuth		State Postcode	
arrent residential address (If different from above			
icturb		State Postcode	_
elephone (daytime)		Inst	
() Hephone (mobile)			
			_
S. Declaration declare that:			
There read the information on page 4 and 1 am There read the information on page 4 and 1 do Law the amiliant page 4 and 1 do	not disqualified fr not hold a negative	tom applying for a blue card'; e notice ⁴ ;	
The information provided by me for this applica information.	rion is true and co	prect and I understand it is an offence to provide false or misle	ading
 consent to information from any police, court, prosecuting authority or other authorised agen children; 	prosecuting authority to disclose any	onty or other authorised agency being obtained and for the pol information for the purposes of assessing my eligibility to work	ice, courts, with
 Loosent to information from any police, court, prosecuting authority or other authorised agen working with children clearance remains curver 	prosecuting authority to disclose any N	ority or other authorised agency being obtained and for the pol information for the purposes of ongoing checks while my appli	ice, courts, ication or
I understand that the information obtained incl or information on the circumstances relating to affinize or allowed offense account.	udes but is not lin offences commits	nited to details of convictions ⁴ and pending or non-conviction o ed or allegedly committed by me, regardless of when and wher	harges ⁸ e the
There read and understand the contents of this understand and will comply with my obligation	iform; ns including that I	must notify Blue Card Services if I change my name, contact de	sails, or my
unity retailed employment ends; and I understand and will comply with my obligation	s to notify Blue Ca	ed Services immediately if my police information changes. ¹	
		1 1	
			3

Page 1

Applicant to complete **Section 1. Blue card activity details**, selecting Volunteer.

Organisation details must be Surf Life Saving QLD (as per the previous page of this procedure).

Authorised person of the club has read and signed the Organisation declaration.

Page 2

Type of child-related activity: *Churches, clubs and associations* marked only.

Applicant to provide their Queensland Transport and Main Roads (TMR) Identification (ID) number or Customer Reference Number (CRN). As instructed in **Section 2. Proof of identity** applicant must provide a copy of their Queensland TMR ID number or CRN certified by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. This is to accompany the application form.

Applicant to complete **Section 3. Personal details**. If they have previously had a blue card or hold a current card to renewal please enter card number in the provided field.

Page 3

Applicant to complete Section 3. Personal details and Section 4 Contact details.

Ensure all personal and contact details are completed correctly and clearly.

Applicant to sign and date Section 5. Declaration.

Please ensure applicants have read through and understand the application and applicant's declaration.



Exemption Card Application

This form is to be completed by Queensland registered teachers and Queensland police officers only.

This is a type of working with children card for people working in these professions who volunteer with children outside of their ordinary employment. 'Exemption card' does not mean they are exempt from requiring a working with children card.

If the member ceases to be employed as a registered teacher or police officer are required to reapply for a Volunteer or Paid blue card to continue involvement at the club.

Queensland Government	Blue Card S Exemption	envices Ion Card Applicatio	n Kather Ingl Act 2000 Soldersen och	
This form is to be completed by Queensland child color of ampleter act	registered leachers an	d Queensland police officers proposi	ing to start or continue in	
Al fields marked with # MUST be complete	nt or your application of	as not be processed.		
A s. Blue card activity details			4	
Type of anamption				
Plazar indicate Pypu are a Queenidand				
Registered traches or Dolice of	Forr Record teach	ar Record teacher registration/police identification evaluer		
Catagory of child-related work:				
Paid employee		Stadeni 🗌 jok seeke		
Organisation details (if applicable)				
Name of organisation		Organization D number (/knows)		
Surf Life Saving Queensland		85968		
Physical locarion		2.10.404		
18 Manning St SOUTH BRISBANE	CLD 4101			
Postal address				
PO 8cx 3747				
Suburb		State	Ponkude	
SOUTH BRISBANE		CLD	4101	
Contact person's name	act person's name		Contact person's position	
Kerrie Barnes	arrie Barnes G		GM Membership and Ethical Standards	
ephone		Enal		
07 1846 8000		bluecards@fifesawing.com	.84	
Content that I are a statistical by one experience to the pro- tical statistical baseling on a segment of the statistical the application statistical baseling with the list the application statistical baseling with the list appropriate the statistical baseling with the list applications are statistical baseling with the list application statistical baseling with the list baseling with the list of the list baseling with the list baseling with the list of the list baseling with the list baseling with the list of the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with the list baseling with t	How the exploration of building exploration of the second second second methods and the second second second second permention of exploration of the exploration of the exploration of the exploration of the exploration of the exploration of the exploration of the exploration of the exploration of the exploration of the explora- tion of the exploration of the exploration of the explora- tion of the exploration of the exploration of the explora- tion of the exploration o	an applicative/tachinder un quego a dentitive in application application of the second an application application of the second and concernit information and blue to be application of the second approximation and applications and blue to provide a dentitive that is a second the application of the second second provide application of the second provide ap	ution, splitter, card extrance for the purposes of est autorised out with a not out in agridated analyse ext shadde as assemption card), as shader in agridated as asseption applies to their rate	
Organisation representative's signature				
Organitazion representative's signature	1			
Organisation representative's signature	-			
Organization representative's signature		Position		

Type of child-related activity:	
Information about composition of child related employment and whether Please select the type of child-related activity to which the employment	r any aramptions app y is available from wowe of a gov.mu/bluecord. 1 misters:
Child accommodation services including home stays	Health, counselling and support services
Child care services and similar employment (e.g. au pair, babyaltier, namy er adjunct care providers)	Licemed care services
Churches, clubs and associations	Non-State Schools/Independent school (other than
Disability services	Qid State Schools (other than registered teachers and parenta)*
Education and care services and similar employment	Religious representatives
Staff member of an education and care or QEC service (a.g. long day care, outside school hours care,	Residential facilities
kindergarten, occasional care, limited hears care)"	Scheelboarding houses
premium when child-related services are being conducted	Schools, other than EQ volunteers (s.g. P&C, cleaner)
Education programs conducted outside school isaspended or mutualed chadeets or finible arrangements under the	Spot and active recreation
Education (Seneral Provisions) Act20060	"If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or
Energency services cader program	governing badies.
▲ 2. Proof of identity	
To support your application, you must provide a copy of an identification issued by the Commission Department of Second tool Main Back (DB)	document (ED or Castomer Reference Number (CRN) confirmation letter
The copy of your ID or CRN confirmation letter (provided by TMR) must b	e certified by a justice of the Peace, Commissioner for Declarations,
Lawyer or Police Officer. Hype do not attach a certified copy, it will do for manifer al ID bound by TMB to Operating discholar.	ay your application.
Driver Econor Marine Econor	
Notarcycle licence Photo identification card	
 Proof of age card (18+ card) 	
What If you have never held one of the above products or your photo b	the class to exply 7
You will need to visit a TMR customer service centre to haveyour photo this. Please call 13 23 80 to locate your closest service centre. NOR: Yo	taken and obtain a CBN confirmation letter. You will not have to pay for urphoto must be valid for a minimum 3 years and 3 months.
Mobile castamer service units also operate in ratal or remote communi	ides. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.
Queensland Transport and Main Roads ID or CRN details:	
Licence number or CRN (certified copy must be attached):	1
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Previous bixe/exemption card number (if applicable):	
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Connect or Corner and a clean factor (Cornellin Mile)
Faster or kindlin caur
Operator/supervisos/came of a child came or education service
Do you require an interpreter? Vex No
Performed Language
▲ Previous summes or other names (if applicable) Is does not nature true long approve axed from one or its from long the name wass used. For example, = birth same = n mark bolton marking = marked name = alian
change by certificate * adoption * changed order of name * name used on legal document
Tint name Bld die name Last name
fyru require more space, picase tick this box 🗌 and attach a separate list.
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Carrent profal address (within-Acstralia)
ubuth Size Poikade
Current residential address (If different from above)
Saburb State Postcode
Adoptions (daytine) Email
Selephone (mobile)
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S. Declaration
I declare that:
 There read the information on page 4 and 1 are not disqualified from applying for an ecception card*;
 I neve read the internation on page 4 and 1 to not here a negative netice"; I am the applicant nerved in this form and These provided all other names or allases that I use or have used in the east.
The information provided by me for this application is true and correct and I understand it is an offence to provide fulse or misleading
information; Economic to Information from any collice, court, preservative authorito-proteiner authorized search table obtained and for the pailors, courts.
prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility towork with children.
 Tornant to information from any police, court, prosecuting authority or other authorised agency being obtained and fur the police, courts.
protecting with children exemption remains current.
Eurodensiand that the information obtained includes but is not limited to details of convictions ⁴ and pending or non-conviction ⁴ charges or
internation on the excumutances returns to opences committee or allegedy converted by mit, regardless of when and where the offence or alleged offence occurred.
I am a registered teacher or police officer and I am proposing to start or continue in regulated employment and am not entitled to an
exemption on the basis of that regulated employment.
 Lunderstand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my
child-related employment ends;
 Funderstand and will comply with my congistion to nonzy mue care services immediately if my pulice information changes/
Signature of applicant/cardholdur Date of signature
ipting the same 1

Page 1

Applicant to complete **Section 1. Blue card activity details**, indicating their profession as a Queensland Registered Teacher or Police officer. Ensure teacher registration or police identification number is recorded.

Select correct Category of child-related work applicant is involved in at the club.

Organisation details must be Surf Life Saving QLD (as per page 2 of this procedure).

Authorised person of the club has read and signed the Organisation declaration.

Page 2

Type of child-related activity: Churches, clubs and associations marked only.

Applicant to provide their Queensland Transport and Main Roads (TMR) Identification (ID) number or Customer Reference Number (CRN). As instructed in **Section 2. Proof of identity** applicant must provide a copy of their Queensland TMR ID number or CRN certified by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. This is to accompany the application form.

Applicant to complete **Section 3. Personal details**. If they have previously had a blue card or hold a current card to renewal please enter card number in the provided field.

Page 3

Applicant to complete Section 3. Personal details and Section 4 Contact details.

Ensure all personal and contact details are completed correctly and clearly.

Applicant to sign and date Section 5. Declaration.

Please ensure applicants have read through and understand the application and applicant's declaration.



Paid Employee or Job Seeker Blue card application or Renewal

This <u>form</u> is to be completed by new or renewal applications for paid employees or job seekers.

Applications for paid employees at the club are to be paid by the club prior to submitting the application. Ensure you have completed Section 2. Payment options on page 1 of the application.

Please provide SLSQ with the card details once issued to ensure they are linked to SLSQ.

Government	Blue Card Services Paid Employee or Job Seeker Blue Card Application or Renewal Working with Children (Pible Management and Sceening) Act 2000	P Valid for foldparser and polisitions
This form is to be completed by an individual important welficer II you are eligible to ap- tions on page AL, continues to complete the complete an Eligibility Deducation and in base passed since the negative noticew. All fields marked with afMUST be complete	al proposing to start or continuo in public thild related employment. cycle fore a bios card (document and elementative) provide "a de negative avilian biolidan te specializzati, "mar a en ortel (dipta), marca de complete sta his marca regative neckes halders munit complete the Application to Cancel a Negative Note sa i stoond."	¹ defni- mons mest e if two years
A short of lensing The support of a solution of payment and part of the support of the solution of payment and the largest or HOM of the Solution of the solution and the support of HOM of the HOM of the I starting of the solution of the solution Hom of a pay can of the solution of the Hom of a pay can of the solution of the Hom of the solution of the solution of the solution of the Hom of the solution of t	a sing of a literative plant factored to a Constant Marces Nation DMC con- sequent and the literation of the sectored by cubic and the literation of the constant of the literative plant of the literative plant of the sectored factored by the literative plant of the sectored by the literative plant of the literative plant of the sectored by the sectored by the sectored by the literative plant of the sectored by the literative plant of the sectored by the sectored by sectored by the sectored by sectored by the literative plant of the sectored by the sectored by the se	Imation letter Acclanations, have to pay for onths, energies pack.
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Page 1

Applicant to provide their Queensland Transport and Main Roads (TMR) Identification (ID) number or Customer Reference Number (CRN).

As instructed in **Section 1. Proof of identity** applicant must provide a copy of their Queensland TMR ID number or CRN certified by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. This is to accompany the application form.

Enter in **Section 2. Payment options**, BPoint Receipt number and payment date before scanning document.

Page 2

Applicant to complete Section 3. Personal details and Section 4 Contact details.

If they have previously had a blue card or hold a current card to renewal please enter card number in the provided field.

Ensure all personal and contact details are completed correctly and clearly.

Page 3

Applicant to sign and date Section 5. Declaration.

Please ensure applicants have read through and understand the application and applicant's declaration.



Uploading applications to Blue Card Services

A. Paid staff, requires payment of a fee, that has been paid online already

If the applicant is a paid employee this needs to be paid for prior to uploading as the receipt number is required when submitting the application.

- 1. <u>Pay for paid employee blue card application or renewal online</u>. Select '**Pay for your application**' button to be taken to payment screen.
- 2. Fill in Applicant's name, date of birth (see their application form) and email address. Ensure these details are correct. Then select '**NEXT**'.
- 3. Enter correct payment amount according to the relevant application that is being submitted. Then select '**NEXT**'.
- 4. Enter your payment method details. Then select 'NEXT'.
- 5. A Review Details pop up will appear. Confirm details are correct then select 'PAY'.
- 6. The next screen will tell you your payment was successful and provide you with a receipt number. Record this BPoint receipt number and date of payment into **Section 2. Payment options** of the employee's application.
- 7. Enter your club administration email address into the box after the payment details and select 'EMAIL RECEIPT'.
- 8. Select Print Receipt to print and save a pdf for credit card reconciliation and staff records.
- 9. Scan application and ensure document includes all pages and is legible (able to be clearly read on the screen). Each scanned document must only be one application.
- 10. <u>Submit a scanned form</u>. Select 'Yes'.
- 11. Select Form type: Paid employee or jobseeker blue card application or renewal (P)
- 12. Enter the Applicant's first and surname in the provided fields.
- 13. If applicant has had a previous or current blue card enter the card number in provided field.
- 14. Upload the scanned application ensuring all sections are complete and pages included.
- 15. Payment Details: Enter the BPoint Receipt number.
- 16. Select the Declaration tick box.
- 17. Enter your club admin email address to receive the email confirmation of submission. Select 'Submit'
- 18. Select Print Receipt to print and save a pdf for credit card reconciliation and staff records.
- 19. Enter the date of submission into Surfguard Member Protection Section: 'Member Protection Declaration Date' field.
- 20. Once submitted and confirmation email is received from BCS please forward the following to <u>bluecards@lifesaving.com.au</u>:
 - a. Confirmation of submission email; and
 - b. Scanned application labelled and "Employee Name-Club Name"
- 21. Once blue card has been issued provide card details, name of employee, date of birth and that they are employed at the club to <u>bluecards@lifesaving.com.au</u>. SLSQ will link their blue card to the organisation in the Blue Card Organisation Portal and enter the card details into Surfguard.



B. Volunteer, does not require a payment of a fee

- 1. Scan application and ensure document includes all pages and is legible (able to be clearly read on the screen). Each scanned document must only be one application.
- 2. <u>Submit a scanned form</u>. Select 'No'.
- 3. Select Form type: Volunteer or student blue card application or renewal (V) or Exemption card application (E)
- 4. Enter the Applicant's first and surname in the provided fields.
- 5. If applicant has had a previous or current blue card enter the card number in provided field.
- 6. Upload the scanned application ensuring all sections are complete and pages included.
- 7. Select the Declaration tick box.
- 8. Enter your club admin email address to receive the email confirmation of submission. Select 'Submit'
- 9. Select Print Receipt to print and save a pdf for club records.
- 10. Enter the date of submission into Surfguard Member Protection Section: 'Member Protection Declaration Date' field.
- 11. Once submitted and confirmation email is received from BCS please forward the following to <u>bluecards@lifesaving.com.au</u>:
 - a. Confirmation of submission email; and
 - b. Scanned application labelled as "Member Name-Member Club"
- 12. Confirmations of blue cards will be received and entered into Surfguard by SLSQ.



SLSQ Child Youth Risk Management Strategy and SLSA Child Safe Awareness Courses

It is mandatory for all blue card holders to have completed the SLSQ Child Youth Risk Management Strategy and SLSA Child Safe Awareness Courses.

Ensure these are refreshed every 3 years when you renew your blue card.

If you have not completed these in the 21/22 Season you will need to complete them in the 22/23 Season. From then these will need to be refreshed when you renew your blue card.

To complete the online courses login to your Surf Life Saving Members Area

members.sls.com.au/SLSA_Online/modules/login

The courses are located in the eLearning Training Library

