

Capricorn Citizen Advocacy

CRIMINAL HISTORY SCREENING POLICY

Policy number:	4.6.0	Approved by Management Committee:	27 th March 2024
Version:	4.0	Signed off by Executive:	27 th March 2024
Responsible person:	Coordinator	Scheduled Review Date:	27 th March 2027

Purpose

When initially engaged, all Capricorn Citizen Advocacy's Management Committee members, staff and Citizen Advocates must undertake a police check through the Department of Communities, Disability Services and Seniors (**known as a Yellow Card**). A Police Check (Criminal History) screening is only current at the time of issue and is a list of offences from a person's criminal history which can be disclosed. There is no assessment or investigation made by a government agency.

In addition, members of the Management Committee, paid staff and any Citizen Advocates who are recruited to be matched with Protégés aged under 18 years of age must be screened by the Department of Justice and Attorney-General. This department's "Working with Children" check (**known as a Blue Card**) is an ongoing assessment of a person's eligibility to work or volunteer with children and involves a check of person's national criminal history (including all spent convictions, pending and non-conviction charges) and other disciplinary and police information.

Policy

This policy covers requirements regarding the obtaining of both Yellow and Blue Cards by people engaged by Capricorn Citizen Advocacy as set out below;

1. Department of Communities, Disability Services and Seniors – Positive Exemption Notice – Yellow Card

The [Disability Services Act 2006 \(Qld\)](#) requires all workers and volunteers in funded non-government disability services to undergo a criminal history screening every three years. A yellow card is then issued by the Department of Communities, Disability Services and Seniors if applicants are suitable.

The Act also makes it unlawful for a person to commence working or volunteering for a funded non-government service provider at a service outlet without having been first issued with a Positive Exemption Notice. ***This is known as "No Card – No Start"***.

2. Department of Justice and Attorney-General - Positive Notification – Blue Card

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information by the Department of Justice and Attorney-General to enable it to assess eligibility of applicants to be issued with a blue card.

If a blue card application is approved, the applicant is issued with a positive notice and a blue card which allows them to work in any child-related employment or conduct any child-related business regulated by the Act for three years while their police information continues to be monitored.

3. Engagement of Capricorn Citizen Advocacy Staff

When staff are engaged, the Coordinator or the nominated contact person for Capricorn Citizen Advocacy will ensure that all legislative requirements applicable to the engagement of staff are met. See *Policy 6.3.0 Staff Recruitment and Employment Policy*.

4. Engagement of Management Committee Members

When Management Committee members are elected, the Coordinator or the nominated contact person for Capricorn Citizen Advocacy will ensure that all legislative requirements applicable are met. See *Policy 1.1.3 Management Committee Recruitment Policy*.

5. Recruitment of Advocates

When an Advocate is being recruited, the Coordinator or the nominated contact person for Capricorn Citizen Advocacy will ensure that all legislative requirements applicable to the Citizen Advocate/Protégé relationship are met. See *Policy 3.1.1 Recruitment of Protégés Policy and Procedure 3.1.1.1 Recruitment of Protégés Procedure*.

6. Applications for Issuing of Yellow and Blue Cards

Capricorn Citizen Advocacy's office will ensure all applications for criminal history screening and positive notices for 'Yellow Cards' and 'Blue Cards' are properly completed. This includes assessing each engaged person as to whether they need to apply for only a Yellow Card, or for both a Yellow and Blue Card.

When complying with this policy, staff of Capricorn Citizen Advocacy will act in accordance with *Procedure 4.6.0.1 Criminal History Screening Procedure*.

7. Register of Positive Notices

A register of all applications for criminal history screening and positive notices issued for 'Yellow Cards' and 'Blue Cards' will be maintained by Capricorn Citizen Advocacy's office.

8. Refusal of Positive Notice

Any person that is refused a Yellow Card from the Department of Communities, Disability Services and Seniors or a Blue Card from the Department of Justice and Attorney-General will be excluded from membership and any roles within Capricorn Citizen Advocacy.

Related Documents

- 1. *Policy 1.3.6 Risk Management Framework*
- 2. *Procedure 1.3.6.1 Risk Management Plan & Risk Register*
- 3. *Policy 3.1.1 Recruitment of Protégés Policy*
- 4. *Procedure 3.1.1.1 Recruitment of Protégés Procedure*
- 5. *Procedure 4.6.0.1 Criminal History Check Procedure*
- 6. *Procedure 4.7.0 Child and Youth Risk Management Strategy*
- 7. *Procedure 4.7.0.1 Handling Disclosures or Suspicions of Harm, including Reporting.*
- 8. *Policy 6.0.0 Code of Conduct – Staff and Volunteers*
- 9. *Policy 6.3.0 Staff Recruitment and Employment Policy*

References

- 1. *Child Protection Act 1999*
- 2. *Working with Children (Risk Management and Screening) Act 2000*
- 3. *Working with Children (Risk Management and Screening) Regulation 2011*
- 4. *Child and Youth Risk Management Strategy - Toolkit (Queensland Government)*
- 5. *Child and Youth Risk Management Strategy - Self Assessment Checklist*
- 6. *Blue Card Services website: www.bluecard.qld.gov.au*
- 7. *Department of Communities, Disability Services and Seniors:
www.communities.qld.gov.au/childsafety*

Ratification

This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.



SIGNED:
President

SIGNED:
Secretary

27 / 03 / 2024
(Date)

27 / 03 / 2024
(Date)