

# Capricorn Citizen Advocacy

## CRIMINAL HISTORY SCREENING PROCEDURE

|                     |             |                                   |                             |
|---------------------|-------------|-----------------------------------|-----------------------------|
| Policy number:      | 4.6.0.1     | Approved by Management Committee: | 27 <sup>th</sup> March 2024 |
| Version:            | 3.0         | Signed off by Executive:          | 27 <sup>th</sup> March 2024 |
| Responsible person: | Coordinator | Scheduled Review Date:            | 27 <sup>th</sup> March 2027 |

### Purpose

All persons engaged by Capricorn Citizen Advocacy must hold a current Yellow Card and, if applicable, also a current Blue Card.

This document should be read in conjunction with other policies and procedures adopted by Capricorn Citizen Advocacy as follows;

1. 1.1.5 *Code of Conduct – Committee of Management*
2. 4.6.0 *Criminal History Screening Policy*
3. 4.7.0 *Child and Youth Risk Management Strategy*
4. 4.7.0.1 *Handling Disclosures or Suspicions of Harm, including Reporting.*
5. 6.0.0 *Code of Conduct – Staff and Volunteers*
6. 6.3.0 *Staff Recruitment and Employment Policy*

### Procedure

#### **Yellow Cards (Positive Exemption Notice) (NDIS Worker Screening 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 five years. A Yellow Card – NDIS Worker Screening Card is then issued by the department of Child Safety, Seniors and Disability Services 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”.***

#### **Blue Cards (Working with Children 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 (Working with Children Card) which allows them to work in any child-related employment or conduct any child-related business regulated by the Act for five years while their police information continues to be monitored.

**1. Criminal History Screening – Issuing of Positive Notices**

- Disability Services Queensland - Yellow Card Worker Screening Card)
- Department of Justice and Attorney-General - Blue Card Working with Children Card

Table ‘A’ – Engaged Person’s Positive Notice Requirements

| Engaged Person                             | Yellow Card | Blue Card |
|--|-------------|-----------|
| Management Committee Member *              | Yes         | Yes       |
| Paid Staff                                 | Yes         | Yes       |
| Advocates - adult Protégés *               | Yes         | No        |
| Advocates – Protégés aged under 18 years * | Yes         | Yes       |
| Volunteers                                 | Yes         | No        |

\* If an engaged person’s Worker Screening Card Yellow Card is not current, Capricorn Citizen Advocacy has still covered its obligations providing the engaged person does hold a current Working with Children Card Blue Card and has applied for a new or renewed Yellow Card.

**2. Register of Positive Exemption Notices**

Capricorn Citizen Advocacy maintains a spreadsheet recording the names of engaged persons holding Yellow Cards issued by the Department of Communities, Disability Services and Seniors and Blue Cards issued by the Department of Justice and Attorney-General.

This register records the following dates and other information:

1. when an application is provided to the engaged person
2. when the application is returned to the CCA office
3. when the application is posted/emailed to the Department of Communities, Disability Services and Seniors and/or the Department of Justice and Attorney-General
4. when acknowledgement is received from the Department of Communities, Disability Services and Seniors and/or the Department of Justice and Attorney-General
5. when correspondence is received notifying the issuing of the Yellow Card and/or the Blue Card
6. Yellow Card and/or Blue Card numbers and expiry dates

**3. Cost of Applications for Positive Exemption Notices**

All costs associated with obtaining criminal history checks and/or lodging applications for Positive Exemption Notices with the Department of Communities, Disability Services and Seniors and/or the Department of Justice and Attorney-General shall be met by Capricorn Citizen Advocacy.

#### **4. Obligations of Capricorn Citizen Advocacy Office**

1. Every five years after the issue of a Yellow Card, the Department of Communities, Disability Services and Seniors issues a renewal form directly to the applicant; 10 weeks prior to the expiry date. At this point a reminder is then set up on the Administration Officer's records. (Note: I (Donna) renewed my cards in October last year and I did not receive any reminders either personally, nor via email to CCA).
2. One month prior to the expiry date, the reminder notifies the Administration Officer that a card expiry date is approaching and that action needs to be taken to ensure the renewal is processed. The administration officer checks the hard copy records monthly to see whose cards are coming up to their renewal date.
3. The office sends an email to the card holder advising them that their card expiry date is approaching attaches a current version of the renewal application form.
4. As much of the form as possible should be completed by the office with information already contained on file with specific areas highlighted which need signature and completion etc. by the applicant prior to emailing it.
5. The email will request the applicant return their completed and signed renewal form along with a copy of their current proof of identity to the office.
6. When the form is returned, the office will take any action that is required to complete the document.
7. The application is then scanned and emailed to the Department of Communities, Disability Services and Seniors or Department of Justice and Attorney-General for processing.
8. The office will file the application in the most appropriate location (i.e., Administration – Blue and Yellow Card, staff file, relationship file, Management Committee member's file etc.).
9. The Register of Positive Exemption Notices will be updated by the office.

When the application is received by the Department and they are processing the worker screening application form, CCA will receive an email asking for the applicant to be verified as a "worker" within CCA's organisation, on the Department website by following the link in the email.

#### **5. Obligations of Engaged Persons**

1. Successful applicants will receive letters with their Yellow and/or Blue Cards attached from the relevant body. Engaged persons for Capricorn Citizen Advocacy must contact the office to advise of the receipt of the card.
2. When renewal of Yellow and / or Blue Cards is due, engaged persons must promptly return renewal forms to the office with the required proof of identity, or a certified copy of the proof of identity.

## Related Documents

1. [Policy 1.3.4](#) [Risk Management Framework](#)
2. [Procedure 1.3.4.1](#) [Risk Management Plan and Risk Register](#)
3. [Policy 3.1.1](#) [Recruitment of Protégés Policy](#)
4. [Procedure 3.1.1.1](#) [Recruitment of Protégés Procedure](#)
5. [Policy 4.6.0.](#) [Criminal History Check Policy](#)
6. [Policy 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. [Procedure 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: \[www.bluecard.qld.gov.au\]\(http://www.bluecard.qld.gov.au\)](#)
7. [Department of Communities, Disability Services and Seniors: \[www.communities.qld.gov.au/childsafety\]\(http://www.communities.qld.gov.au/childsafety\)](#)

### Ratification

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



SIGNED: .....  
President

27 / 03 / 2024  
(Date)



SIGNED: .....  
Secretary

27 / 03 / 2024  
(Date)