

Commencing a new paid employee

PRE-COMMENCEMENT – CHECK

Does the person have a blue card (or exemption card)?

- Please refer to the [Working with children authority guidelines \(DOCX, 383KB\)](#) for information regarding who needs a blue card (or exemption card).

YES

NO

PERSON CANNOT COMMENCE WORKING WITH CHILDREN

Person must obtain blue card (or exemption card) from [Blue Card Services \(BCS\)](#)

PRE-COMMENCEMENT – VERIFY

Is the blue card (or exemption card) valid?

- Verified by photographic ID?
- Within expiry date?
- Confirmed via [BCS Online Validation Tool?](#)

YES

NO

PERSON CANNOT COMMENCE WORKING WITH CHILDREN

Person must obtain blue card (or exemption card) from [Blue Card Services \(BCS\)](#)

ON COMMENCEMENT– LINK

Link the blue card (or exemption card) to your school or regional/central office.

- A person can be linked within the [Blue Card Services Organisation Portal \(PDF, 297KB\)](#).
- If the [Blue Card Services Organisation Portal](#) is not in operation, a link form needs to be completed by the school/regional/central business unit and submitted to BCS.

NOTE: Transfer from volunteer to paid blue card: Submission of the transfer form by the volunteer cardholder establishes the link to the school/work unit. A separate link form is not required in this instance.

ON COMMENCEMENT – REGISTER

Update your blue card registers

- It is important to ensure your [Employee Register](#) is up-to-date. The register is a written record of all business operators, paid employees and volunteers involved in child-related activities at your school and/or within your business unit
- OneSchool: OneSchool > Staff accreditation > Working with children check > Departmental > Employee blue card listing (schools only)
- For Schools and Regional/Central Office managers, email the blue card holder's details (employee name and payroll number, blue card number and expiry date) to your local HR payroll team. This ensures current information is recorded in the department's payroll system (TSS)
- The [Blue Card Services Organisation Portal](#) will automatically update with the card holder's application status. If this does not occur, check that the blue card holder has registered their details online with Blue Card Services. [Register for an online account.](#)
- Recruitment documentation (appointment form) must include blue card (or exemption card) details to ensure mandatory information is recorded in the department's payroll system (TSS)

ALERT: It is an offence for a [restricted person](#) to start or continue in restricted employment and for an employer to employ or continue to employ a restricted person in restricted employment if they know, or reasonably ought to have known, the person 'is' a restricted person, in accordance with the *Act (s176)*.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure> to ensure you have the most current version of this document.

