



CATHOLIC DIOCESE
OF ROCKHAMPTON

Blue Card Policy

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1. Purpose

To outline the Diocese's requirements to hold a Blue Card or Exemption Card for child-related activities or services.

2. Scope

The Policy applies to anyone who works or ministers within the Diocese or any of its parishes, agencies, or ministries, including clergy, religious, employees, contractors, students on placement, and volunteers.

3. Policy Statement

The Diocese is committed to safeguarding children and vulnerable adults. This policy reflects our Catholic belief that every human being has dignity that we recognise as coming directly from God's creation of male and female in God's own image and likeness.

4. Principles

4.1. Regulated Activities

Persons performing work defined as regulated employment under the *Working with Children (Risk Management and Screening) Act 2000* must hold a Blue Card or Exemption Card. Examples of activities which are both regulated and unregulated are as follows:

Regulated category	Examples of roles/activities for which a Blue Card is required	Examples of roles/activities for which a Blue Card is not required
Churches, clubs and associations whose usual functions include, or are likely to include: <ul style="list-style-type: none">• Providing services directed mainly towards children• Conducting activities mainly involving children	<ul style="list-style-type: none">• Youth/family ministry coordinators/assistants• Children's liturgy coordinators/assistants• Children's sacrament coordinators/assistants• Parish Safeguarding Representatives• Professional Standards and Safeguarding staff	<ul style="list-style-type: none">• A volunteer who is a parent of a child participating in the services or activities that the parent is directly involved in• Activities not specific to children• Volunteers, students and paid employees who are not participating in the child-related services or activities for more than 7 days in a calendar year (starting from 1 January and ending on 31 December. A 'day' is for any period of time on one day, irrespective of whether it is a full day or part day)

Regulated category	Examples of roles/activities for which a Blue Card is required	Examples of roles/activities for which a Blue Card is not required
Religious representatives whose usual functions include, or are likely to include: <ul style="list-style-type: none"> • Providing services directed mainly towards children • Conducting activities mainly involving children 	<ul style="list-style-type: none"> • Clergy* • Religious on appointment to the Diocese or one of its parishes 	<ul style="list-style-type: none"> • Clerics whose faculties have been suspended or removed by the Bishop
Executive committee and board members of an organisation that delivers child-related services	Members of: <ul style="list-style-type: none"> • Pastoral Councils • Finance Councils • Safeguarding Committee • Education Council/Committees 	

*All clergy with faculties are presumed to provide services directed mainly towards children or conduct activities mainly involving children

4.2. Employment

The Diocese will not employ or engage any person in regulated employment:

- who does not provide identification documents where applicable;
- who is issued with a negative notice;
- whose Blue Card or Exemption Card is cancelled or suspended;
- who does not consent to pre-employment screening (employees only); or
- whose employment application has been withdrawn for any reason (employees only).

4.2.1. Employees

Requirements will be outlined in appointment letters and position descriptions.

Failure to obtain and retain a Blue Card may result in termination for both new employees and existing employees.

4.3. Register

The Human Resource Office will maintain a register of all employees who require a Blue Card or Exemption Card. This register excludes external consultants.

5. References

N/A

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

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7. Policy Information

Subordinate Schedules	
Accountable Officer	Human Resource Manager
Policy Type	Executive Policy
Approved Date	29/08/2022
Effective Date	29/08/2022
Review Date	29/08/2025
Relevant Legislation	
Related Policies	Personnel Screening Policy
Related Procedures	
Related forms, publications and websites	
Definitions	<p>Blue Card</p> <p>A card issued by the Blue Card Services to people performing child related duties regulated by the <i>Working with Children (Risk Management and Screening) Act 2000</i>.</p> <p>Diocese</p> <p>Catholic Diocese of Rockhampton.</p> <p>Employee</p> <p>A person employed by <i>The Roman Catholic Trust Corporation for the Diocese of Rockhampton</i>.</p> <p>Exemption Card</p> <p>A card issued to registered teachers and police officers who provide services that fall outside of their professional duties.</p> <p>Consultant</p> <p>A person who is engaged externally by the Diocese whose expertise is provided on a temporary basis, usually for a fee.</p>