

Capricorn Citizen Advocacy

CRIMINAL HISTORY SCREENING PROCEDURE

Policy number:	4.6.0.1	Approved by Management Committee:	4 th April 2017
Version:	1.0	Signed off by Executive:	4 th April 2017
Responsible person:	Coordinator	Scheduled Review Date:	4 th April 2020

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. 1.3.4.2 *Child and Youth Risk Management Strategy*
3. 1.3.4.3 *Handling Disclosures or Suspicions of Harm, including Reporting.*
4. 4.6.0 *Criminal History Screening Policy*
5. 6.0.0 *Code of Conduct – Staff and Volunteers*
6. 6.3.0 *Staff Recruitment and Employment Policy*

Procedure

Yellow Cards

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, Child Safety and Disability Services if applicants are suitable.

The Act also makes it unlawful for a person to work or volunteer for a funded non-government service provider at a service outlet without an application being made for a criminal history check.

Blue Cards

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information 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 3 years while their police information continues to be monitored.

1. Criminal History Screening – Issuing of Positive Notices

- Disability Services Queensland - Yellow Card
- Department of Justice and Attorney-General - Blue 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 Yellow Card is not current, Capricorn Citizen Advocacy has still covered its obligations providing the engaged person does hold a current Blue Card and has applied for a new or renewed Yellow Card.

2. Register of Positive Notices

Capricorn Citizen Advocacy maintains a spreadsheet recording the names of engaged persons holding Yellow Cards issued by Disability Services and the 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 to Disability Services and/or the Department of Justice and Attorney-General,
4. when acknowledgement is received from Disability Services 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 Notices

All costs associated with obtaining criminal history checks and/or lodging applications for Positive Notices with Disability Services 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 three years after the issue of a Yellow Card, Disability Services 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 computer.
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 have the renewal processed.
3. The office forwards a letter to the card holder notifying of the approaching expiry date of the card and attaches a current version of the renewal application form.
4. Most of the form should be completed by the office prior to mailing it with information already contained on file with specific areas highlighted which need signature and completion etc by the applicant.
5. The letter will request the applicant bring their renewal form into the office along with their proof of identity for sighting and copying.
6. When the form is returned, the office will take any action that is required to complete the document and then sign off on the application.
7. The application is then copied and the original is forwarded to the Department of Communities or Department of Justice and Attorney-General for processing.
8. The office will file the application in the most appropriate location (i.e., staff file, relationship file, Management Committee member's file)
9. The Register of Positive Notices will be updated by the office.

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

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| 1. Policy 1.3.4 | Risk Management Framework |
| 2. Procedure 1.3.4.1 | Risk Management Plan |
| 3. Procedure 1.3.4.2 | Child and Youth Risk Management Strategy |
| 4. Procedure 1.3.4.3 | Handling Disclosures or Suspicions of Harm, including Reporting. |
| 5. Policy 3.1.1 | Recruitment of Protégés Policy |
| 6. Procedure 3.1.1.1 | Recruitment of Protégés Procedure |
| 7. Policy 4.6.0. | Criminal History Check Policy |
| 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
7. Department of Communities, Child Safety and Disability Services:
www.communities.qld.gov.au/childsafety

Ratification

This procedure was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 04 / 04 / 2017.

SIGNED:

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President

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(Date)

SIGNED:

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Secretary

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(Date)