BLUE CARD PORTAL

COMPLIANCE & RECORD KEEPING

12 June 2022 – Clubs Conference
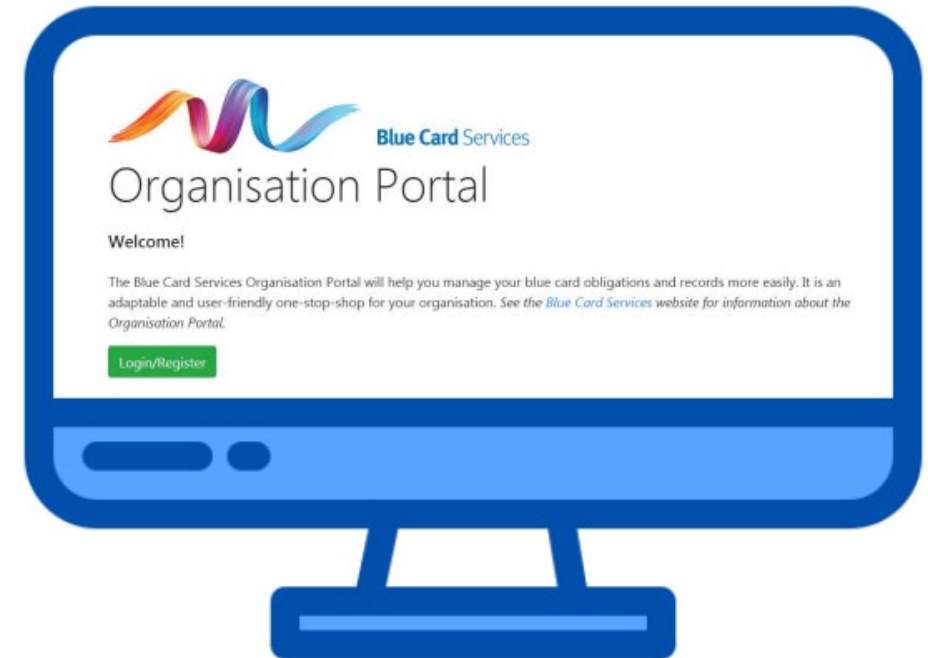
Blue Card Portal

What Is It?

- An online system that allows organisations to manage their blue card obligations and records more easily
- Allows for secure exchange of sensitive information
- The Organisation Portal is a key deliverable from the Queensland Family and Child Commission's report, "Keeping Queensland's children more than safe: Review of the blue card system."

www.qfcc.qld.gov.au

Benefits of using the Blue Card Portal

- See all blue card records in one place
- Efficiently create and manage a link between the organisation and applicants/card holders
- Ability to pay for your card holders
- Ability to search, sort and export from your register
- Modify records i.e. if they change from volunteer to paid
- De-link card holders i.e. if they cease child-related activities with your organisation
- Access real-time information and important updates/notifications
- Notices to alert you to important information such as - A card is due to expire, An on-time renewal has been submitted, A card has been issued
- See blue card information on desktop, mobile and tablet devices
- Have as many portal users as you wish, provided the nominated people have a genuine role in managing blue card records and obligations and the authority of your organisation
- Portal users will go through a verification process when creating their log in
- Update organisation & user information
- Receive regular information emails

Get Started

Organisation completes registration form, claims existing organisation record and nominates portal user → Organisation's nominated representative creates portal user account online and verifies identification → BCS receives and processes organisation registration form → BCS advises organisation that setup is complete → Portal user logs in and begins using the portal.

- **Register your Organisation**

Organisation Portal Account Registration (for organisations)
How to complete the Organisation Portal Account Registration form
This form will allow us to create your organisation's portal account, as well as check - and update if necessary - the currency of information we have on record for your organisation.

- **Create an account for a portal user (administrator)**

How to create an Organisation Portal user account
The portal administrator is the primary person within your organisation who has access to, and responsibility for managing the Organisation Portal online account. This person can view all information (including sensitive and confidential information) and undertake all tasks within the Organisation Portal, including providing access to other users as needed.

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Once you have completed the form, please return it to organisationportal@bluecard.qld.gov.au

Exemptions

You may not need a blue card if:

- **A parent who volunteers at club their child attends** and provides the **same or similar** services to those their child is receiving. For example, if a parent volunteers at their child's sporting club as a team manager/coach for their child's team, and does not perform another role within the club such as a timekeeper for another junior team, a blue card is not required. This is because the services the parent provides are the same or similar to those their own child receives at the club, and they are captured by the volunteer parent exemption (unless a restricted person)

- **A regulated health practitioner.** For example, physiotherapist

- **Frequency tested** – does not provide services for more than 7 days per calendar year. For example, a professional providing coaching for one weekend in one year

N.B. Clubs should keep a manual record of any volunteers who come under an exemption category!

Do you need a Blue Card? https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/required/individuals#churches-etc

Resources Links

Payment Guide: https://www.publications.qld.gov.au/dataset/8bb79832-e5d4-4aa6-ac7d-e465f75a66d2/resource/cbb0dc16-e2ba-4a5c-8830-6ea1094d442e/download/making-payments.pdf

Full User Guide: https://www.publications.qld.gov.au/dataset/8bb79832-e5d4-4aa6-ac7d-e465f75a66d2/resource/4967d64e-6d1d-472e-9f27-783cd41935db/download/bcs-organisation-portal-user-guide-v11.pdf

FAQ: https://www.publications.qld.gov.au/dataset/8bb79832-e5d4-4aa6-ac7d-e465f75a66d2/resource/879c87da-bf58-4511-829b-51df42de718c/download/bcs-org-portal-faqs-for-organisations-updated-dec-2021.pdf

Supporting Volunteers to Apply Online: https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/1770ae97-7cba-480c-a6dc-2f16f99a0041/supporting-volunteers-online-and-offline.pdf?ETag=f8a5454aeaeabd6fd7d8f71dec7b07ae

More Resources: https://www.publications.qld.gov.au/dataset/blue-card-system-organisation-portal

Other Resources

- Play By the Rules – Posters and cards https://www.playbytherules.net.au/resources/posters-and-postcards
- National Office for Child Safety - https://childsafety.pmc.gov.au/resources
- Queensland Family & Child Commission - https://www.qfcc.qld.gov.au/keeping-kids-more-safe
- Office of the Public Guardian - https://www.publicguardian.qld.gov.au/

Thank You

If you can't find the information you need or just want to run it past us, please feel free to contact.

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Australian Sailing