

Nambour  
SDA  
Church



Child  
Protection  
Policy

SOUTH QUEENSLAND CONFERENCE  
LOCAL CHURCH  
CHILD PROTECTION POLICY,  
PROCEDURES AND RECOMMENDED  
GUIDELINES

SEVENTH-DAY ADVENTIST CHURCH  
IN QUEENSLAND

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## STATEMENT OF INTENT

Each Local Seventh-day Adventist Church aims to provide a safe, spiritual and abuse free environment for every child who attends church sponsored programs and activities. Further it is our objective to prevent any form of child abuse through education, appropriate screening of persons working with children and the establishment of guidelines and procedures to reduce the risk of child abuse. These steps will also have the effect of protecting employees and volunteers from false allegations of child abuse and harm.

## RESPONSIBILITIES OF A LOCAL CHURCH

The church community has a moral and legal responsibility for the care, protection and safety of children when on church property or involved in church sponsored activities. This includes but is not limited to: -

- Education
  - Informing and educating all adult church members about the issue of child safety and child abuse and of their legal and moral responsibilities to child attendees
  - Educating children about the issue of child safety, child abuse and self-protection, in an age-appropriate manner
  - Widely displaying and promoting the Child Protection Policy, thereby raising Church community awareness and vigilance, which itself may discourage potential offenders
- ***Preparing and implementing locally specific church policies, procedures, guidelines or codes of conduct***<sup>1</sup>
  - Providing appropriate and safe places and spaces (see OH&S policy) <sup>2</sup>
  - Having Behaviour Management policies (see Children's Ministries policy) <sup>3</sup>
  - Being adequately insured (see Insurance policy) <sup>4</sup>
  - Proper planning, implementation and supervision of programs and activities (see Children's Ministries policy) <sup>5</sup>
- ***Screening and Selection of Staff and Volunteers***
  - Providing suitable personnel for child related activities by screening of staff and volunteers in accordance with relevant local legislative requirements and best practice (see Screening of Volunteers in this policy)
- ***Monitoring and Evaluation***
  - Regularly reviewing the adequacy and effectiveness of your Child Protection Policy, Procedures and Guidelines

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<sup>1</sup> Refer to Baptismal vows and Church Manual for information re: Code of Conduct

<sup>2</sup> SPD Risk Management

<sup>3</sup> SPD Children's Ministry Department

<sup>4</sup> SPD Risk Management

<sup>5</sup> SPD Children's Ministry Department

## DEFINITIONS

**Child abuse** – any treatment of a child that threatens a child's safety, or physical or emotional health and/or development. The abuse may be physical, emotional or sexual abuse and may be inflicted by an adult or another child.

**Physical abuse** – an injury or harm caused to a child by non-accidental means.

**Emotional abuse** – any verbal communication, attitude or pattern of behaviour that harms a child's psychological or social development. Examples may include degrading or belittling name-calling, demeaning terminology, and violent or obscene language.

**Sexual abuse** – is the involvement of a child in sexual activity that the child does not fully comprehend, is not developmentally prepared for and to which he or she cannot give informed consent, or that otherwise violate the laws of society. It includes a range of behaviours that violate a child's sexual privacy whether by fondling, visual stimulation or by verbal remarks.

**Neglect** – occurs when a child is harmed as a result of their carer's failure to act to meet their physical and emotional needs.

- Emotional neglect
- Physical neglect
- Medical neglect
- Educational neglect
- Social neglect

## **WHAT TO DO IF YOU SUSPECT A CHILD HAS BEEN ABUSED OR NEGLECTED**

The Department of Child Safety is responsible for the administration and implementation of the *Child Protection Act 1999*. If you have reasonable grounds to suspect that a child is being or has been abused or neglected you should notify them on (07) 3225 9999 or on freecall 1800 177 135.

**Section 22 of this act says that the furnishing of information attracts certain legal protection against defamation etc provided that the information is given in good faith and with reasonable care and that your name will be kept confidential.**

Further if the alleged perpetrator is involved in the SDA church you also need to notify Adventist Support on 1800 220 468.

## **CONFIDENTIALITY**

Confidentiality should never be used as an excuse not to act. Confidentiality is not about secrecy. It is an assurance that written and spoken information is protected from being shared with unauthorised persons, or for a purpose other than that for which it was collected. It is the handling of information with responsibility.

Section 186 of the Act ensures that the identity of people who contact the Department of Child Safety or the Queensland Police Service to report their concerns about a particular child is kept confidential.

## **RESPONDING TO DISCLOSURES OF ABUSE**

1. Listen to the child's story and try to remain calm
2. Let the child know, they are believed, it was not their fault, that you know of other children this has happened to, adults sometimes do wrong things, they were right to tell, its helpful they told
3. Do not ask direct or leading questions that seek out details
4. Explain to the child what you are going to do
5. Don't make promises you can't keep
6. Do not leave the child alone
7. Notify the Department of Child Safety 1800 177135
8. Treat the situation confidentially

## **SELECTING AND SCREENING VOLUNTEERS TO WORK WITH CHILDREN**

*“Trust in God – Screen all others”*

In addition to any prohibition that may be prescribed by law, individuals who have been convicted of, or admitted to, physically or sexually abusing children may not work with children in any church sponsored role or children’s ministry.

Child sex offenders have a propensity to re-offend. Sound child protection must take steps to exclude such persons from any level of church involvement or participation that may place children at risk. Screening all those who volunteer to work with children is a vital element of any effective regime of child protection.

The elements of safe screening should include the following (as appropriate): -

- Identifying all child-related roles and delineate the responsibilities of the role (whether as a staff member or volunteer) by writing a clear position description;
- Undertaking a formal recruitment process for the role;
- Use the volunteer screening form (see appendix B) and obtain a Working With Children Check. The check must be repeated every two years.
- Obtain a statutory declaration from the applicant regarding the accuracy of the information provided and agreeing to comply with the Local Church and Conference Child Protection Policy and Procedures;
- Follow up references (preferably several referees)

### ***Screening Must be Ongoing***

It is important to note that the screening process is a recurrent requirement for current and future employees and volunteers. Therefore, after the applicant has been selected, ensure: -

- Orientation and training is conducted;
- There is early and regular supervision and evaluation of the applicant from a child-safety perspective; and
- The evaluation and on-going risk assessment should also consult participants and other persons with whom the applicant works.

### ***Consequences of Inadequate Screening***

The Local Church and the Conference has a legal duty of care to establish and follow selection and screening procedures that are effective, to the extent reasonably possible, in ensuring that known or potential child abuse offenders do not work with children. If the procedures are lax, or if they are inadequately applied in every case, children may be the victims of preventable abuse, and the local church board and Conference will likely be legally liable to the victim in

negligence. Unless it is thorough and rigorous, screening is pointless and legally counter-productive.

***Vigilance for other indicators of risk***

Beware of volunteers with inappropriate attitudes to children, who have an interest in spending time alone with children, have an inappropriate interest in working with children of a particular age or gender and have limited adult social networks.

**GUIDELINES & PROCEDURES FOR CHILD SAFETY**

The physical environment of each local church is different and the guidelines suitable for each local church will differ in some respect to reflect those differences. However, certain principles for the conduct of activities seem to be generally accepted.

***Qualifying Period and Exclusions***

1. Qualifying period of six (6) months active church membership before a person may work with children and young persons.
2. In addition to any prohibition prescribed by law, individuals who have been convicted of, or admitted to, physically or sexually abusing children may not work in any church sponsored children's ministry.

***General Principles – Venues & the “Two Person Rule”***

3. Adults shall supervise children's programming and activities at all times.
4. Use rooms with windows and keep other rooms locked when not in use to prevent their use for hidden abuse;
5. All workers shall observe the “two person rule” in children's programming whenever possible. Avoid being alone with a child.
6. If the “two person rule” cannot be met, the following strategies may be appropriate: -
  - Keep the door open until at least 2 staff are present, or tie back curtains to allow easy visual inspection of the room;
  - Try to arrive before children;
  - Ask a parent or guardian to remain until another staff member or responsible adult arrives;
  - Consider combining classes or activities where staff numbers do not permit the “two person rule” to be met;

***Bathroom and toileting procedures for children***

7. Encourage parents or carers to toilet their children before attendance.



8. No child under the age of 10 shall be released to go to the restroom unless accompanied by a parent, guardian or two adults.
9. Older children may visit the bathroom in same-sex pairs.
10. No assistance to be given unless there is a second adult near the area who understands the reason for the assistance;

### ***Discipline***

11. No discipline unless in visual contact with another adult who is aware of the situation that requires discipline.
12. Any form of corporal punishment is strictly forbidden.

### ***Transport, care and release of children to other adults/parents***

13. If possible, avoid the need to transport a single child in a car with only one adult. If necessary, drop off a single child first before siblings, so as to avoid a child being alone with an adult.
14. Only transport a child in the vehicle of a staff member or another parent with the consent of the child's parent.
15. Seat the child in the back seat.
16. No child will be released to any adult other than his/her parents or legally appointed guardians without the expressed written permission of the parent or guardian.

### ***Consent for "off-premises" activities***

17. Any church sponsored activity or program involving minor age children conducted off-premises must have the approval of church leadership.
18. The church board must approve all overnight activities or trips in advance. All minor age children participating in these activities must have a signed parental permission slip for each trip as well as an emergency medical treatment release. Parents and/or guardians will be informed of the adults who will be responsible for the supervision of the activity or trip.

### ***Reporting Obligations - General***

19. Any behaviour which you are concerned about can be reported to the church administrator or pastor for further clarification.
20. Members who know of any individual who has been convicted, pleaded guilty, or admitted to committing physical or sexual abuse and regularly attends services should advise the pastoral staff of this information.

## **GUIDELINES FOR CHURCH ATTENDANCE BY ALLEGED AND/OR CONVICTED CHILD SEX OFFENDERS**

We believe that the Church has a moral obligation to be actively involved in the prevention of child sexual abuse. However, we are also committed to assisting individuals who have been abusive, and their families, in their healing and recovery process, and to holding abusive individuals accountable for maintaining appropriate behaviour.

### **During an Investigation**

Where an individual member or church attendee is being investigated for alleged child sexual abuse, whether by the police, statutory authorities or by the Church Committee for Sexual Ethics, the local church board must require the alleged offender to: -

- stand down from any church office or position of church leadership; and
  - Avoid any work or contact with children while attending a meeting or any function on the premises or organised by the local church
- until a determination is made about the allegation.

### **Following an Investigation - allegations not upheld**

If the relevant investigating body determines that the allegations are not established, the Church should reaffirm the individual in their church offices or positions and that they are a member in regular standing.

### **Following an Investigation – Church discipline where allegations upheld**

Where an investigation upholds an allegation of child sexual abuse against a church member, the local church board must consider the question of Church discipline. Any church discipline must follow the guidance and requirements for procedural fairness contained in the *Seventh-day Adventist Church Manual*, chapter 14, Church Discipline.

### **Church discipline – Removal of the offender from church membership**

1. If the established conduct and circumstances are such that the local church board considers that the offending church member should be removed from church membership, such action must be finally decided by a duly called business meeting of the church, as required by the *Church Manual*.
2. Where an offender has been convicted of child sexual abuse by the courts, the customary and appropriate response is for the church to remove the offender's name from church membership, consistent with the requirements of the *Church Manual*. Advice and guidance should be sought from the Conference before such action is taken and careful

consideration must be given if a local church is considering departing from these requirements.

3. Subsequent attendance at any church by a convicted child sex offender shall be subject to the entry by the person into a behavioural contract or limited access agreement concerning his attendance, as set out below.

### **Church discipline - Censure of the church member**

1. If the established conduct and circumstances are such that the local church board considers that the offending church member should be placed under censure for a period up to one year, such action must be finally decided by a duly called business meeting of the church, as required by the *Church Manual* (Chapter 14, Church Discipline).
2. It is noted that the *Church Manual* provides that whilst under censure, such individuals shall not hold any position of responsibility in the church.
3. Once the period of censure has elapsed, the offender should not hold any church office or position of responsibility in the church that places them in contact with children or youth (e.g. Sabbath School, Pathfinders, youth and social activities). To permit an offender contact with children or youth may put these young persons at risk of harm from re-offence, may signal to them that the church supports this individual as a trustworthy leader (itself adding to the risk of harm) and may otherwise contribute to a community perception that churches do not take child sex offences seriously.
4. Offenders may only be considered for any church office or position of responsibility if their behavioural contract or limited access agreement permits it, that is, because they have an assessed low risk of re-offence, and after the church board has received, acknowledged, and acted upon the professional advice sought from Safe Place Services regarding their specific case.

### **Following an Investigation – allegations upheld – Child Protection Procedures to be followed in all cases**

Local churches are very exposed to liability arising from child sex offences. If a known sex offender commits further offences against children to whom the church owes a legal duty of care, where the church failed to take prudent steps to prevent that harm, the local church will be liable for both the legal costs and any awarded damages arising from any claim. Insurance would not be available to cover the loss and Conference policy does not indemnify a local church board from loss in such circumstances.

In light of the above, particular care should be taken to minimise the risk of harm to potential victims and of liability for the local church and local church board. The following policies are recommended.

1. The church minister or head elder, in consultation with Safe Place Services, should develop a behavioural contract or limited access

agreement that the church member will sign, in accordance with the Conference Safe Place Policy. The behavioural contract needs to include information about what will occur should the church member breach the behavioural contract.

2. As a minimum requirement, the relevant church board must ensure that the offender does not have contact with children or youth (e.g. Sabbath School, Pathfinders, youth and social activities) as this would put these young people in a position of risk.
3. The church needs to have a Child Protection Policy in place that clearly sets out the local guidelines and procedures required for the “arenas of safety” by which all church members and attendees must abide.
4. In the interests of risk and harm minimisation, all church members should be educated about child sexual abuse and the “grooming” tactics that child sex offenders use, and all children and young people who attend the church need to be educated about protective behaviours.
5. All parents who are members of the church or regular attendees need to be informed of the outcome of the investigation. The church in consultation with their local conference and/or Adventist Support, will decide how this will be done appropriately.
6. Following an investigation and regardless of its outcome, the local church should conduct training on child sexual abuse, to reinforce the specific child protection guidelines and procedures that apply to their premises and activities, and to highlight the need for continued vigilance of risk.

**\*Duty of Care describes the responsibility that all church members have to exercise the powers of their leadership within an ethical framework of accountability that ensures the best interests of all church members and attendees.**

## **CONTACT NUMBERS – DEPARTMENT OF CHILD SAFETY**

### **Brisbane North & Sunshine Coast Zone**

Level 2, Town Square Precinct  
33 King Street (Cnr Beerburrum)  
Caboolture QLD 4510  
Telephone: (07) 549 01040

### **Brisbane South & Gold Coast Zone**

Level 1  
100 George Street  
Beenleigh QLD 4207  
Telephone: (07) 388 48800

### **Central Zone**

Level 3, State Govt Building  
209 Bolsover Street  
Rockhampton QLD 4700  
Telephone: (07) 493 84699

### **Far Northern Zone**

Level 3  
36 Shields Street  
Cairns QLD 4870  
Telephone: (07) 403 98354

### **Ipswich & Western Zone**

1 Kitchner Street  
Toowoomba QLD 4350  
Telephone: (07) 469 94255

### **Logan & Brisbane West Zone**

Level 1  
6 Ewing Road  
Woodridge QLD 4114  
Telephone: (07) 338 06635

### **Northern Zone**

State Govt Building  
187-209 Stanley Street  
Townsville QLD 4810  
Telephone: (07) 479 97943

## **RESOURCES**

**Department of Child Safety**

<http://www.childsafety.qld.gov.au/>

**Childwise**

[www.childwise.net](http://www.childwise.net)

**Australian Institute of Family Studies**

[www.aifs.gov.au](http://www.aifs.gov.au)

**Australian Association of Children and Youth Organisations**

[www.accyo.org.au](http://www.accyo.org.au)

**NAPCAN**

[www.napcan.org.au](http://www.napcan.org.au)

**Australian Children's Welfare Association**

[www.acwa.asn.au](http://www.acwa.asn.au)

## **APPENDIX 1 LEGISLATION**

### **Criminal Code 1899**

#### **210 Indecent treatment of children under 16**

(1) Any person who--

- (a) unlawfully and indecently deals with a child under the age of 16 years;
- (b) unlawfully procures a child under the age of 16 years to commit an indecent act;
- (c) unlawfully permits himself or herself to be indecently dealt with by a child under the age of 16 years;
- (d) wilfully and unlawfully exposes a child under the age of 16 years to an indecent act by the offender or any other person;
- (e) without legitimate reason, wilfully exposes a child under the age of 16 years to any indecent object or any indecent film, videotape, audiotape, picture, photograph or printed or written matter;
- (f) without legitimate reason, takes any indecent photograph or records, by means of any device, any indecent visual image of a child under the age of 16 years,

is guilty of an indictable offence.

(6) In this section--

"deals with" includes doing any act which, if done without consent, would constitute an assault as defined in this Code.

#### **215 Carnal knowledge with or of children under 16**

(1) Any person who has or attempts to have unlawful carnal knowledge with or of a child under the age of 16 years is guilty of an indictable offence.

**APPENDIX 2**

**VOLUNTEER SCREENING FORM**

*CONFIDENTIAL*

This form is to be completed by all persons considering volunteer Church roles. It is to help the Church provide a safe and secure environment for those people who participate in its programs and use its facilities.

**PERSONAL**

Last Name ..... First Name ..... Middle Name .....

Previous Names you have used .....

Address .....

..... Postcode .....

Telephone (home) ..... (work) ..... (mobile) .....

Current and previous occupations .....

List all your church work during the past 5 years that involved children/youth  
(identify church and type of work).....

Name of the church at which you are currently a member .....

List the names of other church/es you have attended regularly during the past 5 years  
.....

Position applied for ..... Church.....

**Have you ever been charged with or convicted of a criminal offence?**

Yes  No  If yes, give details including the nature and date(s) of the offence(s), the court responsible for dealing with the matter and the approximate date of the court hearing.

.....  
.....

**Have you ever been charged with an offence related to sexual misconduct, including sexual assault, sexual harassment, indecent exposure, attempted sexual molestation of a minor or possession or distribution of child pornographic materials?**





**Do you suffer from any pre-existing physical or mental health condition that may adversely affect your working with children /others, or expose them to any risk of harm?**

Yes  No  If yes, provide details .....

.....

**Keeping in mind that it is a God-given commission and legal responsibility to take the care and protection of young people very seriously, is there any reason why you may not be a suitable person to work with children?**

Yes  No  If yes, provide details .....

.....

**REFEREES**

Please list two referees who are not relatives but who know of your work experience, one with whom you were associated in your previous work.

Name .....

Address .....

Telephone (home) ..... (work) .....

Email ..... (mobile) .....

Name .....

Address .....

Telephone (home) ..... (work) .....

Email ..... (mobile) .....

**Please note: This form is in addition to the attached government screening requirements.**



## Volunteer blue card application form

The Commission for Children and Young People and Child Guardian Act 2000 requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to be obtain a blue card.

### How to fill out this application form

To avoid delays in processing this application please ensure:

- the organisation/volunteer co-ordinator completes Parts A, C and D
- the volunteer completes Part B
- you print clearly and use BLOCK letters
- you indicate with a tick where required.

Applications for volunteers are processed free of charge.

Note: It is an offence under the Commission's Act to make or submit a false or misleading statement or document.

### PART A Organisation's Details (this section must be completed by the organisation/volunteer co-ordinator)

<p>1 Name of organisation</p> <input type="text"/> <input type="text"/>	<p>6 Type of child-related employment for which a blue card is sought (please tick appropriate box)</p> <p><input type="checkbox"/> residential facilities</p> <p><input type="checkbox"/> schools (other than registered teachers)*</p> <p><input type="checkbox"/> school boarding houses</p> <p><input type="checkbox"/> child care</p> <p><input type="checkbox"/> churches, clubs and associations*</p> <p><input type="checkbox"/> child counselling and support services</p> <p><input type="checkbox"/> private teaching, coaching or tutoring</p> <p><input type="checkbox"/> education programs outside of school</p> <p><input type="checkbox"/> child accommodation including homestays</p> <p><input type="checkbox"/> religious representatives</p> <p><input type="checkbox"/> sport and active recreation*</p> <p><input type="checkbox"/> emergency services cadet program</p> <p><input type="checkbox"/> school crossing supervisors</p> <p>licensed care service:</p> <p><input type="checkbox"/> volunteer of the licensed care service</p> <p><input type="checkbox"/> volunteer working for a business providing services at a licensed care service</p> <p>Exemptions apply for</p> <p>* volunteer parents of a child attending the school</p> <p>♦ volunteer parents involved in the same or similar activity as his or her child</p>
<p>2 Postal address of organisation</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode:	
<p>3 Contact person</p> <input type="text"/>	
<p>4 Contact person's position</p> <input type="text"/>	
<p>5 Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>Fax <input type="text"/></p>	
<p><b>Additional Information</b> The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.</p>	

Please note: Volunteers must hold a valid blue card before they commence work in any category of employment regulated by the Act.

Applicant's Name

CCYPCG 09 138 MAY 06

1

**PART B Volunteer's Details**  
(this section must be completed by the volunteer)

7 Have you ever applied for or held a blue card?  
 Yes  No  
 Blue card No. (if known) \_\_\_\_\_

8 Your title Mr  Mrs  Miss  Ms   
 Other \_\_\_\_\_

9 Name you presently use  
 Family Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_  
 I do not have a middle name (please tick)

10 Do you currently use an abbreviation/nickname/alias for your first name? eg. Elizabeth abbreviation Betty  
 Name/s \_\_\_\_\_

11 Have you ever been known by any other name/s?  
 This includes:  
 • name at birth • married name  
 • change following divorce • alias  
 • maiden name • change by certificate/deed poll  
 (name before marriage)  
 • change the order of your name (eg. known by middle name) • different first/middle name (eg. different abbreviations)  
 Note: It does not matter how long ago you changed your name or how long you used another name for.  
 (Please tick) No  Go to question 12  
 Yes  give details below:  
 If you require more space, please tick this box   
 and attach a separate list

Family Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_  
 Reason for change \_\_\_\_\_

12 Are you  Male  Female

13 Date of birth \_\_\_\_\_  
DAY MONTH YEAR

14 Place of birth  
 Town/city \_\_\_\_\_  
 State \_\_\_\_\_  
 Country \_\_\_\_\_

15 Current postal address  
 (Note: your postal address must be in Australia)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

Applicant's Name \_\_\_\_\_

16 If you have lived at a different address in the last 5 years, please provide details on a separate sheet of paper and tick this box

17 Your telephone numbers  
 Daytime \_\_\_\_\_  
 After hours \_\_\_\_\_  
 Mobile \_\_\_\_\_

18 Do you identify as? (please tick)  
 Aboriginal  Torres Strait Islander  
 Aboriginal and Torres Strait Islander  
 Australian South Sea Islander  
 Other (specify) \_\_\_\_\_

19 What language do you mainly speak at home?  
 English  Other (specify) \_\_\_\_\_

20 Are you, or have you ever been, any of the following in Queensland (please tick the appropriate box/es):  
 registered teacher  
 carer approved by Dept of Child Safety  
 registered health practitioner  
 registered or enrolled nurse or midwife  
 licensee of a child care service  
 director or nominee of a care service licensed by the Department of Child Safety  
 director of a school's governing body

Note: You must tell the Commission within 14 days if your name or contact details change

21 Volunteer's declaration  
 Please read the following carefully before signing:  
 • I declare that the information I have supplied in this form and the identification documents shown to my organisation/volunteer co-ordinator or the prescribed person are true and correct.  
 • I consent to the Commission, in accordance with the Commission for Children and Young People and Child Guardian Act 2000, obtaining a check of police information (including charges, convictions and certain investigative information), certain disciplinary information and other relevant information from police, courts, prosecuting authorities and other bodies

Do not sign outside the box as your signature will be scanned onto your card.

\_\_\_\_\_

Date of signature \_\_\_\_\_  
DAY MONTH YEAR

2

CCYP/CG 04 +3B MAY06

**PART C Proof of Identity Declaration**  
(this section must be completed by  
the organisation/volunteer co-ordinator)

The organisation/volunteer co-ordinator is responsible for sighting the volunteer's identification documents.

However, in limited circumstances (where the volunteer resides more than 50kms from the organisation's business address or has a disability that affects his or her mobility), this responsibility can be exercised by a prescribed person

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Irrespective of whether or not the organisation/volunteer co-ordinator can sight the identification documents, they must complete Part D.

Where the organisation/volunteer co-ordinator is unable to sight the identification documents, a prescribed person must sight them and complete Parts C and E.

**Identification requirements**

The volunteer must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The organisation/volunteer co-ordinator must certify in Part D that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 +  List 2

One original document from List 1 and one original document from List 2 which together show the volunteer's full name, date of birth and signature.

OR

List 1 +  List 1

Two original documents from List 1 which together show the volunteer's full name, date of birth and signature.

Note: All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

Please photocopy the documents sighted and any change of name documents and attach them to this application form.

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on 3247 5245 or 1800 113 611.

Applicant's Name

Please tick the relevant box and record number (where applicable)

**22 LIST 1**

**Signature Document**

- Current driver licence/learner's permit/proof of age card (with photo)

Document No:

- Current passport (with photo)

Passport No:

**Non-Signature Document**

- Birth certificate (or extract)

Reference No:

- Australian citizenship certificate or current document evidencing permanent Australian residency status

Reference No:

**23 LIST 2**

**Signature Document**

- Current Pension Concession Card/Dept of Veterans' Affairs Entitlement Card/Senior's Health Card /Health Care Card/any other current financial entitlement card issued by Centrelink.

- Current Credit Card or account card from a bank/building society/credit union (with name and signature)

- Current Positive Notice Blue Card (issued by the Commission)

- Current student identification card issued by a tertiary education institution or school (with photo and signature)

- Current Qld Gaming Machine Licence

- Current Qld Licence issued under the Weapons Act

**Non-Signature Document**

- Current Medicare card

- Current Qld crowd controller/private investigator/security officer licence

- Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months

- Australian taxation assessment notice dated in the last 6 months

The organisation/volunteer co-ordinator must complete Part D.

Where the organisation/volunteer co-ordinator is unable to sight the identification documents, a prescribed person must sight them and complete Parts C and E.

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**PART D Declaration by Organisation/  
Volunteer Co-ordinator**  
(to be completed by the organisation/  
volunteer co-ordinator)

I certify that I have the authority to submit the volunteer's personal information to the Commission for screening purposes.

EITHER

I certify that I have sighted the original documents in Sections 22 and/or 23 proving the volunteer's identity (including their full name, date of birth and signature) and have checked their personal information on this form against the original documents.

OR

I certify that I am unable to sight the identification documents because:

the volunteer's usual residence is more than 50kms from the organisation's business address, or

the volunteer has a disability affecting his or her mobility.

Full Name

Signature

Position

Date  /  /   
DAY MONTH YEAR

**PART E Declaration by Prescribed Person**  
(to be completed by a prescribed person)

I certify that I have sighted the original documents in Sections 22 and/or 23 proving the volunteer's identity (including their full name, date of birth and signature) and checked their personal information on this form against the original documents.

I am a:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Police Officer

Stamp or Registration No  
(if applicable)

Signature

Full Name

Date  /  /   
DAY MONTH YEAR

**About the Information you give**

The Commission is authorised to collect information provided in this form under the *Commission for Children and Young People and Child Guardian Act 2000*.

The information will be used to obtain relevant police information held by the Queensland Police Service and other Police Services in Australia for details, if any, of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information.

Information may also be provided to relevant disciplinary bodies to obtain certain disciplinary information.

If any relevant record is identified, more information about that record may be sought from agencies such as courts, police, prosecuting authorities and State Reporting Bureaus to enable a full and informed assessment of this application.

Information is provided to Queensland Police Service to monitor blue card compliance and for police investigations relevant to the harm of children.

It may also be disclosed to other relevant people or organisations as authorised under the Act.

An applicant may withdraw their consent to screening at any time before a decision is made about their application.

The Commission may publish a register of valid, lost or stolen blue card numbers on its website.

The use of this information is covered by the confidentiality provisions of the *Commission for Children and Young People and Child Guardian Act 2000* and the principles of the Commission's Privacy Policy available at: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Commission for Children and Young People  
and Child Guardian  
Level 14, T & G Building  
141 Queen Street  
Brisbane Qld 4000

PO Box 12671  
Brisbane George Street Qld 4003

Phone: 07 3247 5245  
Toll-free: 1800 113 611  
Fax: 07 3247 5200

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Note: applications for volunteers are processed free of charge.



commission for  
children and young people  
and child guardian

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Applicant's Name

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