**Confirmed as at 19/01/2023**

**Roma & District School Sport Working with Children Blue Card Processes**

**2023**

*All Convenors, Coaches and/or Team Managers must comply with the Blue Card processes and communicate (with evidence) the checks to the Chair (Ben Meiklejohn), Vice-Chair (Sarah Goddard) and Secretary (Meg Lyons) of R&DSS via email at each stage.*

***Convenors:***

1. 2 weeks prior to District Trial:
   1. Identify all non-teachers assisting with the trial (sports medicine, teacher aides, other non-teaching staff, community coaches etc.) requiring a Blue Card check
   2. Collect a copy of Blue Card to allow check to occur (it’s essential to have correct spelling, expiry date and Blue Card Number)
   3. List all staff and volunteers who require a Blue Card check in Convenors Curriculum Activity Risk Assessment (CARA) <https://southwestschoolsport.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Policies-procedures/risk-assessment-sports-convenor.pdf>
   4. Complete all areas of the Convenor CARA
   5. **Submit** Convenor CARA to District Chair & Secretary for Approval via email ([bmeik7@eq.edu.au](mailto:BMEIK7@EQ.EDU.AU) , [sgodd12@eq.edu.au](mailto:sgodd12@eq.edu.au) , [Margaret.lyons@twb.catholic.edu.au](mailto:Margaret.lyons@twb.catholic.edu.au))
      1. **District Chair –** approve Convenor CARA and return to district convenor and Secretary via email
2. On Day of District Trial:
   1. Prior to district trial starting; visit Blue Card Website <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid> and complete Validation of each Blue Card for all non-teachers assisting with the trial
      1. Print to PDF a copy of the validation for each Blue Card and save each validation
      2. Contact anyone whose Blue Card you are unable to validate and inform them you are unable to validate their card and therefore they are unable to assist with the district trial
   2. Email a copy of all validations for the district trial to the District Secretary ([bmeik7@eq.edu.au](mailto:BMEIK7@EQ.EDU.AU) , [sgodd12@eq.edu.au](mailto:sgodd12@eq.edu.au) , [Margaret.lyons@twb.catholic.edu.au](mailto:Margaret.lyons@twb.catholic.edu.au))for electronic storage with the Convenor CARA and also inform them of anyone whose Blue Card is unable to be validated and steps you have taken to inform them of this non-validation.
   3. Conduct District Trial

***District Manager and/or Coach (one must complete the Manager CARA)***

1. Prior to any District Training and Regional Trial:
   1. Identify all non-teachers assisting with the trial (sports medicine, teacher aides, other non-teaching staff, community coaches etc.) requiring a Blue Card check
   2. Collect a copy of Blue Card to allow check to occur (it’s essential to have correct spelling, expiry date and Blue Card Number)
   3. List all staff and volunteers who require a Blue Card check in Manager Curriculum Activity Risk Assessment (CARA) <https://southwestschoolsport.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Policies-procedures/sports-event-team-manager.pdf>
   4. Complete all areas of the Manager CARA
   5. **Submit** Manager CARA to District Chair & Secretary for Approval via email ([bmeik7@eq.edu.au](mailto:BMEIK7@EQ.EDU.AU) , [sgodd12@eq.edu.au](mailto:sgodd12@eq.edu.au) , [Margaret.lyons@twb.catholic.edu.au](mailto:Margaret.lyons@twb.catholic.edu.au))
      1. **District Chair –** approve Manager CARA and return to District Manager and Secretary via email
2. On Day of all Training Days and Regional Trial:
   1. Prior to training and trial starting; visit Blue Card Website <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid> and complete Validation of each Blue Card for all non-teachers assisting with the training and trial
      1. Print to PDF a copy of the validation for each Blue Card and save each validation
      2. Contact anyone whose Blue Card you are unable to validate and inform them you are unable to validate their card and therefore they are unable to assist with the training and/or trial
   2. Email a copy of all validations for the district officials to the District Secretary ([bmeik7@eq.edu.au](mailto:BMEIK7@EQ.EDU.AU) , [sgodd12@eq.edu.au](mailto:sgodd12@eq.edu.au) , [Margaret.lyons@twb.catholic.edu.au](mailto:Margaret.lyons@twb.catholic.edu.au))for electronic storage with the Convenor CARA and also inform them of anyone whose Blue Card is unable to be validated and steps you have taken to inform them of this non-validation.
   3. Conduct training and/or attend regional trial
   4. *Note: It is imperative that this process is followed for each individual training and the regional trial to ensure the Blue Card is validated each day for student safety and to follow departmental policy.*