



Fact sheet

Parents and citizens associations

This fact sheet provides information for people taking on roles within a Parents and citizens' associations at a school as to when a blue card is required under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

Overview

Parents and Citizens' (P&C) associations work in partnership with their school principal to promote the interests of the school and facilitate its development to achieve the best possible outcomes for students.

Who needs a blue card?

Factors to be considered to determine if a person needs a blue card to work within a school's P&C include:

- The type of role (ordinary member or executive member).
- The services for which the P&C is responsible for – whether the P&C is responsible for the provision of an Outside School Hours Care service.
- If the person intending to take on a role has a child attending the school.
- If the role within is a paid or a volunteer position.

- If the person intending to take on a role is a registered teacher.

Members of the P&C are captured under the '[Schools – Employees other than teachers and parents](#)' category of regulated employment, and the Education and care services category of regulated employment or business.

See table on page three to check if you need a blue card.

Type of blue card

There are different types of blue cards for volunteers, paid employees and business operators. Registered teachers may require an exemption card.

Executive officers of the P&C who has a responsibility for the administration of an OSHC are carrying on a regulated business and apply for a blue card as a business operator.

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Applying for a blue card

All members of the P&C must have a valid blue card before they take on a role within a P&C, unless an exemption applies. Executive Members within a P&C, which has responsibility for an OSHC, are considered business operators and must hold a blue card before they take on the Executive Member role.

Existing card holders

Volunteer blue card holders taking on an executive role within the P&C are considered business operators and must complete a 'Volunteer to business transfer' application.

If you hold a paid blue or exemption card you should complete the [Blue card business application](#).

Both applications can be completed online using the [online applicant portal](#).

If you are not receiving payment, you will need to include a [Statutory declaration – fee waive](#) with your application or declare this when applying online.

Existing card holders can begin or continue their role within the P&C while their application is processed.

Students who become members of a P&C

An 18-year-old student will need a blue card to register as a P&C member. Under the *Queensland Education (General Provisions) Act 2006* an adult, other than

A parent of a child attending the school, who is interested in the school's welfare, is eligible to become a registered member of a P&C.

As an 18-year-old:

- They are adult and eligible to become a registered member of a P&C.
- Is required to hold a blue card when engaged in child-related regulated employment.

Obligations of blue card holders

Business operators

Executive members of a P&C which has responsibility for the administration of an OSHC are considered to be carrying on a regulated business and means that they are responsible for ensuring the organisation complies with the Act.

This includes ensuring all employees and volunteers engaged to work in the OSHC hold a current blue card.

Business operators must also identify a responsible person to develop and implement child and youth risk management strategies.

This includes eight mandatory requirements that identify and minimise potential risks of harm to children and young people.

Visit qld.gov.au/bluecardorganisations for information about risk management strategies and organisations obligations.

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Individual blue card holders

Individuals who hold a blue card also have obligations, including to keep their contact details up to date.

A full list of responsibilities for blue card holders are supplied when a blue card is issued and are available online on at www.qld.gov.au/bluecardindividuals

Type of position	I am a...	Do I need a blue card?
P&C has no responsibility for the OSHC		
Executive Member	Volunteer parent of a child attending the school	No blue card required
Ordinary Member	Volunteer parent of a child attending the school	No blue card required
Executive Member	Volunteer (no child attending the school)	Yes, a blue card is required
Ordinary Member	Volunteer (no child attending the school)	Yes, a blue card is required
Executive Member	Registered/Approved teacher	No blue card required
Ordinary Member	Registered/Approved teacher	No blue card required
P&C has the responsibility for the OSHC		
Executive Member	Volunteer parent of a child attending the school	Yes. Apply as a <u>business operator</u>
Ordinary Member	Volunteer parent of a child attending the school	No blue card required
Executive Member	Volunteer (no child attending the school)	Yes. Apply as a <u>business operator</u>
Ordinary Member	Volunteer (no child attending the school)	Yes, a blue card is required
Executive Member	Registered/Approved teacher	Yes, an exemption card is required
Ordinary Member	Registered/Approved teacher	No exemption card required

Need help?

Phone us on 1800 113 611 or 07 3211 6999. Or visit our website at www.qld.gov.au/bluecard. If you need an interpreter, contact Language Loop on 1800 512 451.