

Suitability and Screening Requirements for Child Safety Licensed Care Services

A guide for non-government organisations

Purpose of the Guide

The *Child Protection Act 1999* (the Act) requires that persons are 'suitable persons' to undertake certain roles within licensed care services and that the licensee complies with the requirements of the *Working with Children Check Act 2000* (the WCC Act). This document provides a summary of licensee, nominee and departmental obligations relevant to these requirements.

Service providers should consider the information provided in this guide and apply it in the context of their organisational environment when developing recruitment, screening and suitability processes.

Who decides suitability?

The licensee (your organisation) decides suitability for all persons listed below in *Table 1*, except for the nominee/proposed nominee. The Department of Families, Seniors, Disability Services and Child Safety (the department) decides if the nominee proposed by the licensee is suitable.

The nominee is responsible for ensuring that the licensee complies with suitability requirements.

Who must be suitable?

Part 8 of the *Child Protection Regulation 2023* (the Regulation) defines who is a suitable person to perform specific roles within a care service. Definitions that apply to each care service role are outlined in *Table 1* below. The licensee must determine whether persons that they intend to engage meet these definitions. If so, those persons must be deemed suitable to perform the role.

Table 1

Role	Suitability Determined By	Definition of Suitable Person for this Role <i>NB: Suitability requirements apply to persons engaged to provide the below roles, regardless of whether they are paid employees, subcontractors, volunteers or students, and the length of engagement.</i>
Nominee for licence	Department's licensing delegate	- does not pose a risk to the safety of a child to whom, under the Act, the licensee is providing care services; and - is able and willing to fulfil the responsibilities of the nominee for the licence under section 130(1) of the Act.
Director of applicant for licence or licensee	Licensee	- does not pose a risk to the safety of a child to whom, under the Act, the applicant is to provide, or the licensee is providing care services; and - is able and willing to manage the licensed care service, or ensure the licensed care service is managed, in a way that ensures the provision of care meets the standards of care stated in the statement of standards; and - understands, and is committed to, the principles for administering the Act¹

¹ Refer to the principles stated in chapter 1, part 2, division 1 of the *Child Protection Act 1999*

Managing licensed care service	Licensee	• does not pose a risk to the safety of a child to whom, under the Act, the licensee is providing care services. • is able and willing to manage the licensed care service in a way that: ○ assists the licensee to ensure the provision of care meets the standards of care stated in the statement of standards; and ○ implements suitable methods for the selection, training and management of people engaged in providing the services; and • understands, and is committed to, the principles of administering the Act.
Person performing a risk-assessed role for a licensed care service	Licensee	• does not pose a risk to the safety of children.

NB: A licensee must also ensure that persons that are subcontracted to provide a role outlined in *Table 1* are suitable persons.

What is a risk-assessed role?

Licensees are required to identify risk-assessed roles that will be performed in the delivery of care services and ensure that persons who are or will be performing these roles are persons who meet the definition of suitable person in the Regulation.

A risk-assessed role² is a role a person performs in a licensed care service where the normal duties of the role are likely to require, permit or facilitate the person's contact with a child that may create an unacceptable level of risk for the child. Children receiving care services would be placed at an unacceptable risk of harm if these roles were performed by persons who were not deemed to be a suitable person.

Risk-assessed roles include those where the person's normal duties involve them having contact or engaging with a child whilst carrying out their duties that would allow physical touching or the ability to build a rapport.³ They also include roles where the person's normal duties provide them with access to personal information about a child, which could be used to facilitate face-to-face, oral, written or electronic communication with the child that may place them at risk (e.g., at risk of being groomed).

Identifying risk-assessed roles

A number of factors need to be considered when assessing whether a role in a licensed care service should be categorised as 'risk-assessed'. This includes the extent to which any role in the care service may provide an opportunity to engage with and develop rapport and a trusting relationship with a child. *Table 2* outlines factors that should be considered in determining if a role is risk-assessed.

Table 2

² Refer to meaning of a risk-assessed role in S123A of the *Child Protection Act 1999*

³ **Rapport** means a relationship or understanding that is more than merely polite and functional

Legislative Consideration	Factors
Physically touching a child	The role involves: • providing direct care or personal care to a child • supervising a child • supporting a child in relation to day-to-day activities • accompanying a child to activities and other events.
Building rapport with a child	The role involves: • the opportunity to develop a trusting relationship with a child in-person • the opportunity to develop a trusting relationship with a child via oral, written or electronic communication.
Access to a child's personal details	The role involves: • having access to personal information that could enable contact to be made with a child: ○ within or outside the care service ○ via oral, written or electronic communication ○ via a significant person in the child's life ○ after a child is no longer cared for by the service.

NB: Service providers should consider other relevant factors in the context of their organisational environment.

Do ancillary staff, ancillary contractors or ancillary volunteers need to be suitable persons?

A licensee may engage a range of individuals who provide an ancillary role in the provision of care services, such as:

- a facilities manager who orders equipment for residential care premises
- an administrative officer that only undertakes HR functions relating to staff of the licensed care service
- a maintenance officer who routinely visits residential care premises
- an electrician who is engaged to install a light fitting in a residential care premises.

A licensee must consider all relevant factors in determining if the person is or will be undertaking a risk-assessed role and if they need to be deemed a suitable person.

If the licensee determines that the ancillary role is not a risk-assessed role, the licensee is still responsible for ensuring that:

- other blue card system requirements are satisfied where relevant. For example, licensed residential facilities are subject to environment-based blue card screening requirements, so an assessment needs to be undertaken as to whether the usual functions of an ancillary employee or contractor's activities will be or are likely to be carried out within a licensed premises in which children reside.
- measures are implemented in accordance with the licensee's child and youth risk management strategy so that the person does not pose a risk to the safety of children or negatively impact on the organisation's ability to meet the Statement of Standards for children receiving care services whilst present in the care service environment.

Do external support service staff need to be suitable persons?

A range of 'external support services'⁴ may be engaged by the department to meet the individual needs of a child placed in a licensed non-family based care service. Examples include counselling, emotional support, practical assistance, disability and medical/nursing support services. The licensee does not need to ensure that persons providing external support services to a child placed in a licensed care service have been deemed suitable persons. However, the licensee is still responsible for ensuring that measures are implemented in accordance with the licensee's child and youth risk management strategy so that the person does not pose a risk to the safety of children or negatively impact on the organisation's ability to meet the Statement of Standards for children receiving care services whilst present in the care service environment.

How is suitability determined?

A licensee may consider a range of information in deciding suitability, including job applications, referee checks, qualifications, work history and so on. The licensee must also consider the person's working with children check status (whether they have a current blue card/exemption card, or a negative notice), and current Child Safety and Personal History Screening (CSPHS) recommendation, as part of determining whether a person may pose a risk to the safety of children to whom, under the Act, the licensee is providing care services.

The processes for determining suitability for persons will vary depending on:

- whether the organisation is licensed or unlicensed (i.e., unlicensed with a properly made care service licence application in progress)
- the role that the person will be engaged in (i.e., nominee, director, manager, person performing a risk-assessed role)
- whether the person currently has a blue card/exemption card
- whether the person holds a current positive CSPHS recommendation.

The basic steps for ensuring relevant persons are suitable are outlined in *Appendix A*.

When must persons be deemed suitable?

A person engaged to perform a role outlined in *Table 1* must be deemed to be a suitable person prior to their commencement in the role.

⁴ Services that are provided by the same licensed organisation or another organisation, that are not a function listed on the care service licence or part of the licensed care service model

A person must also continue to be deemed a suitable person for the duration of their engagement, regardless of the length of their engagement. This includes maintaining a current blue card/exemption card and positive CSPHS recommendation for the duration of their engagement in the role.

What is child safety and personal history screening?

A person's current CSPHS recommendation must be considered by the licensee when determining suitability. Persons who are to be engaged in a role in *Table 1* can make an application for CSPHS by submitting a completed *LCS Form 2: Application for a Child Safety and Personal History Screening Check* available on the department's website. CSPHS is conducted by the Department's Central Screening Unit (CSU). The CSU will consider any relevant child safety, traffic and domestic violence histories when deciding the outcome of a person's CSPHS application.

The outcome of the CSPHS application will be communicated in a letter to the licensee's contact person, as nominated on the *LCS Form 2*, advising that the applicant is either satisfactorily (positive recommendation) or not satisfactorily (negative recommendation) able to progress to the next step in achieving suitability to provide care services to children to whom, under the Act, the licensee is providing care services.

A positive screening recommendation remains valid for 2 years from the date the outcome was issued (as opposed to the date the letter was sent by CSU). However, if there is a change in a person's child safety, traffic or domestic violence histories their screening recommendation will be reviewed, and a negative recommendation may be issued. The licensee must immediately consider a negative recommendation in determining/reviewing a person's suitability to provide care services.

Where a person has a current positive screening recommendation and will be engaged to provide the same role within a different organisation, the person is required to submit a *LCS Form 7 – Confirmation of Child Safety and Personal History Screening* instead of a *LCS Form 2*. The *LCS Form 7* process enables the licensee to receive confirmation of a positive screening recommendation that was previously issued (where the recommendation remains current). This process also links the person's screening record to the licensee which enables the licensee to be notified should there be a change in the person's positive screening recommendation. If a person has a current positive screening recommendation and will be engaged to provide a different role when moving to a new organisation or within their current organisation, a *LCS Form 2* is required. Proposed nominees with a current positive screening recommendation must submit a *LCS Form 2* to undergo a new CSPHS for the proposed role.

The screening recommendation resulting from a *LCS Form 2* or *LCS Form 7* must be considered by the licensee as part of determining a person's suitability prior to their commencement in the role. A person's screening recommendation must remain current at all times whilst they are engaged in the role. Whenever a new screening recommendation is issued, the licensee must consider this to determine whether the person remains suitable to be engaged in the role.

What are the blue card requirements for licensed care services?

The Act requires licensees to comply with the WCC Act, Chapter 7 in carrying on a regulated business or employing persons in regulated employment under that Act. Persons that are engaged to provide roles outlined in *Table 1* are required to have a valid blue card/exemption card prior to commencing in their role (No Card No Start), and for the duration of their engagement in the role. Blue card screening is undertaken by Blue Card Services (Department of Justice and Attorney-General).

It is an offence to start or continue to operate a regulated business or employ persons in regulated employment under the WCC Act without a current blue/exemption card, unless an exemption applies.

A blue card/exemption card is valid for 3 years. A combined blue/exemption card and National Disability Insurance Scheme (NDIS) worker screening is valid for a period of up to 5 years.

Do blue cards need to be linked to the licensee, and the department?

Blue Card Services receives updates from the Queensland Police Service each day which advises whether there has been a change to an applicant or card holder's Queensland police information.

The licensee must ensure that persons that require a blue card/exemption card have had their card linked to the licensee prior to being engaged to provide care services. The licensee will then be notified of any change to a person's blue card/exemption card status. The person's card must remain linked to the licensee for the period of their engagement. A person's blue card/exemption card can be linked to the licensee via the Blue Card Services online [Organisation Portal](#), or by submitting a [Link a person to your organisation](#) form to Blue Card Services.

If a person has applied for, started or is continuing in regulated employment for a licensed care service or otherwise performs a risk-assessed role for a licensed care service, the licensee is able to link to that person (i.e., become the person's notifiable person). This allows Blue Card Services to provide the licensee with advice if there is a change in the blue card status of anyone linked to the care service.

The licensee must also ensure that blue cards/exemption cards held by nominees and directors are linked to the department to enable ongoing monitoring by Child Safety Licensing (CSL). Blue cards can be linked to the department by the director/nominee themselves via the online portal. Alternatively, this can be done by the licensee submitting a *Link to the Department for Nominees & Directors of a Licensed Care Service* form to CSL. The department will advise the licensee should Blue Card Services notify of a change to blue card status for these persons. Persons that are not engaged as a nominee or director do not need to have their blue cards linked to the department.

Does the licensee need to monitor screening to ensure ongoing suitability?

As a part of determining a person's suitability (specifically that a person does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services) a licensee must ensure that the person has a current blue/exemption card and consider a person's current CSPHS recommendation. This must occur prior to a person being engaged to provide care services. Failure to do so may constitute a breach of licensing requirements.

Similarly, if a blue/exemption card or CSPHS recommendation expires, or a new CSPHS recommendation is issued and not considered by the licensee, this may constitute a breach of licensing requirements should the person continue to be engaged by the licensee to provide care services beyond expiry.

Licensees should therefore monitor the screening status of all persons that must be deemed suitable to ensure the immediate identification of changes to a person's blue card or CSPHS status that would warrant a licensee's review of their suitability.

When is renewal of Blue Card and Child Safety and Personal History screening required?

It is the licensee's responsibility to monitor screening expiry dates and ensure that renewal applications are submitted well in advance of expiry so that screening remains current at all times. The department therefore recommends applying for renewal of blue card/exemption cards and CSPHS 90 days prior to expiry. A renewal application can be submitted up to 16 weeks before a card expires.

Persons must submit blue card renewal applications prior to their blue card expiry date to continue working in regulated child-related employment. If a renewal application is received by Blue Card Services before the current card expires, the person can continue to work/volunteer while their new application is being processed.

A person's positive CSPHS recommendation cannot continue beyond the original expiry date, even if a further CSPHS application (*LCS Form 2*) has been lodged prior to the expiry. A person's

CSPHS recommendation cannot be used to inform whether a person is suitable beyond expiry.

Can persons who live interstate apply for screening?

Applicants who live interstate can apply for CSPHS using the same process as persons who reside in Queensland.

Applicants who live interstate can also apply for a blue card/exemption card. However, initial applications may take longer for interstate applicants due to the need to firstly obtain a Customer Reference Number (CRN) from the Department of Transport and Main Roads (TMR) to include in their application. Obtaining a CRN from TMR is free. If a person is applying for a blue card/exemption card from outside Queensland, applicants should request a [Remote Pack](#) from Blue Card Services.

Do licensees need to notify the department of changes that may impact upon suitability?

One of the standard conditions of a care service licence states that the nominee must, using the *LCS Form 6*, notify the department of any changes to child safety, criminal, blue card/exemption card screening, domestic violence and traffic histories of all persons engaged by the service in regulated employment, whether the employment is paid or voluntary. This form must be submitted directly to CSL to ensure compliance and CSL will provide the form to the CSU. CSU will conduct a review of the person's positive CSPHS recommendation. The licensee contact person will be notified should the review result in a negative CSPHS recommendation.

A change of child safety history is considered to have occurred when a person has had involvement in a personal or professional capacity with Queensland, interstate or international child protection agencies. A change of child safety history includes (but is not limited to) being named as a responsible person in a Standard of Care Review or Harm Report. Where a person has been named as the alleged person responsible in a Standard of Care Review or Harm Report, this is considered a change in the person's child safety history. The licensee should notify of this history change via submission of a *LCS Form 6* as soon as they have been notified by the department that the matter has been recorded. The licensee should not wait until the outcome of the matter has been decided before submitting a *LCS Form 6*. If the person named as the alleged person responsible in the matter leaves the organisation, the licensee must still report the history change via the *LCS Form 6*.

A change in traffic history is considered to have occurred when a person has been charged with a driving under the influence of drugs or alcohol, and/or dangerous driving offence only.

What if a person leaves my organisation?

When a person that requires a blue card and CSPHS is no longer engaged by your organisation, you must notify Blue Card Services and the department as follows:

- For all persons whose Blue Card has been linked to the licensee, the licensee must notify Blue Card Services by using the online Organisation Portal or submitting a *De-link a person from your organisation* form to Blue Card Services; and
- For a former manager or person undertaking a risk-assessed role, the licensee must notify the CSU by emailing the advice to the CSU Mailbox. csu_lcs_process@cyjma.qld.gov.au)
- For a former director, the licensee must complete an *LCS Form-4B* notifying of the director's cessation and email this to the CSL Mailbox (CS_Licensing@cyjma.qld.gov.au). This should be submitted within 28 days of the director's cessation.
- For a nominee leaving the role, the licensee must complete a *LCS Form-4A* proposing a new person to become the nominee. The *LCS Form-4A* must be emailed a minimum of 28 days

prior to the date when the proposed nominee intends to assume responsibilities to enable required screening to be undertaken. (CS_Licensing@cyjma.qld.gov.au). The department will decide whether the proposed nominee is suitable to be appointed to the role.

Where do I find screening forms for licensed care services?

Licensing of Care Services forms are available on the department's Licensing Resources webpage at:

<https://www.dcssds.qld.gov.au/about-us/our-department/partners/child-family/child-safety-licensing/licensing-resources>

Information about applying for a blue card or exemption card is available on the Blue Card Services website:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The blue card application (LCS/B/E) and "link form to the department for nominees and directors", and the blue card application for paid employees (P) are available at: [Blue cards and exemption cards for Licensed Care Services | Department of Families, Seniors, Disability Services and Child Safety](#)

How do I find out more information about suitability and screening requirements for licensed care services?

Child Safety Licensing

For further information regarding suitability and screening requirement for licensed care services, contact the Child Safety Licensing team on:

- Phone: (07) 3097 5905
- Email: cs_licensing@cyjma.qld.gov.au
- Webpage: [Child safety licensing | Department of Families, Seniors, Disability Services and Child Safety](#)

Central Screening Unit

For follow up on the progress of CSPHS applications, contact the Central Screening Unit on:

- Phone: (07) 3097 5600
- Email: csu_lcs_process@cyjma.qld.gov.au

Blue Card Services

For further information regarding blue card system requirements phone 8am–5pm Monday to Friday:

- 1800 113 611 (free call in Queensland)
- (07) 3211 6999
- +61 7 3211 6999 (international)
- Email: info@bluecard.qld.gov.au

Or visit: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/contacting/contact>

Legislation

The Act and Regulation can be viewed at:

- *Child Protection Act 1999*: <https://www.legislation.qld.gov.au/browse/inforce>
- *Child Protection Regulation 2023*: <https://www.legislation.qld.gov.au/browse/inforce>

Appendix A – Processes for Determining Suitability by Role

NOMINEE/PROPOSED NOMINEE of a licensed care service

Prior to commencing in the role of nominee of a licensed care service the person must be deemed suitable by the licensing delegate within the department. The suitability determination must include ensuring the person holds a valid blue card/exemption card and considering the CSPHS recommendation (to help determine that the person does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services).

To assess the suitability of a proposed nominee, the following process will be undertaken:

1	Proposed nominee completes <i>Application for Child Safety and Personal History Screening Check (LCS Form-2)</i>
2	Proposed nominee completes one of the following: ○ LCS/B/E Form <u>if person does not have a current blue card/exemption card</u> OR ○ <u>Link to the Department for Nominees & Directors of a Licensed Care Service form if person has a current blue card/exemption card.</u>
3	Licensee attaches screening forms to a completed <i>LCS Form-4A</i> (if a different nominee is currently in place) or to a <i>LCS Form-1 – Application for a Care Service Licence</i> (if service is currently unlicensed) and sends to the CSL Mailbox (CS_Licensing@cyjma.qld.gov.au). <i>NB: A LCS Form-4A proposing a change of nominee must be submitted a minimum of 28 days prior to the date when the proposed nominee intends to assume responsibilities, to enable required screening to be undertaken.</i>
4	Licensee and CSL is advised of the CSPHS recommendation by CSU (LCS2 application), and CSL is advised of the blue card application/link outcome by Blue Card Services.
5	CSL progresses licence application or licence amendment application to the department's licensing delegate for consideration.
6	The department's licensing delegate assesses whether the proposed nominee is suitable by considering screening outcomes and meets the suitability requirements of <i>Section 21 of the Child Protection Regulation 2023</i> . If the proposed nominee is not deemed suitable, an alternative nominee will need to be sought.
7	Approved nominee will be named on the licence or amended licence should the licence application/amendment be granted by the licensing delegate.
8	CSL sends amended licence to the licensee and the new nominee commences in the role.

DIRECTOR of applicant for licence or licensee

NB: Director of an applicant for a licence or a licensee, means –

- (a) If the applicant or licensee is a company under the Corporations Act – a person appointed as a director of the applicant or licensee; or
- (b) Otherwise – a person who is, or is a member of, the executive or management entity, by whatever name called, of the applicant or licensee.

Prior to commencing in the role of director of the licensee, the person must be deemed suitable by the licensee. The suitability determination must include ensuring the person holds a valid blue card/exemption card and considering the CSPHS recommendation (to help determine that the person does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services).

To assess the suitability of a director, the following process must be undertaken:

1	Person completes one of the following: ○ <i>Application for Child Safety and Personal History Screening Check (LCS Form-2) if the person does not have a current CSPHS recommendation</i> OR ○ <i>Confirmation of Child Safety and Personal History Screening (LCS Form-7) where the person has a current valid CSPHS recommendation, but this screening was undertaken for the same role in a different organisation.</i>
2	Person completes one of the following: ○ <i>LCS/B/E Form if the person doesn't have a current blue card</i> OR ○ <i>Link to the Department for nominees & directors of a licensed care service if the person has a current blue card.</i>
3	Licensee attaches screening forms to a completed <i>LCS Form-4B</i> (if organisation is currently licensed) or to an <i>LCS Form-1 – Application for a Care Service Licence</i> (if organisation is currently unlicensed) and sends to the CSL Mailbox (CS_Licensing@cyjma.qld.gov.au). CSL forwards screening applications for processing.
4	Licensee and CSL is advised of the CSPHS recommendation by CSU (LCS2 application), and CSL is advised of the blue card application/link outcome by Blue Card Services.
5	Licensee assesses whether the person meets screening requirements and the suitability requirements of <i>Section 20</i> of the <i>Child Protection Regulation 2023</i> .
6	If deemed suitable, the person commences in the role.

MANAGER of care service, and PERSON PERFORMING A RISK-ASSESSED ROLE (Paid or voluntary)

Prior to commencing in this role, the person must be deemed suitable by the licensee. The suitability determination must include ensuring the person holds a valid blue card/exemption card and considering the CSPHS recommendation (to help determine that the person does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services).

To assess the suitability, the following process must be undertaken:

1	Person completes one of the following and licensee forwards this to CSU (csu_lcs_process@cyjma.qld.gov.au): ○ <i>Application for Child Safety and Personal History Screening Check (LCS Form-2) OR</i> ○ <i>Confirmation of Child Safety and Personal History Screening (LCS Form-7) – where the person has a current valid Child Safety and Personal History Screening recommendation, but this screening was undertaken for the same role in a different organisation.</i>
2	Person completes one of the following via Blue Card Services or via the Blue Card Services online Organisation Portal: ○ <i>Paid Employee or Job Seeker Blue Card Application or Renewal (P) form or Volunteer Blue Card Application form (VC) (whichever is applicable) if person does not have a current blue card OR</i> ○ <i>Link a person to your organisation form if the person has a current blue card.</i>
3	Licensee is advised of the CSPHS recommendation by CSU (LCS2 application) and of blue card application/link outcome by Blue Card Services.
4	Licensee assesses whether the person meets screening requirements and the suitability requirements of <i>Section 19 or Section 22 the Child Protection Regulation 2023 (whichever is applicable)</i> and ensures the person's blue card is linked to the licensee.
5	If deemed suitable, the person commences in the role.

Appendix B: Child Safety and Personal History and Blue/Exemption Card Screening Requirements Summary for Licensed Care Services

NB: The screening requirements are summarised below as General Guidance Only - refer to the below websites and relevant legislation for full details

Role Category	Not yet licensed (and deemed in-scope for licensing) Must have processes for all screening required for licensed services, and hold the following:	Licensed care service Must have processes for all screening required for licensed services, and hold the following:		Renewal of screening		
	Blue/Exemption Card	LCS2s Lodged	Blue/Exemption Card	Positive CSPHS Recommendation	Blue/Exemption Card	Positive CSPHS Recommendation
Nominee / Proposed Nominee	N/A – Blue card application or link to the department form to be submitted to CSL at point of licence application.	LCS2s to be submitted to CSL with licence application, after CSL formally invites organisation to apply for a licence.	- Apply to CSL using LCS/B/E from department’s website, via online portal, or link current card to the department (attach to LCS4A). - Blue card/exemption card issued and linked to department before assuming the role (and licence granted/amended stating new nominee name) before assuming the role.	- Apply to CSL using LCS2 from department’s website (attach to LCS4A). - Positive recommendation issued (and licence granted/amended stating new nominee name) before assuming the role.	- Apply to CSL using LCS/B/E from department’s website or via online portal. - Best practice - apply 90 days before expiry. - Can continue in role pending outcome if renewal application is submitted before expiry. - Ensure new card is issued and linked to department to continue in role.	- Apply to CSL using LCS2 from department’s website - Best practice - apply 90 days before expiry. - Must remain current at all times to continue in role.
Director	- Apply directly to Blue Card Services. - Blue card/exemption card current before assuming the role. - Link to the department form to be submitted to CSL at point of licence application.		- Apply to CSL using LCS/B/E from department’s website, via online portal, or link current card to the department (attach to LCS4B). - Blue card/exemption card current and linked to department before assuming the role.	- Apply to CSL using LCS2/LCS7 from department’s website (attach to LCS4B). - Positive recommendation issued before assuming role.		
Manager of Care Service / Person Performing a Risk-Assessed	- Apply directly to Blue Card Services. - Blue card/exemption card current and linked to organisation before assuming the role.		- Apply directly to Blue Card Services using the paid (P) or volunteer (VC) form as relevant, or via the online portal or link current card to licensee.	- Apply to CSU using LCS2/LCS7 from department’s website. - Positive recommendation issued before assuming role.		

Role (Paid or Voluntary)			- Blue card/exemption card current and linked to licensee before assuming the role.		- Can continue in role pending outcome if renewal application is submitted before expiry. - Ensure new card is issued and linked to licensee to continue in role.	
Ancillary/ support role that does not meet the above role definitions, and a Blue Card is required to comply with WCC Act.	- Apply directly to Blue Card Services. - Blue card/ exemption card current and linked to organisation before assuming the role.	N/A	- Apply directly to Blue Card Services using the paid (P) or volunteer (VC) form as relevant or via online portal or link current card to licensee. - Blue card/exemption card current and linked to licensee before assuming the role.	N/A	- Apply directly to Blue Card Services using the paid (P) or volunteer (VC) form as relevant, or via the online portal. - Best practice - apply 90 days before expiry. - Can continue in role pending outcome if renewal application is submitted before expiry. - Ensure new card is issued and linked to licensee to continue in role.	N/A

- CSL = Child Safety Licensing, Department of Child Safety, Seniors and Disability Services
- CSU = Central Screening Unit, Department of Child Safety, Seniors and Disability Services
- LCS2 = Application form for Child Safety and Personal History Screening available on Child Safety Licensing webpage
- LCS7 = Confirmation of Child Safety and Personal History Screening (use only where the person has a current valid Child Safety and Personal History Screening outcome, but this was undertaken for the same role in a different organisation. Nominees/proposed nominees are not able to submit this form)
- LCS4A = Application to amend Care service Licence under S.137, available on Child Safety Licensing webpage
- LCS4B = Notification of changes affecting a care service licence, available on Child Safety Licensing webpage
- Blue card/exemption card = positive notice working with children check/exemption