



Sailability Shorncliffe

Queensland Australia

BLUE CARD POLICY and PROCESS

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Document Information

Version	Date	Person/s	Comments
1 DRAFT	Aug 24	Owner: Bill Sherwood Writer: Donna Wenham Approval:	DRAFT for author and Committee review (Cheryl)

BLUE CARD POLICY

At Sailability Shorncliffe we engage with children with disability, sometimes they are with a special school group, other times they attend with a support worker or their parents. As we engage with children, our volunteers are required to hold a current Blue Card issued by the Queensland Government.

Volunteers are to provide evidence of their Blue Card upon registration as a volunteer.

If you do not have a Blue Card Sailability Shorncliffe can assist volunteers to move through the process to obtain one. Volunteers are required to provide an application account number to Sailability Shorncliffe (refer Process step 1 and 2) within 2 months of registering.

The Blue Card of volunteers will be delinked to Sailability Shorncliffe upon leaving the organisation, or non-attendance for greater than 4 months.

BLUE CARD APPLICATION PROCESS

Step 1 – Commence the application process for a Blue Card as a volunteer by registering for an online account via Queensland Govt – Blue Card Services. You will need a Customer Reference Number (CRN) from the Queensland Department of Transport and Main Roads (TMR) to prove your identity. You can find your CRN on any TMR product, such as a drivers licence or photo identification.

Step 2 – Email the account number provided by the Blue Card Services application to Sailability Shorncliffe Blue Card contact Bill Sherwood via email address sailabilityshorncliffe.org.au@gmail.com. Bill will then link your account number to the Sailability Shorncliffe organisation.

Step 3 – Once you have been successfully linked to Sailability Shorncliffe you will receive an email allowing you to complete your application via the online applicant portal.

Step 4 – Both you and Sailability Shorncliffe, will be notified via email when your application has been approved and your name will be added to our register. Note – applications can take 28 days or longer to complete the required verification process.

BLUE CARD REGISTER

To be maintained by Sailability Shorncliffe representative on a regular basis.

Formal review and update on a quarterly basis with Sailability Shorncliffe Committee sign off.

Based on the template on the Queensland Government website.