

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 (Risk Management and Screening) Act 2000* (The WWC 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 nominee is responsible for ensuring that the licensee complies with suitability requirements.

The Department of Children, Youth Justice and Multicultural Affairs (the department) decides if the nominee proposed by the licensee is suitable.

Who must be suitable?

Part 7 of The Child Protection Regulation 2011 (The Regulation) defines who is a suitable person to undertake 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, the persons must be deemed suitable in order to undertake 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	<ul style="list-style-type: none"> • does not pose a risk to the safety of children in the custody or guardianship of the chief executive; and • is able and willing to fulfil the responsibilities of a nominee for a licence under section 130(1) of the Act.
Director of applicant for licence or licensee	Licensee	<ul style="list-style-type: none"> • does not pose a risk to the safety of children in the custody or guardianship of the chief executive; and • is able and willing to manage the licensed care service, or ensure the licensed care service is managed, in a way that ensure the provision of care complies with the statement of standards; and • understands, and is committed to, the principles for administering The Act
Manager of	Licensee	<ul style="list-style-type: none"> • does not pose a risk to the safety of children in

a licensed care service		<p>the custody or guardianship of the chief executive; and</p> <ul style="list-style-type: none"> • is able and willing to manage the licensed care service in a way that: <ul style="list-style-type: none"> ○ assists the licensee to ensure the provision of care complies with 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 engaged in relation to provision of care services	Licensee	<ul style="list-style-type: none"> • does not pose a risk to the safety of children in the custody or guardianship of the chief executive.

If a licensee subcontracts any function of their care service (e.g., foster carer assessments in a foster and kinship care service, provision of direct care in residential care, direct care provided in a foster and kinship care placement), the licensee must also ensure that persons that are subcontracted to provide a role outlined in *Table 1* are suitable persons.

The following are some examples of persons that a licensee must ensure are deemed suitable prior to and for the duration of their engagement:

- a person engaged from an external agency (labour hire agency) to provide direct care to a child in a licensed care service.
- a person who has been subcontracted by a licensee to undertake a foster carer renewal assessment.
- a student visiting a young person at a licensed Supported Independent Living premises to assist the young person with transition to adulthood planning.
- a person who will be covering the role of residential care service manager for a 4-week period whilst the usual manager is on leave.
- A person that was recently nominated to be a director, at an Annual General Meeting.

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

Licensed care services may engage office staff and maintenance workers who do not provide a role outlined in *Table 1* (e.g., an electrician installing light fixtures in a residential care premises, or an administrative officer that undertakes HR functions relating to staff of the care service). The CP Act does not place any requirements on the licensee to ensure the suitability of these persons. However, the licensee/nominee is responsible for ensuring that anyone engaged by the licensed care service does not pose a risk to the safety of children and young people or negatively impact on the organisation's ability to meet the Statement of Standards for children and young people receiving care services.

Licensees should seek advice from Blue Card Services regarding blue card screening requirements that may apply to ancillary staff, contractors and volunteers under the WWC Act. The WWC Act requires organisations to have a *Child and Youth Risk Management Strategy* addressing 8 mandatory requirements to create a safe and supportive environment for children. This should include processes to manage risks to children and young people associated with visitors, general safety, one-on-one contact with a child, transport of children and young people etc.

NB: Ancillary staff/contractors do NOT include persons that are subcontracted to provide a core function of a care service including direct care to children and young people or the recruitment, assessment, training and support of foster/kinship carers. Rather, those persons are persons engaged in relation to the provision of care services and therefore must be deemed suitable by the licensee.

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), and current positive child safety and personal history (CSPH) screening 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 engaged to provide care services);
- Whether the person currently has a blue card/exemption card; and
- Whether the person holds a current positive child safety and personal history screening (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.

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 CSPH screening recommendation for the duration of their engagement in the role.

What is child safety and personal history screening?

In order for a person to be deemed suitable, a person's current child safety and personal history screening recommendation must be considered. Persons who are to be engaged in a role in *Table 1* may apply for this screening by submitting a completed *LCS Form 2: Application for a Child Safety and Personal History Screening Check* available on the department's website. CSPH screening 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 CSPH screening application.

The outcome of the CSPH screening 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 in the custody or guardianship of the Chief Executive of the department.

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, an *LCS Form 2* is required. Proposed nominees with a current positive screening recommendation must submit a *LCS Form 2* to undergo a full child safety and personal history 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 also 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 CP Act requires licensees to comply with the WWC Act, Chapter 8 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).

The licensee must consider whether a person has a current blue card when determining a person's suitability, in determining whether a person may pose a risk to the safety of children to whom, under The Act, the licensee is providing care services.

Where the licensee is advised of a change to a person's blue card status, the licensee must review the person's suitability.

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 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 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 portal, or by submitting a *Link a person to your organisation* form to Blue Card Services. Nominee and director blue cards must be linked to the department. The department will advise the licensee should Blue Card Services notify of a change to blue card status for these persons.

The licensee should 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. 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 the appropriate form to CSL (*Link to the department for nominees and directors of a licensed care service*). 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 in the custody or guardianship of the chief executive), a licensee must ensure that the person has a current blue/exemption card and consider a person's current child safety and personal history screening 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 child safety and personal history screening recommendation expires, or a new child safety and personal history screening recommendation is issued and is 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 in order to ensure the immediate identification of changes to a person's blue card or CSPH screening status that would warrant a licensee's review of their suitability.

When is renewal of Blue Card and CSPH 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 CSPH screening 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 in order 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 even after the card has expired.

A person's positive CSPH screening recommendation cannot continue beyond the original expiry date, even if a further CSPH application (*LCS Form 2*) has been lodged prior to the expiry. A person's CSPH 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 CSPH screening 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 for them 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 to the Child Safety Licensing (CSL) Team who provides the form to the CSU. CSU will conduct a review of the person's positive CSPH screening recommendation. The licensee contact person will be notified should the review result in a negative CSPH screening 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 the Queensland or any interstate/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 a responsible person in a Standard of Care Review or Harm Report, the licensee should notify of this history change via submission of the *LCS Form-6* as soon as they have been formally notified by the department that the matter has been recorded. The licensee should not await the outcome of the matter prior to submitting an *LCS Form-6*. If the person named as a responsible person in the matter leaves the organisation, the licensee should still report the history change via the *LCS Form6*.

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 blue card and CSPH screening 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 engaged to provide care services, 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 cessation and email this to the CSL Mailbox. (CS_Licensing@cyjma.qld.gov.au)
This should be submitted within 28 days of 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.cyjma.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:

<https://www.cyjma.qld.gov.au/about-us/our-department/partners/child-family/child-safety-licensing/blue-cards-exemption-cards-licensed-care-services>

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 CSL team:

- Phone: (07) 3097 5905
- Email: cs_licensing@cyjma.qld.gov.au
- Webpage: <https://www.cyjma.qld.gov.au/about-us/our-department/partners/child-family/child-safety-licensing>

Central Screening Unit

For follow up on the progress of CSPH screening 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)

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 CP Act and Regulation can be viewed at:

- *Child Protection Act 1999*:
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1999-010>
- *Child Protection Regulation 2011*:
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0245>

Appendix A – Processes for Determining Suitability by Role

Processes for Determining Suitability by Role	
NOMINEE/PROPOSED NOMINEE of a licensed care service	
<p>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 CSPH screening recommendation (to help determine that the person does not pose a risk to the safety of children cared for by the service).</p> <p>To assess the suitability of a proposed nominee, the following process will be undertaken:</p>	
1	Proposed nominee completes <i>Application for Child Safety and Personal History Screening Check (LCS-2)</i>
2	Proposed nominee completes one of the following: <ul style="list-style-type: none"> ○ <u>LCS/B/E Form 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: An 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 CSPH screening recommendations by CSU (LCS2 application) and Blue Card Services (blue card application).
5	CSL progresses licence application or licence amendment 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 additional requirements of <i>Section 20</i> of the <i>Child Protection Regulation 2011</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 a licensed care service

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 CSPH screening recommendation (to help determine that the person does not pose a risk to the safety of children cared for by the service).

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

1	Person completes one of the following: <ul style="list-style-type: none">o <u>Application for Child Safety and Personal History Screening Check (LCS Form-2) if the person does not have a current CSPH screening recommendation; OR</u>o <u>Confirmation of Child Safety and Personal History Screening (LCS Form-7) where the person has a current valid CSPH screening recommendation, but this screening was undertaken for the same role in a different organisation.</u>
2	Person completes one of the following: <ul style="list-style-type: none">o <u>LCS/B/E Form if the person doesn't have a current blue card; OR</u>o <u>Link to the Department for nominees & directors of a licensed care service if the person has a current blue card</u>
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 is advised of screening outcomes by CSU (LCS2 application) and Blue Card Services (blue card application).
5	Licensee assesses whether the person meets screening requirements and the additional suitability requirements of <i>Section 19</i> of the <i>Child Protection Regulation 2011</i> and ensures the person's blue card/exemption card is linked to the licensee.
6	If deemed suitable, the person commences in the role.

PAID manager or person engaged to provide care services

NB: this includes any persons who are paid (or subcontracted) to provide any function of the licensed care service.

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 CSPH screening recommendation (to help determine that the person does not pose a risk to the safety of children cared for by the service).

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):
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	<ul style="list-style-type: none"> o <i>Application for Child Safety and Personal History Screening Check (LCS Form-2); OR</i> o <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	<p>Person completes one of the following via Blue Card Services or via the Blue Card Services Portal:</p> <ul style="list-style-type: none"> o <i>Paid Employee or Job Seeker Blue Card Application or Renewal (P) form if the person doesn't have a current blue card; OR</i> o <i>Link a person to your organisation form to Blue Card Services if the person has a current blue card.</i>
3	Licensee is advised of screening outcomes by CSU (LCS2 application) and Blue Card Services (blue card application).
4	Licensee assesses whether the person meets screening requirements and the additional suitability requirements of <i>Section 18</i> or <i>Section 21</i> the <i>Child Protection Regulation 2011 (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.

VOLUNTEER manager or person engaged to provide care services

NB: this includes unpaid persons (including students) who are engaged to provide any function of the licensed care service.

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 CSPH screening recommendation (to help determine that the person does not pose a risk to the safety of children cared for by the service).

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

1	<p>Person completes one of the following and the licensee/licence applicant service forwards this to CSU (csu_lcs_process@cyjma.qld.gov.au):</p> <ul style="list-style-type: none"> o <i>Application for Child Safety and Personal History Screening Check (LCS Form-2); OR</i> o <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	<p>Person completes one of the following via form submission to Blue Card Services or via the Blue Card Service portal:</p> <ul style="list-style-type: none"> o <i>Volunteer Blue Card Application form (VC) if person does not have a current blue card; OR</i> o <i>Link a person to your organisation form if person has a current blue card.</i>
3	Licensee is advised of screening outcomes by CSU (LCS2 application) and Blue Card Services (blue card application).

4	Licensee assesses whether the person meets screening requirements and the additional suitability requirements of <i>Section 18</i> or <i>Section 21</i> of the <i>Child Protection Regulation 2011</i> and ensures the volunteer blue card is linked to the licensee.
5	If deemed suitable by the licensee, 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

Position held in the organisation	Not yet licensed (and 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	Positive CSPH Screening Recommendation	Blue/Exemption Card	Positive CSPH Screening Recommendation	Blue/Exemption Card	Positive CSPH Screening Recommendation
Nominee / Proposed Nominee	N/A – Blue card application/link for proposed nominee to be submitted to CSL at point of licence application.	LCS2 applications for directors and proposed nominee to be submitted to CSL with licence application, after CSL formally invites organisation to apply for a licence.	<ul style="list-style-type: none"> - Apply to CSL using nominee/director form from department's website (LCS/B/E) or link current card to CSL and licensee. - Blue card/exemption card issued, and suitability confirmed by departmental delegate before assuming the role 	<ul style="list-style-type: none"> - Apply to CSL using LCS2 from department's website - Positive recommendation and suitability confirmed by departmental delegate before assuming the role. 	<ul style="list-style-type: none"> - Apply to CSL using nominee/director form from department's website (LCS/B/E) or renew via online portal - Can continue in role pending outcome if renewal application is submitted before expiry. 	<ul style="list-style-type: none"> - Apply to CSL using LCS2 from department's website - Best practice apply 90 days before expiry – must remain current whilst engaged to provide the role.
Director	<ul style="list-style-type: none"> - Apply directly to Blue Card Services - Blue card/exemption card issued before assuming the role 		<ul style="list-style-type: none"> - Apply to CSL using nominee/director form from department's website (LCS/B/E) or link current card to CSL and licensee. - Blue card/exemption card issued before assuming the role 	<ul style="list-style-type: none"> - Apply to CSL using LCS2/LCS7 from department's website - Positive recommendation before assuming role 		
Manager or person engaged to provide care services (Paid)	<ul style="list-style-type: none"> - Apply directly to Blue Card Services - Blue card/exemption card issued before assuming the role 	LCS2 application to be submitted to CSU when instructed by CSL (following a licence application being confirmed as properly made by CSL).	<ul style="list-style-type: none"> - Apply directly to Blue Card Services using the form for paid staff (P) or via online portal or link current card to licensee - Blue card/exemption card issued before assuming the role 	<ul style="list-style-type: none"> - Apply to CSU using LCS2/LCS7 from department's website - Positive recommendation before assuming role 	<ul style="list-style-type: none"> - Apply directly to Blue Card Services using the form for paid staff (P) or via online portal. - Can continue in role pending outcome if renewal application is submitted before expiry. 	
Manager or person engaged to provide care services (Volunteer/ Student)	<ul style="list-style-type: none"> - Apply directly to Blue Card Services - Blue card/exemption card issued before assuming the role 		<ul style="list-style-type: none"> - Apply directly to Blue Card Services using the volunteer form (VC) or link current card to licensee - Blue card/exemption card issued before assuming the role 	<ul style="list-style-type: none"> - Apply to CSU using LCS2/LCS7 from department's website - Positive recommendation before assuming role 	<ul style="list-style-type: none"> - Apply directly to Blue Card Services using the volunteer form (VC) or via online portal. - Can continue in role pending outcome if renewal application is submitted before expiry. 	

- CSL = Child Safety Licensing, Department of Children, Youth Justice and Multicultural Affairs
- CSU = Central Screening Unit, Department of Children, Youth Justice and Multicultural Affairs
- 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.
- Blue card/exemption card = positive notice working with children check/exemption