

## Application for a Child Safety and Personal History Screening Check LCS Form – 2

This form is to be completed by persons whose suitability may be investigated under *Chapter 4, Part 2, Division 7* of the *Child Protection Act 1999* and *Part 7* of the *Child Protection Regulation 2011*.

Please Note: The *Child Protection Regulation 2011* provides for the Department of Children, Youth Justice and Multicultural Affairs (DCYJMA) to consider any relevant matter to help the department decide the suitability of the nominee. The Licensee must consider relevant information provided by the department about Director/s, Manager/s and persons engaged in relation to the provision of care services by a licensed care service when deciding suitability.

### Part 1: Organisation Information

<b>Organisation Name:</b> (current registered name)		<b>Organisation ID (NGOIS):</b>	
<b>Licence Number:</b> (If organisation is currently licensed)		<b>Date Licence Application Properly Made:</b> (If organisation does not have a current licence)	
<b>Correspondence Information</b> (NB: this is to whom the Notification of Child Safety and Personal History Screening outcome letter will be emailed)			
<b>Contact Person:</b>		<b>Phone Number:</b>	
<b>Postal Address:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			

### Part 2: Applicant Information

<b>Applicant's role within organisation:</b> (Please tick one)			
<input type="checkbox"/> Nominee	<input type="checkbox"/> Director	<input type="checkbox"/> Manager	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Residential Care Worker	<input type="checkbox"/> Administrative Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Volunteer
<b>Blue Card Information</b>			
<b>Do you have a current Blue Card?</b>	<input type="checkbox"/> Yes:	<b>Blue Card Number:</b>	<b>Expiry Date:</b>
	<input type="checkbox"/> No		
<p>If you are applying to be a <b>Nominee</b> or <b>Director</b> and you <b>do not have</b> a current Blue Card or Exemption Card, please apply through Blue Card Services online portal or complete the <b>LCS/B/E Form</b>. If you <b>have</b> a current Blue Card, please ensure that you are linked to the organisation or complete the <b>Link to the Department for nominees &amp; directors of a licensed care service form</b>. ENSURE RELEVANT FORMS ARE SUPPLIED WITH THE LCS FORM - 2.</p> <p>If you are a <b>Manager/Staff/Volunteer/Student/Other</b> and you <b>do not have</b> a current Blue Card or Exemption Card, please apply through Blue Card Services online portal or complete the <b>Blue Card Services Paid Employee or Job Seeker Blue Card Application or Renewal Form</b>. Please ensure that the organisation has linked you to the organisation through the online portal or has completed a <b>Link a Person to your organisation Form</b>.</p>			

Personal Details					
<b>Guidelines</b> The personal details section of this form records personal details for data collection and use throughout the child safety and personal history screening process. Record 'N/A' in all fields that do not apply to you.					
Date of Birth:		City/Town & State of Birth:		Country of Birth:	
Title:		First Name:		Surname:	
Second Name/s:					
Previous Name/s:					
Birth Name:					
Any other names you have been known by including nick names:					
Daytime Telephone No:			Mobile No:		
Postal Address:		Suburb:		Postcode:	
Home Address:		Suburb:		Postcode:	
Have you lived at any other address?	<input type="checkbox"/> Yes (please complete Part 3)				
	<input type="checkbox"/> No				
Current Spouse/Partner's Full Name:					
Current Spouse/Partner's Previous Names/Alias:					
Current Spouse/Partner's Date of Birth:		Current Spouse/Partner's Place of Birth:			

**Part 3: Address History - Please provide details below of ALL past addresses (including overseas and interstate). If there is insufficient space, please attach details on a separate page.**

**Guidelines**

- Do not show your current address here (this appears in Part 2 of the application)
- List the most recent address first, remembering to put the year(s) at that address

Street Address	Town/Suburb	State	Postcode	Dates of Residence
1.				
2.				
3.				
4.				
5.				

**Part 4: Children in Your Care**

Do you have any children (biological/step-children)?  Yes (please list below)  No (Go to part 5)

**Guidelines**

- List all biological children (including all adult children) – regardless of whether or not they are currently in your care
- List any other children in your care (nature of relationship: foster and kinship care placement, biological child, step-child – including where there are partial care arrangements).

Name of Child	Child's Date of Birth	Child's Place of Birth	Nature of Relationship
1.			
2.			
3.			
4.			
5.			

**Part 5: Privacy and Consent****Privacy Notice:**

The Department Children, Youth Justice and Multicultural Affairs is undertaking Child Safety and Personal History Screening to assist in determining your suitability to be engaged in the provision of care services by licensed out-of-home care service providers.

This information is collected under the *Child Protection Act 1999* and the *Child Protection Regulation 2011* and is usually given to the Queensland Police Service, Department of Transport and Main Roads and the Public Safety Business Agency.

In circumstances where an interstate or international child protection check is required, your personal information may be provided to the government agency responsible for child protection in other Australian States and Territories and New Zealand and also to International Social Services Australia.

Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).

**Consent of Applicant****Guidelines**

The *Child Protection Act 1999* provides for the Department Children, Youth Justice and Multicultural Affairs to obtain particular information to assist in deciding and monitoring the suitability of the Nominee, Director, Manager and persons engaged in the provision of care services provided by the organisation. The information obtained will relate to child protection history, domestic violence history and traffic history.

The *Child Protection Regulation 2011, Part 7* provides further clarification of the definition of a "suitable person" by role. Please refer to this for full suitability criteria (see page 7).

**Applicant to read and sign:** I consent to the Department Children, Youth Justice and Multicultural Affairs and the Government Departments and Agencies designated in the above *Privacy Notice* to undertake child protection, domestic violence and traffic history checks. I have read and understand the *Privacy Notice* above and confirm that the information in the application is correct.

<b>Name of Applicant:</b>			
<b>Signature of Applicant:</b>		<b>Date Signed:</b>	

**Part 6: Proof of Identity**

Documents from List 1 and List 2 to be sighted by Nominee/Director or an allocated member of staff

NB: There must be at least two ID documents. One must have a signature on it, and one must be from List 1.

**List 1** (Please indicate which identification documents have been sighted by placing a tick in the box)

<input type="checkbox"/> Current Driver's Licence/Learner's Permit/Proof of Age Card (with photo)	<b>Document Number:</b>	
<input type="checkbox"/> Current Passport (with photo)	<b>Passport Number:</b>	
<input type="checkbox"/> Birth Certificate (or extract)	<b>Reference Number:</b>	
<input type="checkbox"/> Proof of Australian citizenship or permanent residency	<b>Reference Number:</b>	

**List 2** (Please indicate which identification documents have been sighted by placing a tick in the box)

<input type="checkbox"/> Current Pension Concession Card/Department of Veterans' Affairs Entitlement Card/Senior's Health Card/Health Care Card/ any other current financial entitlement card issued by Centrelink
<input type="checkbox"/> Current Credit Card or account card from a bank/building society/credit union (with name and signature)
<input type="checkbox"/> Current Positive Notice Blue Card (issued by the Public Safety Business Agency or CCYPCG)
<input type="checkbox"/> Current Student Identification Card issued by a tertiary education institution or school (with photo and signature)
<input type="checkbox"/> Current Qld Gaming Machine Licence
<input type="checkbox"/> Current Qld Licence issued under the Weapons Act
<input type="checkbox"/> Current Medicare Card
<input type="checkbox"/> Current Qld Crowd Controller/Private Investigator/Security Officer Licence
<input type="checkbox"/> Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months
<input type="checkbox"/> Australian Taxation Assessment Notice dated in the last 6 months

**Part 7: Identification Documents Sighted and Verified**

I certify that I have sighted the original documents proving the applicant's identity and checked the personal details on this form against the original documents as ticked on List 1 and List 2.

**NB: For Nominee** - ID documents to be verified by the Regional Director or Investment and Partnerships Team members of the Department Children, Youth Justice and Multicultural Affairs, or by a Justice of the Peace (Qualified) or by a Commissioner for Declarations (CDec).

<b>Full Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	

**NB: For Directors, Service Managers and other persons engaged by the service** - ID documents to be verified by the Nominee, delegated staff person, Justice of the Peace (Qualified) or by a Commissioner for Declarations (CDec)

<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	

**Part 8: Personal History Check of Applicant****Guidelines**

Child Protection checks will be conducted in the first instance. However the department may conduct domestic violence and traffic history checks where it is considered necessary to determine if a person is a suitable person under the *Child Protection Act 1999*.

Domestic violence checks will include where a person was a respondent to a domestic violence order (protection order). NB: A respondent is the person against whom the domestic violence order is made.

Having a history does not necessarily preclude you being assessed as suitable. Applicants will be given an opportunity to discuss any history.

**Complete All Sections Below:****Please tick one**

<p>1. Have you had any involvement with the Department of Children, Youth Justice and Multicultural Affairs (formerly Department of Child Safety, Youth and Women) or any Interstate/International Child Protection Agencies? If yes, please supply details:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Do you have any traffic history information in Queensland, interstate or internationally? If yes, please supply details:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Have you ever been the respondent (see Guidelines for definition) in a domestic and family violence matter in Queensland, interstate or internationally? If yes, please supply details:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**For Nominees and Directors –Email** completed LCS Form – 2 and any attached forms (marked “confidential”) to [CS\\_Licensing@cyjma.qld.gov.au](mailto:CS_Licensing@cyjma.qld.gov.au) or **Post** to Child Safety Licensing, Department of Children, Youth Justice and Multicultural Affairs, Locked Bag 3405, Brisbane, Qld, 4001.

**For Service Managers/other persons engaged by the service – Email** completed LCS Form – 2 to [csu\\_lcs\\_process@cyjma.qld.gov.au](mailto:csu_lcs_process@cyjma.qld.gov.au) or **Post** to Central Screening Unit, Department of Children, Youth Justice and Multicultural Affairs, Locked Bag 3405, Brisbane, Qld, 4001.

**Child Protection Regulation 2011 – Part 7 Suitable Person****Child Protection Act 1999 – Schedule 3, definition “suitable person”****17. A person is a suitable person for having the custody or guardianship of a child if the person –**

- (a) does not pose a risk to the child’s safety, and
- (b) is able and willing to care for the child in a way that meets the standards of care in the statement of standards; and
- (c) is able and willing to protect the child from harm; and
- (d) understands, and is committed to, the principles for administering the Act (see s 5, Principles for administering the *Child Protection Act 1999*)

Note: Under Section 61 (Types of Child Protection Orders) of the Act, the Children’s Court may make an order granting custody or guardianship of a child.

**18. A person is a suitable person for managing a licensed care service if the person –**

- (a) does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services ; and
- (b) is able and willing to manage the licensed care service in a way that –
  - (i) assists the licensee to ensure the provision of care complies with the statement of standards; and
  - (ii) implements the methods mentioned in Section 126(f), of the Act; and
- (c) understands, and is committed to, the principles for administering the Act

**19. A person is a suitable person to be a director of an applicant for a licence, or a licensee for a licensed care service if the person –**

- (a) does not pose a risk to the safety of children to whom, under the Act, the licensee is providing care services; and
- (b) 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 complies with the statement of standards; and
- (c) understands, and is committed to, the principles for administering the Act

**20. A person is a suitable person to be a nominee for a licence if the person –**

- (a) does not pose a risk to the safety of children who, under the Act, are in the care of the licensee; and
- (b) is able and willing to fulfil the responsibilities of a Nominee for a licence under Section 130(1) of the Act

**21. A person is a suitable person to be engaged in relation to the provision of care services by a licensed care service if the person does not pose a risk to the safety of children in the custody or guardianship of the Chief Executive.****22. A person is a suitable person to be an approved foster carer of any child if the person –**

- (a) does not pose a risk to the child’s safety; and
- (b) is able and willing to protect the child from harm; and
- (c) understands, and is committed to, the principles for administering the Act; and
- (d) has completed any training reasonable required by the Chief Executive to ensure the person is able to care properly for a child

**23. A person is a suitable person to be an approved kinship carer of a child if the person –**

- (a) does not pose a risk to the child’s safety; and
- (b) is able and willing to protect the child from harm; and
- (c) understands, and is committed to, the principles for administering the Act; and
- (d) has completed any training reasonable required by the Chief Executive to ensure the person is able to care properly for a child.

**24. A person is a suitable person to be a provisionally approved carer of a child if the person –**

- (a) does not pose a risk to the child’s safety; and
- (b) is able and willing to protect the child from harm

**25. A person is a suitable person for associating on a daily basis with children or a particular child if the person does not pose a risk to the children’s or child’s safety.****26. In deciding if a person is a suitable person under this Part, the Chief Executive or a Court may consider the following:**

- (a) the person’s employment history;
- (b) the person’s physical or mental health;
- (c) any other matter relevant to deciding whether the person is a suitable person under this Part.