



Staying on track: Your guide to blue card compliance

Creating a safe and supportive space for children includes meeting your blue card obligations. Here are some important reminders to help your service stay compliant and protect the wellbeing of those in your care.

No Card, No Link, No Start

Before an individual begins work with your service, you must link them to your service. This applies to all blue card holders and applicants.

To link an individual's blue card to your service, you will need to either:

- create a link in the Blue Card Organisation Portal
- submit a [Link a person to your organisation](#) form.

Queensland Police Service monitors card holders and applicants daily for changes to their police information, and linking individuals in your organisation will ensure Blue Card Services knows to notify you of any changes to their status.

Not linking an individual to your service creates a real risk that your service will continue to employ somebody who is no longer [eligible](#) to work with children. [Find out more about linking requirements](#).

Validate Blue Cards

Any employee who works in your service more than seven times a year or individuals operating businesses within your service must hold a valid blue card.

For employees, ensure they are linked to your organisation.

For non-employees (e.g., contractors or business operators), verify their blue card is valid before they begin work using Blue Card Services' [online validation tool](#).

Maintain an up-to-date employee register

Your service must maintain a current [employee register](#) that includes the following details for all employees:

- Name, date of birth, blue card number, and expiry date.
- Information about any exemptions or restricted person statuses.

You can use the [Employee register template](#) provided by Blue Card Services to streamline your record-keeping. This ensures you are ready for audits or compliance checks at any time.

Use the Organisation Portal

The [Blue Card Services Organisation Portal](#) is a valuable tool for early education and care services. It provides:

- a quick and easy way to link employees to your service and to notify Blue Card Services of that link
- real-time updates on the status of blue card holders
- a central platform to monitor employee blue card expiry dates.

Develop and implement a child and youth risk management strategy

Safe environments don't happen by chance. They require careful planning and ongoing commitment. Every early education and care service must develop, implement and maintain a [child and youth risk management strategy](#). This strategy helps you:

- identify potential risks of harm to children and young people
- develop and implement solutions to mitigate these risks
- foster a culture of safety and wellbeing within your service.

Non-compliance penalties

Failure to meet your blue card obligations can result in significant penalties for your service. To avoid breaches, remain vigilant and ensure you consistently meet all requirements.

By adhering to these obligations, you protect your service, your staff, and most importantly the wellbeing of the children and families you support.

Need help?

Call Blue Card Services on 1800 113 611 or 07 3211 6999 or visit www.qld.gov.au/bluecard. If you need an interpreter, contact Language Loop on 1800 512 451.

