

SLSQ Procedure

Subject: Child Safety Checks – Educational Courses	Department: Administration
Procedure No: ADM007	Version No: 1
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Purpose

To provide information to SLSQ Staff, Clubs and Branches as it relates to the acquittal of required compliance to SLSQ Policy MS06 Blue Card Screening.

This is specifically relative to the checking of members as it relates to Educational Courses.

Scope

This procedure applies to Surf Life Saving Queensland Staff, Affiliated Branches and Clubs.

Definitions

- CYRM : Child Youth Risk Management
- CSA : Child Safe Awareness
- EMDC : Education Membership Development Coordinator
- Educational Courses : this includes all awards that members are completing to participate in life saving activities/programs. To avoid any confusion this includes:
 - All awards for patrolling members (accredited or non-accredited)
 - All vehicle inductions
 - All sports accreditations (officials, coaches and sweeps)
 - All awards for Junior Activities (Age Manager, JAAO, NAA)

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Background

SLSQ Policy MS06 supports Surf Life Saving Queensland's (**SLSQ**) commitment to the safety and welfare of members and others who engage with SLS. It has been created to safeguard SLSQ members who are under 18 years of age from all forms of harm while under the care of SLSQ or its affiliates.

Clubs, Branches and SLSQ collectively have an obligation to ensure that provisions of the policy are acquitted. Specifically, that no member over 18 is participating in 'regulated employment' prior to having a blue card.

As such it has been identified that it is necessary to adopt a proactive stance as it relates to members attending educational courses (prior to participating in life saving activities).

A change to the SLSQ Policy MS06 was approved on 12 January 2022 indicating *'All members who are participating in any surf lifesaving educational course (accredited or non-accredited). This includes awards for lifesaving, surf sports and membership'*.

Procedure

1. New Course : Enrolment

When a new course is about to start - Clubs are to communicate with members in courses as follows

- a. New Members : club based communications to be sent to new members with the relevant information and links for Blue Card Application, CYRM and CSA.
The members should have completed these prior to starting the course.
- b. Existing Members : Clubs should check all existing members enrolled ensuring that they have a current Blue Card, CYRM Induction and CSA Induction. If members do not have these, they should be completed prior to commencing the course.

2. Prior to Assessment

- a. EMDC : In the two (2) weeks leading up to the assessment the SLSQ EMDC's will review the Assessment Requests and do a check on the candidates relative to a current Blue Card, CYRM and CSA. EMDCs will advise the Club and Branch of any members who have not adhered to the requirements.
- b. Once the members are checked the Form 14 is to be submitted
(Note : any additional members to be added to the Form 14 must be done via the EMDC and will be checked for the relevant requirements prior to being added on)

3. After Assessment

- a. Branches to process to Branch level and forward paperwork to SLSQ as per normal practice
- b. Branches will be responsible for checking all members prior to assessment processing. Any member who does not have the necessary requirements are to be flagged but still processed.
- c. Branches are to log the members who do not have cards via [Child Safe Training Issues - Education](#) indicating the members who are to be placed on Leave/Restricted. Information required for this will be
 - a. Club Name
 - b. Member Name
 - c. Member E-Mail
 - d. Assessment ID
 - e. Issue
 - i. No Blue Card
 - ii. Expired Blue Card
 - iii. Blue Card Lodged but not returned
 - iv. No CYRM
 - v. No CSA

- d. SLSQ Blue Card Department : will download reports from survey monkey on Monday and Friday of each week and any members listed will be placed on leave/restricted. An email will be sent to the members and Club (via the main club email) alerting them that the member has been placed on leave/restricted.
- e. SLSQ Blue Card Staff will add a note in the Blue Card notes section indicating why a member has been flagged as leave/restricted
- f. SLSQ Education Processing Staff : members are to be removed from Leave/Restricted whilst they are being processed and added back onto Leave/Restricted immediately after.

4. Removal of Restrictions

SLSQ will monitor the members and remove the restrictions once they have successfully fulfilled all requirements i.e. Blue Card and/or CYRM Induction and/or CSA Induction

Frequently Asked Questions

1. Does a member over 18 have to have a current Blue Card prior to commencing training

It is preferred that members have a current card prior to undertaking training, however at the very least they should have completed the screening procedure (as per the policy)

2. Why are members being placed on leave/restricted duties?

In line with the SLSQ Policy and the position of the Queensland Government “No Card No Start” rule, all members that are participating in an active role (i.e. regulated employment) must have a current Blue Card

3. Why has the system changed?

The system hasn’t changed – these checks should have been occurring in the past to ensure acquittal to the policy and the safety of our children. We have identified a gap and tightened our processes to ensure that we are proactive in ensuring members doing courses have the necessary blue card and Child Safe Training requirements before members participate in active roles (as per section 4.2 of the policy)

4. Who is ultimately responsible for the acquittal of Policy MS06 – Blue Card Screening ?

Each entity (Club, Branch and State) have a combined responsibility towards the safeguarding of our youngest members. Our Presidents sign an annual Statement of Commitment in relation to Child Youth Risk Safety – committing the Club, the Committee and the Members to undertake measures to ensure child safety.

5. What is the requirement for members undertaking Skills Maintenance?

Any member currently undertaking skills maintenance will be defined as an active member and as per the policy should hold a current Blue Card to be able to participate. The members participating in skills maintenance should be checked by the Clubs. This procedure is focused on members participating in new courses

Related procedure instruments

[MS06 - SLSQ Blue Card Screening Policy](#)

[Quick Reference Guide - Online Blue Card Submission](#)

[Blue Card Application Portal](#)

[Quick Reference Guide - Working With Children Training Requirements](#)

[SLSQ Child Youth Risk Management Strategy Statement of Commitment](#)



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