



commission for
children and young people
and child guardian

How to make a submission

When are applicants asked to provide a submission?

The Commission asks a person to make a submission about whether they should receive a blue card if it receives information which raises concern about an applicant's background or criminal history.

This gives people a chance to respond to information held about them by police, courts or professional bodies by outlining their version of events.

Applicants asked to provide a submission can also provide additional information or references to the Commission to support their application, and tell the Commissioner why they think they should be eligible for a blue card.

The Commission can also take other information into account which may be relevant to the application, and may ask you to authorise access to information from sources like doctors, psychologists, psychiatrists or government departments.

What can I do to respond to the Commission's letter?

When deciding whether or not to respond to the Commission's letter, consider the following options:

1. Provide a submission to the Commission by the due date

Any information the Commission receives by the due date will be taken into consideration when assessing the application.

Written responses are preferred and may be handwritten or typed. Oral responses are accepted if provided as a recording. The recording must include your full name and reference number (located on the front page of correspondence sent by the Commission) and must be loud and clear enough to be understood.

2. Withdraw your application

Applicants who withdraw their applications will be prohibited from working in child-related employment or carrying on child-related businesses. A letter confirming your withdrawal will be sent to you and your employer (if applicable).

If you have a blue card and you are no longer in regulated employment, you may ask the Commission to cancel it by completing a *Notification - no longer in child-related employment* form.

3. Not provide a submission

If you do not provide a submission by the due date, your application may be withdrawn by the Commission (unless you hold a current blue card), or you may be issued with a negative notice if the Commission continues to assess it.

If issued with a negative notice or your application is withdrawn you will be prohibited from working in child-related employment or carrying on a child-related business.

What should I include in my submission?

You should address all the information forwarded to you, including any offences or alleged offences listed on your police history and any other information provided.

You may include:

- whether you agree with the details contained in the information received by the Commission
- any background on any offence or alleged offence on your criminal history
- your personal circumstances and any other relevant events at the time the offence or alleged offence/s were committed
- what steps you've taken to address your offending behaviour since committing the offences on your criminal history (please include details of any courses or programs you have completed, the organisations providing them, dates attended and a copy of the certificate of completion if available)
- your previous experiences or interactions with children, and
- anything else which may be relevant.

For more information, see *How will my application be assessed?* (which is attached to your letter inviting submissions).

What other information will help my case?

You can include any other information or material you think is relevant to the assessment process, including written references (phone numbers only will not be accepted).

Written references should contain the referee's:

- full name and address
- telephone number (as the Commission may contact them), and
- signature.

Other information should include:

- the date the reference was made (recent references are given greater weight)
- details of the referee's occupation or position within a club or organisation
- how the referee knows you and for how long
- if the referee is aware of your police or disciplinary information and the extent of their knowledge
- details of instances where the referee has seen you interact with children or young people, and
- anything else the referee thinks may support your application for a blue card.

What happens if I provide a submission?

The Commissioner will consider all the information, including the submission you provide, before making a decision.

If your application is approved, you will be issued with a blue card.

If your application is refused, you will be issued with a negative notice and will be prohibited from working in any area of child-related employment or business listed under the Act.

In most cases, the decision to issue a negative notice can be reviewed by the Queensland Civil and Administrative Tribunal.

However, a person can not apply for a review of the Commissioner's decision if they:

- have been convicted of a disqualifying offence (including a child-related sex or pornography offence, or the murder of a child), or
- are a reportable offender with current reporting obligations, or
- are subject to a child protection offender prohibition order, or
- are subject to a disqualification order from a court prohibiting them from applying for or holding a blue card, or
- are subject to a sexual offender order.

Commission for Children and Young People and Child Guardian

Street address: Level 17, 53 Albert Street
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Blue Card Contact Centre:

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