

Blank Employee Register¹

Name of organisation: _____

Nature of services provided to children and young people: _____

Categories of Regulated Business and Employment - Please tick relevant category below

- | | | |
|--|---|--|
| <input type="checkbox"/> Residential facilities | <input type="checkbox"/> Schools – employees other than teachers
or
parents | <input type="checkbox"/> Health, counselling or support services |
| <input type="checkbox"/> Hostel for children other than residential facility | <input type="checkbox"/> School crossing supervisors | <input type="checkbox"/> Religious representatives |
| <input type="checkbox"/> Care of children under Child Protection Act 1999 | <input type="checkbox"/> Educational programs conducted outside of school | <input type="checkbox"/> Churches, clubs and associations involving children |
| <input type="checkbox"/> Child accommodation services including homestays | <input type="checkbox"/> Private teaching, coaching or tutoring | <input type="checkbox"/> Sport and active recreation |
| <input type="checkbox"/> Schools – boarding facilities | <input type="checkbox"/> Child care | <input type="checkbox"/> Emergency services cadet program |

Name	Date of Birth	Employee Type (B=Business / Self Employed P=Paid V=Volunteer E=Executive Officer)	Is a blue card/Exemption Card required?		Status 1. Holds valid blue card 2. Application being processed 3. Negative Notice 4. Blue card suspended 5. Application withdrawn	Action If: • Negative Notice • Blue card suspended • Application withdrawn	Blue card Number (-----/--)	Expiry date of Blue card	Renewal due date for application
			Y/N	If no, state reason					

Employee Register completed by: _____

Position held: _____

Date Reviewed: _____

¹ The requirement to maintain a register of staff is made pursuant to Section 171 and 172 of the Commission for Children and Young People and Child Guardian Act 2000 and Section 3(a)(f)(ii) of the Commission for Children and Young People and Child Guardian Regulation 2001.