



**ST HILDA'S SCHOOL
GOLD COAST**

12 July 2018

Dear Parents/Guardians

Thank you for supporting your daughter's participation in the School's International Cultural Exchange Programme. In allowing your daughter to travel to a host school, you are also agreeing to be a Home Stay provider and host a girl from that school in return.

What to do once your daughter has been accepted into the Exchange Program:

It is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* that **Home Stay providers and anyone 18 years of age and over residing in your home must hold a valid Blue Card (or equivalent) before the home stay service can be provided.**

- All adults without a blue card must apply for one by submitting a *Volunteer blue card application form*. This also applies to Doctors/Health Practitioner, Lawyers/Solicitors – Blue Card Services advise these professions are not exempt for Home Stay arrangements
- All adults who hold a current Blue Card must complete a *Link an applicant/cardholder to this organisation form*, which authorises Blue Card Services to verify to the School (as the organisation) the status of your blue card, e.g. that it has not been suspended or cancelled.
- Registered Teachers and Police Officers must complete an *Exemption Card Application form*. Being a Registered Teacher or Police Officer does not exempt you from having a Blue Card as being a Home Stay Provider is outside your normal duties.
- These forms will be provided to you directly by our Human Resources Office so please do not use the templates from Blue Card Services as they must be completed with the correct St Hilda's School contact details.

<u>Condition:</u>	<u>You are required to:</u>	<u>Cost:</u>
If you do not have a blue card , are over 18 years of age (or turning 18 years of age during the host period) and reside in the home. This also applies to Doctors/Health Practitioners, Lawyers/Solicitors	You must complete a <i>Blue card application Form</i> and submit in person with 2 forms of identification (as listed on the form) to the Human Resources team in the James Administration Building. Please contact Human Resources to arrange a time	Free of Charge
If you hold a current positive blue card (Paid, Volunteer or Exemption) and reside in the home:	You must complete a <i>Link an applicant/cardholder to this organisation form</i> and submit in person with original blue card to the Human Resources Office in the James Administration Building. Please contact Human Resources to arrange a time	Free of Charge
If you are a Registered Teacher in QLD or a Police Officer	You must complete an <i>Exemption card application</i> and submit in person with 2 forms of identification (as listed on the form) to the Human Resources team in the James Administration Building. Please contact Human Resources to arrange a time	Free of Charge
If you live in another State (other than QLD)	You must arrange to complete a <i>Working with Children Check</i> relevant to the State where you live. Evidence of this valid check must be provided to the Human Resources Office	Contact the Working with Children Dept. In your State



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Please note that each person applying for a blue card must present in person with 2 forms of identification as indicated on the relevant application form. Exceptions to this are those who live in Queensland and the usual residence is more than 50kms from the School. In this instance you must **also** complete a *Confirmation of Identity* form to send with your application (ID must be signed and this form must be signed by a prescribed person such as a JP or Police Officer).

How long will my blue card take to arrive?

As a guide, allow at least **28 business days** for processing where an application is completed in full and where there is no police or disciplinary information. If more information is required to process or assess your application, then your application may take longer to process. If you are concerned that you have not heard from Blue Card Services after 28 working days and you have not been requested to provide further information or have a criminal history, please contact Blue Card Services. Therefore, it is important that **once you have confirmation from the School that your daughter has been accepted into the Exchange Program**, you immediately arrange your Blue Card applications with our Human Resources Office.

Please contact the Human Resources team, on Phone 5577 7302 or email bluecardcompliance@sthildas.qld.edu.au regarding any queries or assistance required.

The School will submit the application to Blue Card Services who will forward the Blue Card directly to the applicant and notify the School accordingly.

Yours sincerely

Wendy Lauman
Deputy Principal