



## Preparing your organisation for changes to the blue card system

The blue card system is being strengthened and several changes will be implemented from **31 August 2020**. The following steps are recommended to be prepared for these changes. Have you:

Established a **blue card representative** in your organisation who staff can speak with about the new changes and how these changes may affect them.

Updated your **child and youth risk management strategies** to reflect the new changes.

Tidied up your **employee register** by linking new staff/volunteers/students and delinking anyone who has left your organisation.

Updated your volunteer and paid staff **registration / intake form** to include:

- the new laws and penalties;
- obligations and responsibilities of volunteers and staff should they become a restricted person, and
- a formal acknowledgement of the new laws by volunteers and staff.

Updated your annual **training material** to include information on what volunteers and staff must do if they become a restricted person.

Checked your organisation's newsletters / website / social media and **removed any old links** to Blue Card Services or reference to old laws / materials.

Provided links to our **fact sheets and website** in your newsletters, staff training and parenting portals, etc.

Familiarised yourself with the downloadable **resources** on our website.

Downloaded and displayed our templated **posters** about the new laws in your organisation. Removed and destroyed any old / outdated Blue Card Services materials including forms.

Updated your **social media** platforms with information on the new laws.

Registered for **Blue Card Newsletters / Yarns** to stay up to date with the changes and any new resources or information that becomes available.