



Redcliffe Peninsula SLSC

Procedure – Screening Checklist for Volunteer Co-ordinators

NOTE: Clubs/ Branches should appoint 2-3 Volunteer Co-ordinators (depending on the size of the club) to assist in the processing of the “Blue Card” Application and Renewal forms, one of whom should be the Secretary/ Administrator i.e checking the “Proof of Identity” of the members completing the form.

Volunteer Co-ordinators must do the following:

- Warn any employee/volunteer prior to signing a blue card application, that it is an offence for a disqualified person to sign a blue card application. Penalties may apply to the organisation if a person is not warned. Each individual person who applies for a blue card or renewal is then responsible themselves for deciding whether they fall into the 'disqualified person' category.
- Ensure that the member has read the form and the applicant's declaration carefully.
- Ensure that the person is completing the correct form for their situation – either a paid employee, volunteer, or exemption notice (refer to the *Blue Card Scenario's Fact Sheet* for further assistance).
- If the member is not using a pre-filled form, ensure that the form is completed correctly with Surf Life Saving Queensland's details already completed in the Organisations details section. Also that the type of child related employment is checked as *churches, clubs and associations*.
- Ensure that the member has fully completed using BLOCK LETTERS and printing clearly. I.e. including the member's middle name.
- Ensure that if the applicant has ticked that they have changed any of their names that they have given details regarding the change. If more space is required, check that they have ticked the box stating that they have attached a **separate piece** of paper listing changes and reasons for changes, and that the separate piece of paper is attached.
- Ensure that the member has signed their declaration in **BLACK OR BLUE PEN** within the confines of **the box**, and **dated** the signature. This signature is scanned onto the card.
- Ensure that original “*proof of identity*” documents from the member are sighted. The member must show documents from each list provided. Either - One (1) original document from List 1 and one (1) original from List 2 OR Two (2) original documents from List 1.
- Ensure that the documents supplied by the member show the member's full name, date of birth, and signature.
- Ensure that appropriate boxes have been ticked to indicate which original documents have been sighted and recorded from each of the lists.

- Ensure that the appointed Organisation, Volunteer Co-ordinator or Employer writes their name at the bottom of the Declaration by the Organisation/ Volunteer Co-ordinator/ Employer and signs and dates the form. *Note* - his date must be the same date or a later date than the member's signature and date.
- Ensure the applicant's name is completed on the bottom of each page of the application form, and that any other information is also completed i.e. Payment options if a Paid Employee application/ renewal Club Name, Teacher Registration, Police ID, Current Card Number etc.
- Ensure that the forms are given to the club secretary or administrator who will register a lodgement date in SurfMate and send to Surf Life Saving Queensland.