



NGCS Weekly Blue Card Monitoring Procedure

1. Purpose

This procedure ensures that North Gold Coast Seahawks (NGCS) maintains continuous compliance with Queensland Blue Card legislation by regularly monitoring the status of all Blue Cards, identifying expired or suspended cards, ensuring no person works without a valid clearance, and maintaining an accurate internal register aligned with the Blue Card Organisation Portal.

2. Scope

This procedure applies to all NGCS staff, volunteers, coaches, referees, contractors, board members, and team managers involved in child-related roles.

3. Roles & Responsibilities

General Manager: Oversees compliance, ensures weekly checks are completed, and removes non-compliant individuals.

Child Safety Officer: Leads weekly checks in the portal, updates the internal register, and flags risks.

Portal Users: Assist with verification, report issues within 24 hours.

4. Systems Used

- Blue Card Organisation Portal: <https://orgportal.bluecard.qld.gov.au/Organisation>
- Internal NGCS Spreadsheet/Register: Used for tracking expiry, verification, and training alignment.

5. Weekly Workflow

Step 1: Log into the Blue Card Portal and review linked people, status alerts, and notifications.

Step 2: Cross-check the portal list against the internal register and identify gaps.

Step 3: Identify high-risk individuals (expired, suspended, expiring).

Step 4: Update the internal register with findings and actions.

Step 5: Notify relevant personnel of required actions.

Step 6: Store evidence (screenshots, updated register) securely for 7 years.

6. Monthly & Quarterly Oversight

Monthly: GM reviews weekly logs and provides board summary.

Quarterly: Audit checks, confirm active personnel, and remove inactive people from the portal.

7. Immediate Action Protocol

For expired or suspended Blue Cards: Immediate removal from duties, document in the incident register, notify managers and Board Chair.

Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	December 2025	Board of Directors	GM	December 2026	Initial issue