

WA DEPARTMENT OF EDUCATION SCREENING

All prospective volunteers who have been selected for placement in a Western Australian Education Facility are required to undertake a Nationally Coordinated Criminal History Check through the Screening Unit of the Department of Education and be issued with a Screening Clearance Number (SCN), before commencing their role. Police Clearances and Criminal Record Checks obtained from any other agency cannot be accepted.

The paramount consideration when assessing any application is the best interests of children. For more information about the Department of Education’s Criminal History Screening Policy and what is covered by a Nationally Coordinated Criminal History Check, please see <https://www.education.wa.edu.au/ncchc>

HOLD A CURRENT DEPARTMENT OF EDUCATION SCREENING CHECK

If you have already completed WA Department of Education Screening, please provide your Screening Clearance Number (SCN) along with your Identification documents so that we can confirm your identity and verify the currency of your clearance. Your WA Department of Education Screening Clearance remains current unless:

- You have been charged or convicted of a new offence that requires reassessment of your clearance. You must notify The Smith Family of any change in your circumstances.

OR

- You have a break-in-service. For teaching staff this is twelve months or more. For non-teaching staff a break-in-service is considered six months or more. People engaged on a seasonal basis need to be re-screened every three years.

APPLYING FOR THE CHECK

To support your ability to volunteer in a school-based role with The Smith Family, we will help you to submit your application and pay the fee for this screening. Please follow these simple steps to apply for your clearance:

1. **COMPLETE YOUR ONLINE APPLICATION:** Go to <https://apps.det.wa.edu.au/ecrc/home> and enter your email address to receive your personalised link to begin the application.

Please use the following information in the application to reflect your Volunteering with The Smith Family:

- **PURPOSE OF APPLICATION:** please select ‘I am seeking to become a volunteer in a school’
- **VULNERABLE GROUPS CLASSIFICATION:** select the classification relevant to your Volunteer Role, please refer to page 2 of the Cover Sheet in this screening pack, or speak to your Smith Family contact for more guidance
- **SCHOOL LOCATION:** please enter ‘The Smith Family’ as the School Location
- **PAYMENT** selecting ‘Authorisaion Form - prior consent required from Screening Unit’ allows The Smith Family to pay for this screening on your behalf, if you would like to complete the payment yourself online, please select “Credit Card”.

2. **PRINT YOUR SUMMARY SHEET:** Once you have completed your details in the online application, please print your Summary Sheet
3. **HAVE YOUR APPLICATION AND ID VERIFIED BY THE SMITH FAMILY:** Please bring your completed *Summary Sheet* along with four (4) items of identification (<https://www.education.wa.edu.au/ncchc-identification>) to your interview / face-to-face appointment with The Smith Family. We will verify your identity documents before submitting the application to the Department of Education on your behalf and paying the fee. If you are unable to provide Original Identification Documents for in person verification, please provide CERTIFIED COPIES of the documents, appropriately authenticated by a Justice of the Peace or other authorised person listed in Schedule 2 of the [Statutory Declarations Regulations 2018](#). Please refer to [Verification of Identity](#) for details on how to present certified copies.
4. **SUPPLY YOUR SCREENING CLEARANCE NUMBER (SCN):** You will be issued with an outcome of this screening by WA Department of Education Screening Unit, including your unique Screening Clearance Number (SCN). Once you have received your SCN, you need to supply it to us, so that currency of your clearance can be validated.