

WORKING WITH CHILDREN SCREENING (WWCC) IN SOUTH AUSTRALIA

Everyone working or volunteering with Children must have a valid child-related screening. In South Australia, a new Working with Children Check (WWCC) was introduced from 1 July 2019.

Working with Children Checks are:

- portable between roles across South Australia
- valid for five years and are continuously monitored
- free for **Applicant Type** (Volunteer)

Processing times: Currently, most SA-WWCC applications are finalised within three weeks. It can take longer if there is a lot of background information to assess or the information is complex. The DHS Screening Unit recommends allowing at least six weeks to process an application. For more information about the check process please see <https://screening.sa.gov.au/about-checks/check-process>

YOUR OBLIGATIONS

It is an offence to:

- work or volunteer in a child-related role without a working with children check
- work or volunteer in a child-related role if you are 'prohibited from working with children'
- provide misleading information to the DHS Screening Unit

You must:

- immediately notify The Smith Family if there is a change in your circumstances or that might affect your eligibility to work with children
- keep your contact details up to date to ensure you receive notifications about the status of your check

HAVE A CURRENT CHECK

DCSI Child-related employment screening: All current, valid DCSI child-related employment screening clearances will be recognised as WWCCs under the law, until they expire. Please bring a copy of your certificate with you when you meet with The Smith Family so that we can verify your current check. If your current DCSI screening is due to expire within 3 months, OR is **not** for Child Related Employment, please apply for a new SA-WWCC.

SA Working with Children Check: If you already have a current SA-WWCC, The Smith Family will require the following information to verify your current check and confirm your link to The Smith Family:

- **Unique ID number** (eg SRN XXXX-XXXX)
- **Full name** (first name, middle name, last name)
- **Date of birth** (DD/MM/YYYY)

RENEWING YOUR CHECK

You can renew your Working with Children Check up to six months before your current (DCSI or SA WWCC) check expires.

Please follow the steps below to apply for your check.

APPLYING FOR YOUR SA WORKING WITH CHILDREN CHECK

1. Submit your own application for a check online at:

<https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/apply-for-a-screening-check>

During the application you will be asked to complete information about the **Role Description, Screening(s) Required** (Working with Children Check) and **Applicant Type** (Volunteer). Your Volunteer WWCC is portable across multiple roles, and if you have a working with children check as part of your paid employment, you may also use it for any volunteering. Please complete as appropriate for any additional roles.

2. Online ID Verification: You complete your application by verifying your identity online using the Documentation Verification Service which is a national online system that allows DHS to compare your identifying information with a government record. **Note:** Online ID verification is only available for **Australian identification documents**.

If you are unable to meet the proof of identity requirement with Australian documents, you may not be able to complete your application online. Please let your contact at The Smith Family know so we can provide further support.

3. Outcome: The DHS Screening Unit will issue an outcome and notify you by email. Provide the details of your check to volunteer@thesmithfamily.com.au or your volunteering contact so we can verify your information and update your record.