



## Working with Children Checks

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17/11/2020

Dear Members,

Child safety and protection is a priority of our Club. With this in mind, **Club Council has decided that every Club Member aged 18 years or older is required to hold a Department of Human Services (DHS) Working with Children Check (WWCC)**. This will be effective immediately for those Members working with children, and for all Members joining from now on.

**For current Members, this will be effective from the 1st of January 2021.** By this day, you must hold a completed check.

These checks are free for all Members and can either be initiated by an individual or initiated by a Club Officer (preferred). If initiated by a Club Officer, the resulting check's outcome will be forwarded to the Club automatically. In either case, consent must be first given by the Member concerned before applying.

Surf Life Saving SA (and therefore we at Club level) will only accept the DHS check (formerly DCSI check). Other checks such as National Police Check, teacher's registration etc are no longer valid. If you have a current DCSI or WWCC (ie for work purposes or via children's school) and it is less than three (3) years old, then send a copy to the e-mail address below.

The DHS check will last for 5 years before having to reapply. Once your check is due to expire, you will receive a reminder email (at least one month in advance) advising you to reapply.

Every member will be contacted by e-mail by Monday the 23rd of September confirming whether there is a check on file, or not. If you do not receive an e-mail by this date, please contact using the details below.

We also strongly encourage our members aged 14-17 to organise a check also. This may also assist with job applications or other volunteer work as it is not just Surf Life Saving who are enforcing this for volunteers that are around children on a regular basis.

The two methods for applying are attached to this document, and can also be found on our website at <http://portelliotslsc.com.au/childsafety/>.

If you have any queries please contact [secretary@portelliotslsc.com.au](mailto:secretary@portelliotslsc.com.au). Please note that this has created a large workload for our volunteer Officers, so it is advisable to contact sooner rather than later.

Kind Regards

Port Elliot Surf Life Saving Club Council



## **Working with Children Checks FAQ**

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### **Why does everyone need a check and not just those working with children?**

There are so many different activities in our Club and you may have to work with people under the age of 18 at any time, whether it is members or the public.

### **Is the check free?**

Yes, for all Club Members.

### **How long does the check last before having to reapply?**

5 years.

### **Do I need to give consent for the check?**

Yes. Where it is initiated individually, it is up to you to send the information through. When it is initiated by a Club Officer, you will still need to submit an application. Without this consent, the Club will not see any details.

### **What shows up on a check?**

The check will only say whether a person is prohibited or not prohibited to work with children. No other details are released.

### **Can I check my own expiry date through the members portal?**

Not at this stage. We will give feedback to SLSA to possibly enable this.

### **I have a police check, or teachers registration check. Can these be accepted?**

Unfortunately not. SLSSA have mandated that the DHS check is the only one to be accepted by clubs (the DCSI check can be accepted if it is less than 3 years old).

### **How long do the checks take to process?**

Usually they are received back within the week of application, but in some cases they may take up to 2-3 weeks. It is advisable to start the process without delay so that you can continue to participate in Club activities as of the 1st of January, 2021.

### **Is a 'Nippers support person' required to hold a check?**

Yes.



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## To apply for a DHS Working with Children Check

AT NO TIME SHOULD YOU BE ASKED TO PAY ANY FEE FOR THE WWCC

### If you have a Department of Human Services Check through another provider

1. E-mail the details through to [secretary@portelliotslsc.com.au](mailto:secretary@portelliotslsc.com.au)

### If you require a check: initiate from a Club Officer (option 1 – preferred method)

1. Contact [secretary@portelliotslsc.com.au](mailto:secretary@portelliotslsc.com.au) with:
  - your full name as per listed in your members' portal account
  - your date of birth (to confirm)
  - your preferred email address (if different from the one you are sending from)
2. Once a Club Officer initiates the check, you will receive an email to apply. Once you fill in the application form, you consent the Port Elliot Surf Life Saving Club to receive your results.
3. Once you receive the results of the check, e-mail them through to [secretary@portelliotslsc.com.au](mailto:secretary@portelliotslsc.com.au) (there is no need to send e-mails through that just advise of progress of the processing).

### If you require a check: initiate yourself as an individual (option 2)

1. Visit <https://screening.sa.gov.au/applications/application-information-for-individuals>
2. Read the requirements and click on *Apply for a Check*.
3. Enter your correct details.
4. The reference number and proposed start date can be left blank.
5. Tick continuation of work.
6. In role description, type in *Volunteer Surf Life Saver* (or similar).
7. Tick *working with children check*.
8. Under applicant type, select *volunteer*.
9. Click *start application* and follow the further instructions.
10. Once you receive the results of the check, e-mail them through to [secretary@portelliotslsc.com.au](mailto:secretary@portelliotslsc.com.au) (there is no need to send e-mails through that just advise of progress of the processing).

**An example of Individual Application (option 2) is listed on the following page**



## Screening and background checks

[Home](#) [Payment History](#) [Port Elliot Surf Life Saving Club - Benjamin Wyschnja](#) [Person Search](#) [WWCC Registration Of Interest](#)

[Log out](#)

### Application Details

First Name\*

Last Name\*

Email\*

Confirm Email\*

Date of Birth\*

Reference Number


Proposed Start Date

Continuation of Work

Role Description\*

- Screening(s) Required\*
- Aged Care Sector Employment
  - Disability Services Employment
  - General Employment Probity
  - Vulnerable Person Related Employment
  - Working With Children Check

Applicant Type\*

 I'm not a robot



[Start Application](#)