

Working with Children Check

With the change to laws regarding working with children in South Australia ALL umpires over the age of 14 are now required to hold a Department of Human Services (DHS) Working with Children Check (WWCC).

Note: You are NOT required to pay for your WWCC. Following the instructions provided will result in you not being charged. SANFL do not refund anyone who makes payment for their WWCC.

1. If you do not currently have a valid WWCC (including a DCSI check after Jan 2018) you can apply for one here (**Ensure you read the tips for applying section before commencing**): <https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

Information regarding the changes and checks can be found here:

<https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>

TIPS FOR APPLYING:

- When applying please enter your details, Under Role Description just place 'Community Football Umpire'
- **Ensure you select VOLUNTEER under the Applicant type to receive the check Free of Charge**

The screenshot shows a web form for applying for a Working with Children Check. The form includes the following fields and options:

- Proposed Start Date**: A text input field with the placeholder text "Proposed Start Date".
- Continuation of Work**: A checkbox that is currently unchecked.
- Role Description***: A text input field containing the text "Field/Boundary Umpire".
- Screening(s) Required***: A section with a list of employment categories and their corresponding checkboxes:
 - Aged Care Sector Employment
 - Disability Services Employment
 - General Employment Probity
 - Vulnerable Person Related Employment
 - Working With Children Check
- Applicant Type***: A dropdown menu with "Volunteer" selected.
- A declaration checkbox: I declare that the position for which the screening(s) is/are required is intended to be a voluntary and not a paid position.
- A "Start Application" button at the bottom.

The URL at the bottom of the form is <https://www.dcsiscreening.sa.gov.au/SCRequestApplication> and the page number is 1/2.

APPLICATIONS FOR THOSE UNDER 18

- Complete your application online
- When you get to the ID section, select Print and Seek Verification (page 5)
 - a. Please see the link to identify an authorised verifier (**this includes full time teachers if this is easier**)
 - b. <https://screening.sa.gov.au/about-checks/proof-of-identity>
 - c. Please note: the verifying officer should **not** be a close relative of the applicant
- If under 18 a parent or guardian is required to sign the application (page 4)

Once you have submitted your application, it can take up to four weeks to receive your WWCC clearance (which will arrive via email). Once you receive it please link this to your Officials HQ account by submitting the start, expiry date and reference number under the accreditations page. Please also check with your League as to whether they are requiring a copy to be kept on file and the best contact to provide it to.

If after four weeks you have not received your clearance, I would encourage the umpire to send a follow up email to DHSScreeningUnit@sa.gov.au. You need to include your supplication number in the subject line:

DHS Screening reference: AP1234567 (reference number specific to the application, this is just an example) and can use the following as a template:

Hi,

I am following up on the status of <Insert name here> WWCC application.

I submitted this application on <insert date> but have not seen results as yet.

Can you please assist with an update?

Please let me know if you need any further information.

Kind Regards,

<insert name>