Working with Children Check Online Application

EAST ADELAIDE SCHOOL

The Working with Children Check is free for volunteers.

Some volunteers who provide assistance at Education sites must complete the Working with Children Check (WWCC). The WWCC check must be updated every 5 years.

The WWCC is a checking process undertaken by the Department of Human Services (DHS) Screening Unit.

To complete your application, you will need:

- Information about your full legal name and any names you may have, including previous names, maiden name, names you have legally changed, aliases and informal names (like nicknames)

- You will need to supply your address details for the last five years.

- To verify your identity online you will need to complete a 100-point check. Please turn over the page to view documents required.

- Go to this link for further information https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc

Submit your application online

- Visit   https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc

- Scroll down the page to 'How to apply' and click on 'For individuals'

- Click on 'apply for a screening check'

- Scroll to the bottom of the page and click on 'Start now'

- When filling in the form, ensure you apply as a volunteer. See screenshot below.
    - Role description, type in Volunteer
    - Screening required, click on the Working with Children Check
    - Application Type, click on the down arrow for Volunteer (no charge for volunteers)

Role Description*	Volunteer
Screening(s) Required*	☐ Aged Care Sector Employment ☐ General Employment Probity ☐ Vulnerable Person Related Employment ☑ Working With Children Check ☐ NDIS worker check
Applicant Type*	Volunteer

- You must complete and submit your application within 28 days or your application will be deleted and you will need to start the application again.

Government of South Australia
Department for Education

Working with Children Check
100-Point Identification Check Documents

The combination of identity documents must include the individual's:

- full name
- date of birth
- photograph

One of the documents must come from either Category A or Category B below. You need to provide identification that totals 100 points.

Category A – Each document is worth 70 points.

Only one document from this category is accepted.

- Birth certificate (not an extract)
- Australian passport (current, or expired within the previous two years, but not cancelled)
- Australian citizenship certificate
- International passport (current, or expired within the previous two years, but not cancelled)
- Other identity document with the same characteristics as a passport e.g. diplomatic/refugee (photo or signature)

Category B – The first document is worth 40 points, each additional document is worth 25 points.

- Current driver's licence or permit (government-issued)
- Working with children/teachers' registration card
- Aviation security identification card/maritime security identification card
- Public employee photo ID card (government-issued)
- Department of Veterans' Affairs card
- Centrelink pensioner concession card or health care card
- Current tertiary education institution photo ID
- Reference from a medical practitioner (who has known the individual for at least 12 months)

Category C – Each document is worth 25 points.

- Birth certificate extract
- Foreign/international driver's licence
- Proof of age card (government-issued)
- Medicare card/private health care card
- Council rates notice
- Property lease/rental agreement
- Property insurance papers
- Australian Tax Office assessment
- Superannuation statement
- Seniors card
- Electoral roll registration
- Motor vehicle registration or insurance documents
- Professional or trade association card

Sourced from

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

Government
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Department for Education

Responding to Risks of Harm, Abuse and Neglect – Education and care (RRHAN-EC) Training

All volunteers who provide assistance at Education sites must complete the Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) fundamentals course. The RRHAN-EC fundamentals course outlines child protection responsibilities and provides guidelines on protective practices. This is a free online course provided to volunteers.

What you need before you start

- A current individual email address.
- A computer or mobile with an internet connection.

If you don't have access to a computer, please contact your local library.

Register for a Plink volunteer account

- Go to www.plink.sa.edu.au
- Click on Create Account in Non Department for Education staff
- Scroll towards the bottom of the page and click on the icon named 'Select here to create a plink account'
- Fill in your details:
  - in the field "Select Account type" select Volunteer
  - enter your email address (this will be your plink username)
  - choose a password
  - type in your name and mobile number
- Click on the box near I accept the terms of use
- Click on Create a plink account

Start the training (allow 2 hours to complete)

- Click on the 'RRHAN-EC Fundamentals icon' on the main page of plink
- Click on 'Register'
- Fill out the registration form and click on 'Register'

If you require assistance with the RRHAN-EC training, please email decd.plink@sa.gov.au for technical help.

Completing the training

Once the training is completed you will be issued with a certificate. The certificate will be emailed to your address that was provided on plink. Please provide a copy of the certificate to the school front office or email to dl.1036.info@schools.sa.edu.au

When to update

You must keep your RRHAN-EC current. All RRHAN-EC will expire on 31/12/2024 and must be updated every 3 years.

For further information

https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care