

This is **STEP 1 OF 6** to becoming a volunteer at St Aloysius College.

Working with Children Check (WWCC) and Catholic Archdiocese of Adelaide Police Clearance

In accordance with the Children Safety Act, the Police Check Unit which is part of the Professional Standards Office of the Catholic Archdiocese of Adelaide has been established for the processing of clearances within the Catholic system. It is the responsibility of all Catholic organisations, including Catholic schools, to ensure that all volunteers and contractors assisting at their premises have a current clearance. Volunteers who do not have a current clearance will not be able to perform their duties at St Aloysius College.

Please note that anyone holding a valid screening or registration issued prior to 1 July 2019 from the Department for Communities and Social Inclusion (DCSI)/Department of Human Services (DHS) will be able to continue to use it for a period of 3 years from the date of issue. As at 1 July 2020, you can no longer use a National Police Certificate to work or volunteer with children. Children under 14 years of age are exempt.

Prospective volunteers need to hold a current Working with Children Check (WWCC) from the Department of Human Services (DHS) as well as a current Catholic Archdiocese of Adelaide Police Clearance letter/card.

Alternative acceptable forms of clearance are:

- SAPOL Identification Badge
- AFP Identification Badge

There is no cost to volunteers to apply for the WWCC and it is valid for 5 years. If you do not have a current WWCC you can apply for it in one of two ways – see below:

Option 1:

Please click on the following link to apply directly with DHS for a **Working with Children Check** to volunteer
<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

Upon receiving your clearance email from DHS stating **Working With Children Check – NOT PROHIBITED** please forward the email to administration@sac.sa.edu.au

Please ensure that you include the follow details in your email:

- Your full name (ie - given names and surname)
- Your date of birth
- Your residential address
- Your mobile number
- Your role at St Aloysius College (ie – volunteer)
- School: St Aloysius College

The College will then initiate the processing of your **Catholic Archdiocese of Adelaide Police Clearance**. Your clearance letter and card will be sent to you by the Screening and Verification Authority (SAVA) in due course.

OPTION 2:

To obtain a WWCC and a Catholic Archdiocese of Adelaide Police Clearance at the same time through the Screening and Verification Authority (SAVA) you can visit the SAC Office in person and provide your email address, 100 points of identification (*only original or certified true copies will be accepted*) and complete an Initiation Check Request Form (ICRF), which will be used to enable the electronic application process to be begin.

The ICRF will then be forwarded to SAVA for processing by the SAC Office staff. The SAC Office staff will provide you with an **instruction sheet** to proceed with completing your electronic application.

Within 7 days, your check will be electronically initiated by SAVA and you will receive an **activation email** from Department of Human Services (DHS). Upon activation, a second email will be sent to you containing an ID and password along with the link to enter the DHS online system. Upon completion of the processing, you will be provided with written notification as to your finalised status.

The standard processing time is generally approximately 30 days. Individuals will receive the WWCC by email and a Catholic Police Clearance letter and card by post, directly from the Police Check Unit. You must bring the letter or card to your In-Person Induction, prior to commencement of volunteer duties.