

## SA WORKING WITH CHILDREN CHECK

### Purpose

To outline the steps required to apply for an SA Working with Children Check (WWCC), and how to correctly process approved applications within the **AustraliaOne** business system.

### Scope

All approved **AustraliaOne** party members must hold a valid WWCC in accordance with:

- Applicable state/territory regulations and laws.
- **AustraliaOne** Constitution, Policies and SOP.

### Where to apply

- Go to: [australiaoneparty.com](http://australiaoneparty.com)
- Join Us: [FAQ](#)
- Scroll down: child safety – understand why
- Scroll down; find your state requirement [HERE](#)

### How to apply

- SA working and volunteering with children
- Scroll down Application information for individuals
- Start Application
- Fill in basic details to get application started and submit
- DHS will send you a confirmation email for you to create a password and continue your application
- To apply for a check 100pts of ID are required: driver's licence, passport, birth certificate etc
- Fill in details as required on DHS form
- Any Questions: Ph 1300 321 592

The time frame to receive your WWCC clearance confirmation via email varies. Upon submission of your application DHS usually states to allow up to 5 weeks, although you may receive your WWCC clearance email a lot sooner than predicted.

In SA you receive an emailed application in writing (no card) see [SAMPLE](#) copy below:



## Department of Human Services

Reference: XXXXXXXX  
Unique id: SRN XXXX-XXXX  
Issue date: XX/XX/20XX

OFFICIAL: Sensitive//Personal Privacy

Dear Applicant

### Working With Children Check – NOT PROHIBITED

**Jane Doe, (D.O.B)**

The Central Assessment Unit (Screening Unit) has finalised your working with children check. The Central Assessment Unit has determined you are **not prohibited** from engaging in child related work. This means you are permitted to work with children in South Australia or, if you applied as a volunteer, you are permitted to volunteer with children in South Australia.

#### Important Information

##### *Changes in information*

You must notify the Central Assessment Unit as soon as possible if any of the following changes occur.

- you change your name or use another name;
- you become prohibited from working with children under a law of the Commonwealth, or of another State or Territory;
- you become a registrable offender under the *Child Sex Offenders Registration Act 2006 (SA)*;
- you make a disclosure to your employer under section 66 of the *Child Sex Offenders Registration Act 2006 (SA)*;
- you are the subject of a change in assessable information defined in section 8 of the *(Child Safety (Prohibited Persons) Act 2016 (the*

Central Assessment Unit  
Department of Human Services  
GPO Box 292 ADELAIDE 5001

Enquiries: 1300 321 592 or [DHSScreeningUnit@sa.gov.au](mailto:DHSScreeningUnit@sa.gov.au)  
Website: <https://screening.sa.gov.au>

I acknowledge the Kaurna people as the traditional custodians of the Adelaide Plains area where I live and work, and respect their spiritual relationship with country.



Government of South Australia  
Department of Human Services

## Renew an existing WWCC registration

Currently WWCC is valid for five (5) years. To renew, follow steps above for new application.

## How to make changes to an existing WWCC

As outlined in the screenshot above, you must notify the DHS Central Assessment Unit as soon as possible if any of the following changes occur:

- you change your name or use another name;
- you become prohibited from working with children under a law of the Commonwealth, or of another State or Territory;
- you become a registrable offender under the *Child Sex Offenders Registration Act 2006 (SA)*;
- you make a disclosure to your employer under section 66 of the *Child Sex Offenders Registration Act 2006 (SA)*;
- you are the subject of a change in assessable information defined in section 8

of the (*Child Safety (Prohibited Persons) Act 2016* (the Act) and regulation 8 of the Child Safety (Prohibited Persons) Regulations 2019 (SA). Assessable information includes but is not limited to criminal charges, criminal convictions and findings of guilt, child protection matters, disciplinary and misconduct matters, cancellation of an approval as a foster parent, intervention orders, and restraining orders.

It is an offence to refuse or fail to notify the DHS Central Assessment Unit of any of these changes.

You can notify the Central Assessment Unit of any of these changes and keep your contact details up to date by visiting their [website](#).

### Expiry Date Management

Expiry date management is the responsibility of each individual WWCC holder. **AustraliaOne** will not issue reminder notices.

Failure to manage your expiry date may result in your **AustraliaOne** membership being placed on hold until we receive your updated WWCC data.

### Register your WWCC with AustraliaOne

Upon receipt of your original clearance, renewal or change of detail notification forward your DHS WWCC clearance email to [sa.australiaone.com](mailto:sa.australiaone.com) to submit your WWCC and have your **AustraliaOne** member file updated.