

## 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 have a current WWCC – Check with your Umpiring Coordinator as to who you should provide it to.
2. If you do not currently have a valid WWCC (including a DCSI check after Jan 2018) , you can apply for one here: <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, then the following (please specify which umpire type you are): Under Reference number, 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 is titled "Department for Communities and Social Inclusion - Screening Unit - Create Application". It includes the following fields and options:

- Proposed Start Date**: A text input field with a help icon.
- Continuation of Work**: A checkbox that is currently unchecked.
- Role Description\***: A text input field containing "Field/Boundary Umpire".
- Screening(s) Required\***: A section with a list of 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 <https://www.dcsiscreening.sa.gov.au/SCRequestApplication> is visible at the bottom of the form.

3. Once you have received WWCC clearance (which will arrive via email) 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 emailed to them and the best contact to provide it to.

#### **APPLICATIONS FOR THOSE UNDER 18**

4. Complete your application online
5. When you get to the ID section, select Print and Seek Verification (page 5)
  1. Please see the link to identify an authorised verifier (**this includes full time teachers if this is easier**)
  2. <https://screening.sa.gov.au/about-checks/proof-of-identity>
  3. Please note: the verifying officer should **not** be a close relative of the applicant
6. If under 18 a parent or guardian is required to sign the application (page 4)
7. Once you have received WWCC clearance (which will arrive via email) 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 emailed to them 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](mailto:DHSScreeningUnit@sa.gov.au). You need to include your supplication number in the subject line: