



## **Working With Children Check Application Process**

### **IMPORTANT NOTICE**

***The Criminal History Document process has changed entirely as of 1 July 2019 due to updates in South Australia child protection legislation.***

***Please read this document carefully. If you do not supply Encounter Youth with a valid Criminal History Document, you will not be able to volunteer in any capacity.***

### **FAQs**

#### **1. What Criminal History Documents do you accept?**

We accept any of the following documents:

- A Working With Children Check (valid for 5 years from date of issue).
- Any Department for Communities & Social Inclusion Check (valid for 3 years from date of issue).
- A current registration certificate from the Teachers Registration Board of SA.
- A valid Working With Children Check Card (commonly known as a Blue Card) from another Australian state.
- Identification as a Police Officer.

#### **2. I already have a current Criminal History Document as listed above – can I just send you a copy?**

If you have a current DCSI, you will need to advise Encounter Youth of the reference number. If you already have a Working With Children Check you will need to advise Encounter Youth of the unique ID number.

#### **3. I don't have a current Criminal History Document – what do I do?**

You need to apply for a Working With Children Check, see the process below.

#### **4. How long does it take to get a Working With Children Check?**

It can take around six weeks to receive a Working With Children Check, so you should start the process immediately.

#### **5. What happens if I don't have a Working With Children Check, or I don't receive it in time?**

Unfortunately, you are unable to volunteer with Encounter Youth in any capacity.

## How do I get a Working With Children Check?

1. Once you have been approved to volunteer with Encounter Youth pending the outcome of your Working With Children Check, Encounter Youth will start the process for you to apply for a Working With Children Check online.
2. You will receive an email from the Department of Human Services. Open this email, confirm your identity online (100 points of ID is required) and complete the form. **Please complete this step as soon as possible.**
3. That's it! After up to six weeks, both you and Encounter Youth will receive an email advising the outcome of the check. If approved, you do not need to do anything further.

### Key points:

- A Working With Children Check (WWCC) is valid for five years. If in this time you are no longer suitable for working with children, your status will change to prohibited from working or volunteering with children. The DHS Screening Unit will advise you and Encounter Youth in writing.
- There is no letter, card or certificate associated with a WWCC. Rather you will be provided with a unique ID number that is able to be verified online.

**Remember to please get onto this process as soon as possible:  
Working With Children Checks can take up to six weeks to process,  
and without a valid Criminal History Document you cannot volunteer!**

**For more information or further clarification of this process, please contact one of our  
Project & Volunteer Managers at [applications@encounteryouth.com.au](mailto:applications@encounteryouth.com.au).**