

IF YOU HOLD A CURRENT BLUE CARD OR EXEMPTION CARD

Please let us know if you already have a SA Working with Children Check (WWCC). You can upload the details of your WWCC by filling in the form on the following link:

[SUBMIT YOUR WWCC DETAILS HERE](#)

You will need to have the following details for the volunteering team to be able to verify your WWCC:

- Unique ID number (e.g. SRNXXXX-XXXX)
- Full name (first name, **middle name**, last name)
- Date of birth (DD/MM/YYYY)

YOUR OBLIGATIONS

You must:

- Have a valid WWCC to work or volunteer in a child-related role
- Not work or volunteer in a child-related role if you are 'prohibited from working with children'
- Not provide misleading information to the DHS screening unit
- Immediately notify The Smith Family if there is a change in your circumstances or that might affect your eligibility to work with children
- Keep your contact details up to date to ensure you receive notifications about the status of your check

IF YOUR WWCC IS EXPIRED OR YOU NEED TO RENEW YOUR CHECK

SA WWCC's are valid for 5 years and can be renewed up to 6months prior to your current check expiring.

You can check the status of your current WWCC here:

<https://www.dcsiscreening.sa.gov.au/SCApplicantRegistrationStatus>

The process of renewing a WWCC is the same as applying for a new one, for which you can follow the steps outlined below.

APPLYING FOR A WWCC

1. Submit your application for a check online at:

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

When completing the application, please use the following details:

- Role Description: title of volunteer activity
- Screening(s)Required: WWCC
- Applicant Type: volunteer

Your Volunteer WWCC is portable across multiple roles, and if you have a working with children check as part of your paid employment, you may also use it for any volunteering. Please complete as appropriate for any additional roles.

2. Verify your ID online using the Documentation Verification Service.

Provide the details of the outcome (which will be sent to you via email from DHS) to the volunteering team.

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