

## **Instructions for VOLUNTEERS to obtain a Working with Child Check (WWCC)**

From 1<sup>st</sup> July 2019, people working or volunteering with children in South Australia must, by law, have a valid child-related clearance. Emmaus Christian College now requires all new volunteers and existing volunteers with an expired screening to provide a current **Working with Children Check (WWCC) through the Department for Human Services** to Student Services prior to undertaking any volunteering role at the College. WWCC's are valid for 5 years from the date of issue.

If you would like to apply for a WWCC, the process can **be started by the College OR the individual and completed by the individual applicant online.**

For the College to begin the process, applicants must complete the following details and provide the form to Student Services or email the form to [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au):

***Please type details or write clearly.***

<b>First Name</b>	
<b>Middle Name (if applicable)</b>	
<b>Surname</b>	
<b>Date of Birth</b>	
<b>Email Address</b>	
<b>Role as Volunteer</b>	
<b><i>I consent to the College requesting a WWCC on my behalf and retaining a copy of the WWCC clearance for 5 years from the date of issue:</i></b>	
<b>Signature of Applicant</b>	

When the above information is received and processed by the College, the applicant will receive an email from the Department for Human Services providing instructions on how to complete the application online. Upon completion of the application, applicants will be notified by the Department of Human Services of the decision, usually within 3 to 6 weeks. Applicants should provide a copy of the WWCC to Student Services for our College records.

***There is no charge for obtaining the WWCC if you are a volunteer.***

Further information about WWCC for Volunteers is available at <https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>

Should you have any queries, please do not hesitate to contact Heather Headland at the College.