

Working with Children Check (WWCC) – Volunteers

Background

Everyone who works or volunteers with children must have a valid working with children check (WWCC).

If you do not have a current WWCC, you are not permitted to volunteer at Magill.

A WWCC is issued by the Screening Unit, Department of Human Services. It is valid for five years and for volunteers is free.

A WWCC can take anywhere from a few days to 6 weeks to be issued.

You will need to provide the school with a copy of WWCC.

For further information, please visit the Department for Human Services website at [Screening Checks](#)

Instructions on how to apply for a WWCC

Option 1: Apply direct

- 1: You can apply for your own WWCC. Go to the website: [Screening checks](#)
- 2: Select “Applications”; then “Application information for individuals”.
- 3: Select “Apply for Check” when you are ready to start.
- 4: You are responsible for completing your WWCC application, including provision of information verifying your identify.
- 5: Complete and submit application.
- 6: The Screening Unit will email you notification of the outcome of your WWCC application.
- 7: Provide the school with a copy of the WWCC notification from the Screening Unit (Department of Human Services) (email: dl.1213.info@schools.sa.gov.au).

Verification of Identification – if you cannot do online

If you are unable to verify your identification online (eg you do not hold an Australian passport), the School is able to assist.

At the 100 point verification stage of your application:

- 1: Select “print and seek”.
- 2: This should print out your application along with a verification declaration form.
- 3: Bring your application form and the verification declaration form to the School along with copies of identification documents to make up the 100 points.
For example: current international passport (70 points); Australian driver’s licence (40 points); medicare card (25 points); current international driver’s licence (25 points).
- 4: The School will need to sight the originals and sign the verification declaration form.
- 5: The School will then send the application and the verified declaration form to the Screening Unit for processing.

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