

## Volleyball SA Working with Children Check Process

### **Introduction**

Volleyball SA is committed to providing child safe environments in volleyball. As part of this commitment, Volleyball SA and its affiliate organisations comply with the current legislation concerning Working with Children checks. People working or volunteering with children in South Australia must, by law, have a Working with Children Check.

A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children.

Volleyball SA requires all people 14 years and over, engaged in a “prescribed position” to undergo a Working with Children Check and will ensure that all people working or volunteering with children have a current valid Working with Children check. The requirement to have a Working with Children Check is covered by the following legislation:

- Child Safety (Prohibited Persons) Act 2016 (the Prohibited Persons Act)
- Children’s Protection Law Reform (Transitional Arrangements and Related Amendments) Act 2017 (the Transition Act)
- Child Safety (Prohibited Persons) Regulations 2019

A prescribed position includes:

- a position in which a person works with children
- a position in which, during the ordinary course of their duties, it is reasonably foreseeable that a person will work with children
- a position set out in the [Prohibited Persons Regulations \(PDF 120 KB\)](#).

### **Transitional arrangements**

Teachers are required to have a Working with Children check once their current teacher registration expires.

### **To apply for a Working With Children check**

Go to this [link](#) to request Volleyball SA to start this process on your behalf. Upon completion of the request form you will receive a confirmation email from Volleyball SA. ***This is not the Working with Children application, but an acknowledgement of your request to start the process.***

Volleyball SA will initiate the screening process within 3 business days of your request. You will then receive an email from the Screening Unit to login and complete the form.

To complete the application, you will need to;

- Provide information about your full legal name and any names you may have, including previous names, maiden name, names you have legally changed, aliases and informal names (like nicknames)
- Provide your current address and 10 years of address history
- Verify your identity (there are two options to do this, the recommended one is *online* but you can also *print and seek* as below)

### **Online verification (recommended)**

If you are verifying your identity online (100-point check), you will need an Australian driver's licence or permit, plus one of these:

- Australian birth certificate or extract
- Australian citizenship certificate
- Australian passport

### **Print and Seek verification (optional)**

If you are NOT able to verify your identity online, you will need to choose 'PRINT AND SEEK' and follow the directions to have your identity verified manually via the instructions on the application.

*Note: until your identity is verified the application will not progress.*

### **Cost of a Working with Children Check**

If you seek to gain a Working with Children check for paid employment, you will incur a fee. If you are volunteering, the Working with Children check is free. If required, you will pay for the screening application online via a debit or credit card (only Visa or MasterCard Accepted).

**After the application is completed**

After completing your assessment, the Screening unit will email you the results of your check and if the Working with Children Check was requested via the employer, the employer will have access online via a DHS portal to validate the check.

*Note: Your Working with Children Check MUST be completed and valid PRIOR to you engaging in employment as a casual or supplier with VSA and working with children.*

*Updated: August 2023*