



# South Coast Hockey Association Inc.

PO Box 1160 Aldinga Beach SA 5173

ABN: 30 917 963 898

[www.southcoasthockey.org.au](http://www.southcoasthockey.org.au)

National DHS / DCSI Screening Process

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



November 21<sup>st</sup>, 2019

## 1. Overview.

South Coast Hockey Association Incorporated has been registered with Department of Human Services (DHS) Screening Unit, and placed in the DHS Screening Unit's on-line screening system to have these checks provided Free of Charge

- a. It would be South Coast Hockey Association Incorporated preference to have Organisation initiated applications completed.
  - i. This will assist South Coast Hockey Association Incorporated in it's Governance and Monitoring requirements
    1. Refer to item {1. e. ii.} for another alternative.

People working or volunteering with children in South Australia must, by law, have a working with children check.

- b. A current DHS/DCSI child-related check will be recognised as a working with children check until it expires.
- c. A current National Police Check (NPC) will be recognised until it expires.
- d. An unfinalised child-related check application will be recognised as a working with children check on completion until it expires.
  - i. If you applied for a child-related employment screening before 1 July 2019, and your application has not yet been finalised, the application will be treated as an application for a working with children check
- e. There are 2 ways an application can be Initiated and Completed.
  - i. An Organisation can initiate and commence the application, individuals then complete it on line.
    2. If an organisation has initiated your application, and when you have activated your account, you can log in to your account, and then complete your application
  - ii. Applicants can initiate a check independent of an / any organisation.

## 2. Who needs a working with children check from 1 July 2019?

- a. People need a working with children check if they are in a 'prescribed position'. This means people who:
  - i. are in paid or volunteering roles where it is reasonably foreseeable that they will work with children
  - ii. run or manage a business where the employees or volunteers work with children
  - iii. are employed to provide preschool, primary or secondary education to a child.

**Even if you currently hold a valid National Police Check, you are required to obtain the new clearance BEFORE 1<sup>st</sup> July 2020, if you have had a National Police Certificate assessed by your Employer or use it to volunteer with Children, you have until 1<sup>st</sup> July 2020 to get a Working With Children Check**

- b. A Working with Children Check assesses whether a potential employee or volunteer could pose a risk to the safety of children, based on criminal history and child protection information.
- c. Clubs and associations
  - i. If your club or association has significant membership of (or involvement by) children, the people delivering the services/activities need a working with children check. This may include:
    1. Scouts and Guides
    2. Sport and recreation clubs
    3. Cultural or artistic schools/service providers (e.g. theatre, music, dance, arts and crafts)
- d. **Types of checks available**
  - i. Child-related employment and **Working with Children Checks**
    - a. South Coast Hockey Association Incorporated has been registered with Department of Human Services (DHS) Screening Unit to comply with **Working with Children Checks**
  - ii. Disability Services Employment
  - iii. Aged Care Sector Employment



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### 3. "Organisation Initiated Application" for an Individual Process.

- a. Required information to begin process is (\*\* Is Mandatory)
  - i. \*\*That the individual has given their consent, in writing for South Coast Hockey Association Incorporated to initiate the Application.
  - ii. \*\*The individual's First Name.
  - iii. \*\*The individual's Surname.
  - iv. \*\*The individual's email address.
  - v. \*\*The individual's date of birth (dd/mm/yyyy).
  - vi. Any Reference Number supplied by Individual or Organisation
  - vii. Proposed Start Date
  - viii. Or "Continuation of Work" Check Box
  - ix. \*\*The individual's Role Description.
  - x. \*\*Screening Required
    - 1. Working With Children
  - xi. \*\*The Individual's Applicant Type
    - 1. Contractor
    - 2. Current Employee
    - 3. Prospective Employee
    - 4. Tertiary / Secondary Student
    - 5. Partner
    - 6. Volunteer

#### NOTE:

- a. Selecting Individual's Applicant Type of **Type 1 Through to Type 5**, will / may incur costs.
  - i. Any costs incurred or associated will be the responsibility of the Individual.
    - 1. Application will be coded to reflect (i.) above
- b. Selecting Applicant Type of **Type 6**, there will be no costs associated to Individual.
  - i. For any **Type 6** Application, South Coast Hockey Association Incorporated preference is to have 'Organisation Initiated' applications.
- c. Log onto <https://www.dcsiscreening.sa.gov.au>
- d. Below is a Screenshot of Information required to commence application.

**Application Details**

|                               |  |
|-------------------------------|--|
| <b>First Name*</b>            | <input type="text" value="First Name"/>  |
| <b>Last Name*</b>             | <input type="text" value="Last Name"/>   |
| <b>Email*</b>                 | <input type="text" value="Email"/>   |
| <b>Confirm Email*</b>         | <input type="text" value="Confirm Email"/>   |
| <b>Date of Birth*</b>         | dd <input type="text" value=""/> <input type="text" value=""/> yyyy  |
| <b>Reference Number</b>       | <input type="text" value="Reference Number"/>  |
| <b>Proposed Start Date</b> ⓘ  | <input type="text" value="Proposed Start Date"/>   |
| <b>Continuation of Work</b> ⓘ | <input type="checkbox"/>   |
| <b>Role Description*</b>      | <input type="text" value="Role description"/>  |
| <b>Screening(s) Required*</b> | <input type="checkbox"/> Aged Care Sector Employment<br><input type="checkbox"/> Disability Services Employment<br><input type="checkbox"/> General Employment Probity<br><input type="checkbox"/> Vulnerable Person Related Employment<br><input checked="" type="checkbox"/> Working With Children Check |
| <b>Applicant Type*</b>        | <input type="text" value="Volunteer"/>   |



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#### 4. “Organisation Initiated Application” for an Individual Process.

**SCHA will start the process for you.**

##### a. Compile the Required information below and sent information to South Coast Hockey Association Incorporated President for implementation.

↓ (\*\* Is Mandatory)

i. \*\*That the individual has given their consent, in writing for South Coast Hockey Association Incorporated to do the check.

1. **I agree to** South Coast Hockey Association Incorporated initiating and Commencing my Application on my behalf.

↓ **Yes**

↓ **No**

ii. \*\*The individual’s First Name.

↓

iii. \*\*The individual’s Surname.

↓

iv. \*\*The individual’s email address.

↓

v. \*\*The individual’s date of birth (dd/mm/yyyy).

↓

vi. Any Reference Number supplied by Individual or Organisation

↓

vii. Proposed Start Date

↓

viii. Or “Continuation of Work” Check Box

↓

ix. \*\*The individual’s Role Description.

↓

x. \*\*Screening Required

1. Working With Children

xi. \*\*The Individual’s Applicant Type

1. Contractor

2. Current Employee

3. Prospective Employee

4. Tertiary / Secondary Student

5. Partner

6. **Volunteer**

b. “South Coast Hockey Association Incorporated” Authorised Officer to visit DCSI Screening Website and with user supplied information, initiate the application.

c. Once the Application is initiated, the DCSI will send an email, to the supplied email address, Refer **4. a. iv.**

d. **From this point on, South Coast Hockey Association Incorporated has no visibility to any of your personal information / details.**

e. Applicant is to access DCSI Web page and Activate their own Personal Account.

i. All information will be supplied in email direct to Applicant, Not to South Coast Hockey Association Incorporated.

ii. Applicant will be Supplied with personalised Login and Password to access account.

iii. Applicant will be asked to Change / Update password to one they generate themselves.

iv. Once access is gained, applicant will be able to visualise their supplied details.



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- v. Further Information will then be required to be supplied within your own personal Account.
  1. Country / State / Place Of birth
  2. Any Previous Names {Maiden Name}
  3. Current Home & Postal Address
  4. Previous Home Addresses, if required
  5. You will be asked to answer a series of 9 Questions
  6. Read agree and Sign acceptance to personal information being sought.
  7. You will be asked to Review and Declare all detail in application is True & Correct.
  8. You will be asked to Review and Declare that your Position is Voluntary and Unpaid.
  9. Then you will be able to Verify your Details on line.

## 5. Verifying your Identity, On-Line.

Once the application is fully completed, collect and have ready Originals of the Below

### 100-point identification

Documentation required to meet the 100-point proof of identity (ID).

Have on hand and in your Possession:

- At least one original ID document from **Category A**
- One original ID document from **Category B**

### Category A

#### 70 points

- Australian Birth certificate or Extract.
- Australian citizenship certificate.
- Australian Passport.

### Category B

#### 40 points

- a. Driver's licence including foreign licences.

## 6. Do you currently have a Working With Children Check?

- a. Great, Well Done.
- b. To Satisfy our legal requirements, all you need to do is send the following information to South Coast Hockey Association President =>
  - § First Name = {Example} Samantha
  - Middle Name = {Example} Mary
  - Last Name = {Example} Lee
  - Date of Birth = {Example} 04/03/1981
  - Reference Number = {Example} SRN 123456, or CCR 123456
- c. We can then register your clearance within the SCHA's Organisation