

## **Seacombe Softball Club**

### **2018-2019 Procedure to obtain a Working with Children Clearance**

**Version 1 – June 2017**

**Requirement to have a current and valid 'Working with Children Clearance' from the Department of Communities and Social Inclusion (DCSI)**

**Effective from May 2017**

As part of your Coaching position, official/scorer or committee member with Seacombe Softball Club you are now required to have and maintain a valid Working with Children Clearance from Department of Community and Social Inclusion (DCSI). This is in line with Softball SA recommendations and requirements of the various Commonwealth and South Australian Government legislation and policies. Screening is mandatory for all persons who have contact with children, whether in a paid or volunteer position, and is about providing a safe environment for children.

They replace the previous requirement to have a National Police Check.

More information about the checks and the legislation can be found on the DCSI website.

<https://screening.dcsi.sa.gov.au/home>

If you happen to have a **current DCSI Working with Children Clearance** through your work, personal life, other sporting club /volunteer organisation please email the club as we may be able to use that one. Please note this is different to a National Police Check.

**To start the process of obtaining a Working with Children Clearance from DCSI**

#### **Step 1**

To start the screening requirement we (Seacombe Softball Club) require the following from each of you please.

- Your full legal name
- Your Date of birth
- Your email address (DCSI will send the log in details to this email address)

Please email the club at [seacombe@softballsa.com.au](mailto:seacombe@softballsa.com.au) with the following information please. Once the club receives this information we will initiate the screening application for you.

#### **Step 2**

Once we (Seacombe Softball Club) have initiated your application you will receive an email from DCSI. Note: they use the following address to send the emails - *noreply@salesforce.com on behalf of dcsiscreeningunit@sa.gov.au*

The email requires you to set up your account and then when you have logged in there are instructions on how to use the online module to enter your personal details and answer all of the online questions.

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

### **Step 3**

Once you have completed your online application you have a choice of:

- verifying your ID online (usually works best with your passport and driver's licence)
- bringing in all of your ID to our club secretary, Dan Carter, who is our Verifying Officer, so he can verify it for you. Please email the club if you require Dan to verify your ID.

There are instructions on the 100 point ID check on the DCSI website.

<https://screening.dcsi.sa.gov.au/screening-process/how-to-apply/identity-check>

### **Step 4**

You are then required to pay for the screening. Unfortunately Seacombe is NOT able to be invoiced by Department of Communities and Social Inclusion for the screenings so we are asking you to pay for the screening yourself please. You can then present your paid invoice to our club Treasurer, Carla Munroe for reimbursement. The current price for volunteers is approx. \$59. Thank you for your understanding on this matter. If you have any issues with this please contact the club. Please note: until paid DCSI will NOT start your application.

Once paid for DCSI will start the screening application. You may receive an email from them requesting more information or verifying your details.

### **Your Clearance certificate**

The application takes about 1-3 months to be approved and you will receive a email with the certificate and a hard copy of your clearance in the post. Take care not to lose the hard copy as you are not able to obtain a replacement. You can use this clearance for 3 years and possibly for other organisations and work etc.

The Club receives an email stating that you have been cleared by Department of Communities and Social Inclusion, so you do not need to show us the hard copy.

### **Further questions / need assistance ?**

If you need help, assistance or clarification please feel free to contact the club via [seacombe@softballsa.com.au](mailto:seacombe@softballsa.com.au) or speak to one of the following committee members:

- President – Anthony Pierson - phone 0433 685 181
- Vice President – Jane Campbell
- Secretary - Dan Carter - phone 0400 399 001
- Treasurer - Carla Munroe – phone 0423 762 777

We will be happy to assist you in any way possible. Please note: this is a DCSI process and we have no say in the process however we can help you navigate your way through the application.

**Anthony Pierson**

**President - Seacombe Softball Club**

**11-05-2018**