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TO: **Associations**

FROM: EO SACBCI

DATE: 30th November 2018

SUBJECT: DCSI Process

Under new child safe legislation, all people working with children require a Working with Children Clearance issued through the Department of Community and Social Inclusion (DCSI).

DCSI clearances are currently valid for three years.

The process is organisation driven, meaning there is no way to apply for a DCSI clearance by downloading an application form or attending a police station or post office for example, the first step is to register your Association as an organisation.

Once registered you will be able to:

- Initiate an application
- Check the progress of an application
- Check the validity of a clearance

To register you're Association:

- Proceed to DCSI website
<https://www.dcsiscreening.sa.gov.au/OrgRegistration>
- Enter the details as requested

You will need:

- Australian Business Number (ABN)
- Business address
- Email address

You will be asked to nominate several officer positions. The same person can hold one or more of the officer positions (refer to attached).

- Once complete, DCSI will send your log in details via email.

Initiating an application

Once registered you will be ready to initiate applications for anyone within your Association working with children. A clearance must be obtained prior to that person commencement.

It is best to check first if an applicant already has a clearance that is less than three (3) years old and specifies working with children. There is no requirement to obtain a new one as it is transportable between organisations and industry.

- From the DCSI portal, select 'new application'
- Enter the full name of the applicant, date of birth and email (errors entering this information may affect the processing of a clearance, please ensure full names and correct spelling and number format are submitted)
- Enter the role of the applicant e.g. coach, administrator, official
- Select 'Child Related Employment' for the screening type
- Select the appropriate applicant type, 'volunteer' or 'staff'
- Select whether the applicant or organisation will pay for the clearance if applicable, volunteer option will not require this selection

Confirmation of application

Once an application is finalised by DCSI, an email will be sent to the Requesting Officer (suggest you have more than one, as per the organisation registration) notifying them of the clearance status. The original document will be sent directly to the applicant and remains their property.

If a person already has a clearance, you can verify the validity (if the original document is not sighted) using a search tool on the DCSI web site:

- From the DCSI portal, select 'person search tab'
- Enter the required details (if the details are not entered correctly and as per the original clearance advice, the result will be inconclusive)
- Select 'search registration database'

Record keeping

Associations should maintain a record of clearance information of their staff and volunteers. This can be as simple as a spreadsheet, with the following information (this will make it easier for future reference on the DCSI site):

- First name
- Middle name
- Last name
- Date of birth
- Email
- Reference number
- Clearance date

This register will ensure that Associations can initiate a renewal process prior to a clearance becoming invalid.

Help

Should you require assistance or have any questions please contact our Membership Executive Support Officer in the first instance:

Tanya ter Bogt

office@sacbc.com.au

0447 125 811

Government of SA

Department of Human Service

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

1300 321 592