



# Scouts SA

## Child Protection

### Adult Screening Requirements

Title	Child Protection Adult Screening Requirements	Reference	MS-PR-002
Owner	Head of Member Services	Review	Every 3 years
Approved By	Chief Commissioner	Date	23/04/2025

#### PURPOSE

The Children's Protection Act 1993 was replaced by the Children and Young People (Safety) Act 2016, the Children's Protection Law Reform (Transitional Arrangements and Related Amendments) Act 2017, and the Child Safety (Prohibited Persons) Regulations 2019. This legislation requires any individual who is working with children to obtain a 'Working with Children Check' (WWCC) processed by the Department of Human Services (DHS) Screening Unit. The requirement for a WWCC applies to all Leaders, Commissioners, Adult Helpers, Youth Helpers over 14yo, members of Branch Fellowship, Rovers, Committee Members, staff of Scouts SA, parents and carers who are attending overnight activities, and any other members who are actively assisting in youth activities.

A WWCC is valid for five years and is portable across different child-related organisations and roles in SA. Members are encouraged to apply for a WWCC through Scouts SA, whilst parents and non-members must apply directly to the DHS Screening Unit as an individual. There is no fee for a WWCC for volunteers. Individuals already in possession of a WWCC can submit this document to Scouts SA.

#### SCREENING OF ADULT MEMBERS OF SCOUTS SA

In accordance with the Australian Human Rights Commission's '10 Principles for Child Safe Organisations', the Scouts Australia Child Protection Policy and Prescribed Procedures, the Scouts SA Safeguarding Children and Young People Policy and Prescribed Procedures, and our continuing best practice screening of volunteers, Scouts SA has determined that it will retain the use of the criminal history provided by a National Police Certificate (NPC) to complement the new WWCC legislative requirements.

Scouts SA deems it paramount to the safety of our Youth Members that the right adults are being placed in the right roles within our organisation. The WWCC does not list any conviction history for an individual so does not allow Scouts SA to ensure that our Leaders are the best role models and community citizens for our Youth Members (irrespective of risk to child safety). At this time, Scouts SA has taken the position that the WWCC in isolation does not give our organisation the level of screening we require.

Any enquiries relating to the screening of Adult Members of Scouts SA should be directed to [membership@sa.scouts.com.au](mailto:membership@sa.scouts.com.au)

## **PARENTS AND NON-MEMBERS OF SCOUTS SA**

The legislation is clear that any adult participating in overnight activities where there are children present must hold a WWCC. It is understood that this may have a profound effect on camping activities and, in particular, Joey and Cub Sleepovers. Logistically, it is not possible for Scouts SA to log and monitor the currency of WWCCs amongst non-members. Accordingly, it will be up to Scout Groups to monitor its parents and carers. It is suggested that Scout Groups maintain a simple spreadsheet of parent records where possession of a WWCC is to be logged. This record is to be kept at the Group/Activity level and be made available to the Branch when requested.

Scouts SA is unable to initiate a WWCC for non-members. Non-members and parents are referred to <https://screening.sa.gov.au/applications/application-information-for-individuals> to initiate an application. There is no charge to any individual applying for a WWCC as a volunteer. Parents and non-members of Scouts SA do not require an NPC. Non-members and parents that already hold a WWCC can provide that information to their Scout group, and this can be verified by Scouts SA Head Office staff through the DHS portal by emailing [membership@sa.scouts.com.au](mailto:membership@sa.scouts.com.au)

## **FEEDBACK AND FURTHER INFORMATION**

If you would like to provide feedback, or would like further information, please contact Head Office at [hq@sa.scouts.com.au](mailto:hq@sa.scouts.com.au) or 08 7134 1200

## OBTAINING A WORKING WITH CHILD CHECK

To apply for a WWCC through Scouts SA, follow the instructions below.

Upon receiving your membership application, Scouts SA will begin the WWCC process through the DHS Screening Portal.

The DHS Screening Unit will email you a link to complete your application.

**\*\*If you do not receive communication from the DHS Screening Unit please contact Scouts SA\*\***

Individuals applying for a WWCC must provide 100 points of identification by either:

- Uploading 100 points of ID during the online application process by providing an Australian Drivers Licence and a current Australian Passport, an Australian Birth Certificate, or an Australian Citizenship Certificate.
- A 'permitted verifier' from Scouts SA Head Office can confirm the sighting of original identification documents and confirm the 100-point identification check.
- If one of the options above isn't possible, you can:
  - print a copy of your fully paid online check application
  - show your original identity documents to an independent permitted verifier (such as a Justice of the Peace)
  - mail the completed application and signed copies of your identity documents to the DHS Screening Unit

Once your application has been assessed by the DHS Screening Unit, you will be sent confirmation that it has been completed and you should receive your WWCC within approximately three weeks from application. Scouts SA will be notified directly by the DHS Screening Unit at the same time.

Scouts SA will log the unique identifying number (SRN) contained on the WWCC against your membership record in MyScout and remind you to renew your WWCC when it's future expiry date approaches.

## OBTAINING A NATIONAL POLICE CERTIFICATE

To apply for a new National Police Certificate (NPC) through Scouts SA, follow the instructions below. If you've obtained an NPC for non-Scouting purposes within the last 12 months, you may use that instead by supplying the **ORIGINAL** NPC to Scouts SA Head Office.

Download an NPC application from:

<https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

Complete the following sections on the form as follows:

- Purpose of Check – Volunteer
- Proposed Place of Work – Scouts SA
- Location of Employment – As Applicable to you
- Will you have contact with Vulnerable Groups? – Yes. I will have supervised contact with vulnerable groups.
- Category – Probity
- Check Type – VOAN Volunteer (VC)

Take your application form to a local Justice of the Peace or SAPOL station to verify 100 points of ID as per the application form. You will need your own photocopies of the originals to be verified.

*\*\*Please note not all SAPOL employees will do this\*\**

If you do not have access to a Justice of the Peace, please request an appointment with an authorised person from Scouts SA Head Office to verify the ID. Email [hq@sa.scouts.com.au](mailto:hq@sa.scouts.com.au) or phone (08) 7134 1200

Bring / post the application form (with photocopies of the certified identification) into Scouts SA Head Office. Once received, the Volunteer Authorisation Number (VOAN) will be added to the form and the application will be couriered to SAPOL for processing.

Scouts SA will send you correspondence confirming that your NPC application has been sent to SAPOL together with a Reply Paid Envelope. SAPOL will send the completed NPC direct to you as the applicant.

Submit the original NPC to Scouts SA Head Office (photo copies or emails are not accepted). Electronic NPC's are not accepted unless a copy has been printed and certified. The NPC may be submitted via the reply paid envelope marked "private and confidential" addressed Attention – Head of Member Services. The only exception to the provision of an original NPC is where a copy has been certified by a Justice of the Peace as a true copy of the original document.

An Authorised Officer at Scouts SA will sight the NPC and return it to you, allocating an expiry date on MyScout for future renewals. You will receive an email advice when this occurs.