

Working with Children Check (WWCC) – Volunteers

Background

Everyone who works or volunteers with children must have a valid working with children check (WWCC).

If you do not have a current WWCC, you are not permitted to volunteer at Magill.

A WWCC is issued by the Screening Unit, Department of Human Services. It is valid for five years and for volunteers is free.

A WWCC can take anywhere from a few days to 6 weeks to be issued.

You will need to provide the school with a copy of WWCC.

For further information, please visit the Department for Human Services website at [Screening Checks](#).

Instructions on how to apply for a WWCC

Option 1: Ask the school to initiate your application

- 1: Complete the request form overleaf and return to the school (preferably with a copy of your [Volunteer Application Form](#), available on the Magill School website)
- 2: Upon receipt of the complete form, the School will take this as consent to initiate a WWCC
- 3: You will receive an email from the Screening Unit, Department of Human Services, containing a link to complete and submit your WWCC application online
- 4: You are responsible for completing your WWCC application, including provision of information verifying your identify
- 5: Complete and submit application
- 6: The Screening Unit will email you notification of the outcome of your WWCC application
- 7: Provide the school with a copy of the WWCC notification from the Screening Unit (Department of Human Services) (email: dl.1213.info@schools.sa.gov.au)

Option 2: Apply direct

- 1: You can apply for your own WWCC. Go to the website: [Screening checks](#)
- 2: Select “Applications”; then “Application information for individuals”.
- 3: Select “Apply for Check” when you are ready to start.
- 4: You are responsible for completing your WWCC application, including provision of information verifying your identify.
- 5: Complete and submit application.
- 6: The Screening Unit will email you notification of the outcome of your WWCC application.
- 7: Provide the school with a copy of the WWCC notification from the Screening Unit (Department of Human Services) (email: dl.1213.info@schools.sa.gov.au).

Information sheet last updated 19 February 2025



REQUEST TO SCHOOL TO INITIATE A WWCC APPLICATION WITH THE DEPARTMENT OF HUMAN SERVICES

APPLICANT DETAILS	
First Name:	
Middle Name(s)	
Last Name:	
Date of Birth:	
Email Address:	
Position / Role:	<input type="checkbox"/> Elected to School Governing Council <input type="checkbox"/> Volunteer – Parent
Reason for Volunteering:	<input type="checkbox"/> Coaching sports teams <input type="checkbox"/> Overnight camp(s) <input type="checkbox"/> Support in classroom <input type="checkbox"/> Supporting excursion <input type="checkbox"/> Other - <i>Please specify:</i>
Student Details:	<i>Your child's name:</i> <i>Class room you child is in:</i>
<input type="checkbox"/> I give approval for the school to initiate a WWCC application with the Department of Human Services on my behalf	
Date:	
Signature:	

