

Instructions for VOLUNTEERS to obtain a Child Related Screening (DCSI)

From January 2019, Emmaus Christian College requires all new volunteers and existing volunteers with an expired screening to provide a current Child Related Screening (DCSI) through the Department for Human Services to Student Services prior to undertaking any volunteering role at the College. DCSI Child Related Screening are valid for three years from the date of issue.

If you would like to apply for a DCSI Child-Related Screening, the screening process needs to be started by the College and completed by the individual applicant online.

For the College to begin the process, applicants must complete the following details and provide the form to Student Services or email the form to hheadland@emmauscc.sa.edu.au:

Please type details or write clearly.

| | |
|--|--|
| First Name | |
| Middle Name (if applicable) | |
| Surname | |
| Date of Birth | |
| Email Address | |
| Role as Volunteer | |
| <i>I consent to the College requesting a DCSI Screening on my behalf and retaining a copy of the DCSI clearance for 3 years from the date of issue:</i> | |
| Signature of Applicant | |

When the above information is received and processed by the College, the applicant will receive an email from the Department for Human Services providing instructions on how to complete the application online. Upon completion of the application, applicants will be notified by the Department of Human Services of the decision, usually within 3 to 6 weeks. Applicants should provide a copy of the DCSI clearance to Student Services for our College records.

There is no charge for obtaining the DCSI Child-Related Screening if you are a volunteer.

Please note, a current **Teachers Registration Certificate** will also be accepted for volunteers.

Further information about Child-Related Screening for Volunteers is available at <https://screening.sa.gov.au/screening-process/volunteer-screening>

Should you have any queries, please do not hesitate to contact Heather Headland at the College.