



Government of South Australia

Department of Human Services

# Press kit volunteer screening

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- Social media graphics and messages
- Fact sheet
- A4 poster

# Spread the word – free volunteer screening

## What's changing with screening?

From 1 November 2018, all Department of Human Services (DHS) screenings for volunteers, including volunteering with children and vulnerable people, will be free.

Prior to 1 November, the cost of a DHS volunteer screening was \$59.40, which was paid by either the volunteer or the organisation they're volunteering for.

Removing the costs associated with screening clearances recognises the incredibly important contribution volunteers make to the community and makes it easier for people to volunteer.

In most cases, it's up to the organisation to decide if a volunteer needs a DHS screening clearance. However, it is a legal requirement for anyone who wants to volunteer with people with disability. In the future, a DHS screening clearance will also be a legal requirement for people who want to volunteer with children. Further information will be provided during 2019.

The process has not changed for organisations who want to request a screening for a potential or current volunteer. You still start an application on behalf of an individual online, and the volunteer will still receive a notification to complete it. As part of the process, you will need to confirm the application is specifically for a volunteer.

The Screening Unit expects an increase in applications from 1 November 2018, which may mean they take a bit longer to complete than usual. Where possible, try to plan ahead when you're requesting screening clearances and allow for up to six weeks for the screening to be completed.

## Help us spread the word

In this kit, you'll find a variety of tools to help you communicate the change to organisations and volunteers. You can:

- include the newsletter content in your next newsletter
- update your web content using the key messages
- create social media posts using the included graphics and messages
- print and distribute the fact sheet to anyone who has questions
- print and display the A4 poster in your organisation.

## Download resources

You can download the social media graphics and high quality versions of the fact sheet and poster from <https://adobe.ly/2q3R7ZC>

## Find us on social media

   /HumanServicesSA

## For more information

 [screening.sa.gov.au](http://screening.sa.gov.au)

# Newsletter content

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From 1 November 2018, all Department of Human Services (DHS) screenings for volunteers, including volunteering with children and vulnerable people, will be free.

Prior to 1 November, the cost of a DHS volunteer screening was \$59.40, which was paid by either the volunteer or the organisation they're volunteering for.

South Australia is fortunate to have one of the highest volunteering rates in Australia, with more than 920,000 South Australians volunteering each year. Approximately 25% of DHS screening applications are for volunteers.

Removing the costs associated with screening clearances recognises the incredibly important contribution volunteers make to the community and makes it easier for people to volunteer.

Screening is about checking a person's relevant history to assess the level of risk for working or volunteering with children and other vulnerable people. It's used in conjunction with sound recruitment processes and staff training to create and maintain a safe environment.

It is up to an organisation to decide if a volunteer needs a DHS screening clearance, although it is a legal requirement for anyone who wants to volunteer with people with disability. In the future, a DHS screening clearance will also be a legal requirement for people who want to volunteer with children.

Organisations request screening applications online and are prompted to confirm the application is for a volunteer. After an organisation starts an application, the volunteer will receive a notification to complete it.

The Screening Unit expects an increase in applications from 1 November 2018, which may mean they take a bit longer to complete than usual. Where possible, organisations requesting screening clearances are encouraged to plan ahead and allow for up to six weeks for the screening to be completed.

Visit [screening.sa.gov.au](https://screening.sa.gov.au) for more information.

# Key messages

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If you are writing content for your newsletters, website or social media, please use these key messages:

- SA's volunteers are getting a helping hand with free screenings.
- Free screening is effective 1 November 2018.
- Fees are waived for all five screening types for volunteers.
- Volunteers include carers, foster carers, and kinship carers.
- Organisations start the application process on behalf of a volunteer, who will receive a notification to complete it. Volunteers cannot start their own application.
- The organisation requesting the check must confirm the application is for a volunteer.
- Fees must be paid for applications received prior to 1 November, or that are still being processed on this date.
- While the screening unit processes most applications within three weeks, organisations should plan ahead and allow six weeks, as a large volume of applications is expected from 1 November.
- If your name registers as a match in any of the databases assessed by the screening unit, or there is relevant criminal history for you, your application will require further assessment and may take longer to complete.
- To avoid unnecessary delays, provide complete and accurate personal and role-related information and don't leave it until the last minute.
- For more information and to apply online, visit **[screening.sa.gov.au](https://screening.sa.gov.au)**

# Social media



## Suggested accompanying messages

- If your organisation has volunteers who work with children, vulnerable people, or people with disability, screening checks are free from 1 November! Find out more at [screening.sa.gov.au](https://screening.sa.gov.au)
- Screening checks for volunteers are part of building safe communities for everyone. From 1 November, organisations can apply for volunteer screening checks for free! Find out more at [screening.sa.gov.au](https://screening.sa.gov.au)
- SA volunteers are getting a helping hand with free screening checks from 1 November, making it even easier to get involved with your community. Find out more about why screening checks are important at [screening.sa.gov.au](https://screening.sa.gov.au)
- Volunteers working with children, vulnerable people, or people with disability can get free screening checks from 1 November! The screening process may take up to six weeks, so don't leave it until the last minute to apply! Find out more at [screening.sa.gov.au](https://screening.sa.gov.au)





# Free screening for volunteers



The Department of Human Services (DHS) offers five types of screening checks. From 1 November 2018, they will all be free for volunteers.

- Child related employment screening
- Disability services employment screening
- Vulnerable person-related employment screening
- Aged care sector employment screening
- General employment probity screening.

Volunteers include carers, foster carers and kinship carers.

## Applying for screening checks

No matter how many of the five types are required, the process for applying for a screening check has not changed. It is up to the volunteer organisation to decide if a volunteer needs a DHS screening check.

Organisations request screening applications online at [www.screening.sa.gov.au](http://www.screening.sa.gov.au) and will have to confirm the application is for a volunteer.

After an organisation starts an application, the volunteer will receive a notification to complete it.

Volunteers cannot start their own screening check application.

Any applications started before 1 November 2018 will be charged \$59.40. No refunds will be given.

## Processing times

While most screening check applications are completed within three weeks, we recommend organisations allow up to six weeks, as we expect there will be a lot of applications from 1 November.

If a volunteer's personal information matches any of the databases accessed by the Screening Unit or the person has a relevant criminal history, the application will need further assessment and may take longer to process.

It's important that all information included in an application is correct and relevant, such as all names, nicknames and previous addresses, to help the process run smoothly. Incorrect or incomplete information can slow the process down, as the Screening Unit may need to return the application to the volunteer and ask them to correct and resubmit it.

## For more information

 [screening.sa.gov.au](http://screening.sa.gov.au)

   [/HumanServicesSA](https://www.instagram.com/HumanServicesSA)

# Free volunteer screening checks

From 1 November 2018



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Department of Human Services

 [screening.sa.gov.au](https://screening.sa.gov.au)  
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