

# DHS Screening Clearance Application Instructions



To **apply** for a DHS clearance, please complete the LCA *DHS Clearance Application Form* and return to the SA-NT District Office.

Volunteers and employees should select the Child Related Employment clearance. They may also choose to apply for an Aged Care Sector Employment clearance if they are involved in ministry areas with the aged or employed in the Aged Care sector – for more information please refer below or to <https://screening.sa.gov.au/>.

**Clearances for volunteers can be processed at no cost, however employees will need to pay for any required clearances.**

- To complete the screening process, complete the application form and return to the District Office. You must explicitly state your role/s in your congregation for the District Office to process your form.
- You will receive an email from the DHS screening unit asking you to activate your application. You must click on the link provided, which will generate an email to you with log in details for your application.
- You must log-in within 30 days and complete the remainder of the application.

## Identification Verification

You will need to **verify your identity** to progress your clearance. The easiest option is to select the **Verify Identity Online Now** option by providing the details of your driver's licence and either the details of your Australian birth certificate, Australian Passport or Australian Citizenship Certificate.

If you are unable to complete your identification online, please contact the SA-NT District Office or your congregation's SP3 Coordinator for alternate options.

Total identification must equal or be more than 100 points. Please refer to the DHS website for details about identification requirements.

**Volunteers** - After your identity has been verified you will be able to submit your application.

**Employees** - After your identity has been verified you will need to pay for the screening via credit card online. You may need to seek reimbursement from your treasurer. The screening will not be completed until payment is received.

## DHS Clearance Application Costs

It is important to correctly declare if your screening application relates to paid employment.

Please be aware, screenings for those in **employment** incur a charge per screening, not per application.

**Volunteers** can apply for their screening at no cost even if a subsequent application for a second type of screening is required at a later time

There is a cost to **students** for each application, rather than a charge per screening. Students should apply for all relevant screenings in the one application.

**Please refer to DHS website for fees**

## DHS Clearance Types

A person's required screening will depend on the tasks they will perform and the role they will be undertaking.

If your work includes working with the aged or disabled, the role description stated in your screening application should clearly state this. The District Office will ensure that you apply for the screening/s applicable to your role.

### Child Related Employment Clearance

This screening is required for employees or volunteers who will be in supervised or unsupervised contact with minors.

The LCA Child Protection Procedure stipulates this clearance for:

- Pastors on the LCA roll of pastors (including serving Emeriti)
- Chaplains
- Elders and pastoral assistants
- Persons in decision-making and leadership positions who could be reasonably expected to make decisions that impact on children
- Persons who engage with children as part of their ministries/positions
- Employees and volunteers, where specified in their position descriptions

### Aged Care Sector Employment Clearance

This screening is required for:

- Employees and volunteers providing care (including staff employed in a residential aged care setting, community setting or in the service recipient's own home)
- Employees and volunteers, where specified in their position descriptions

### Disability Services Employment Clearance

This type of screening is generally only required by people employed in the disability services sector, or those who have:

- regular unsupervised contact or close proximity to people with disability
- supervision or management of people whose roles require regular contact or close proximity to people with a disability
- access to records relating to people with disability
- provide overnight care to a person with disability that involves sleeping arrangements, whether short-term or ongoing
- employees and volunteers, where specified in their position descriptions

### All Applicants

You may receive emails from the screening unit advising the progress of your application. If you have any questions, please contact the SA-NT District Office.