

To volunteer at The Heights School you must have a current Working With Children Check (WWCC). This is issued by the Department of Human Services - Screening Unit (DHS). If you do not hold a current WWCC it will need to be applied for before volunteering can commence. We will apply for the WWCC on your behalf after receiving the permission slip below and please note that the DHS Screening Unit advise that it can take up to six weeks to process an application.

If you would like further information about the WWCC please click or type this link: <https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>.

**Application process:**

- After we have initiated your application with the DHS they will send you two emails. The first will provide a link asking you to “Activate My Account” which must be done or your application won’t progress.
- The second email will contain your username and login instructions and you will be asked to create your own unique password. Please keep this password safe for future use.
- When you reach the section asking to verify your identity, you can choose either to ‘verify your identity online’ or ‘requesting organisation’ (i.e. The Heights School). If you choose requesting organisation please bring your documents to front reception where we can take copies and organise to verify your identity. After verification is completed, the DHS Screening Unit will email you and the school with the outcome of your application.



**REQUEST FOR THE HEIGHTS SCHOOL TO INITIATE A VOLUNTEER WWCC**  
EMAIL TO: [dl.1430.volunteers@schools.sa.edu.au](mailto:dl.1430.volunteers@schools.sa.edu.au)

<b>LEGAL NAME:</b> (INCLUDING MIDDLE NAME IF APPLICABLE)			
<b>EMAIL:</b>			
<b>DATE OF BIRTH:</b>		<b>CONTACT NUMBER:</b>	
<b>VOLUNTEER ROLE:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

I GIVE THE HEIGHTS SCHOOL MY PERMISSION TO APPLY AND INITIATE A VOLUNTEER WWCC ON MY BEHALF.

**OFFICE USE ONLY:**

<b>DATE SUBMITTED:</b>		<b>APPLICATION REF:</b>	
<b>DOCUMENTS VERIFIED:</b>			