

# 5-Step Process for Obtaining a Catholic Clearance



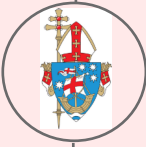
Individual presents directly to the location at which they wish to provide service to with **100 points of ID** and an **email address**.



Authorised Representative at the location completes an **Initiation Check Request Form** for the individual and provides an **Instruction sheet**.



Individual awaits **email notifications** from DHS. Once received, individual refers to the **instruction sheet** & completes / submits the online application.



**SAVA** and **DHS** process the check.



Individual receives: (1) an email notification of their **WWCC** outcome from **DHS**, (2) a Catholic Clearance letter/card in the mail from **SAVA**, if applicable.



## Let us Introduce Ourselves!

The Archdiocesan **Screening and Verification Authority**, within the **Integrity & Safeguarding Department**, became operational in 2007 and provides a screening service for all Catholic Schools, Parishes, Catholic Communities and Centacare locations.

The Unit also provides service to the Diocese of Port Pirie and some other Catholic Organisations across South Australia.

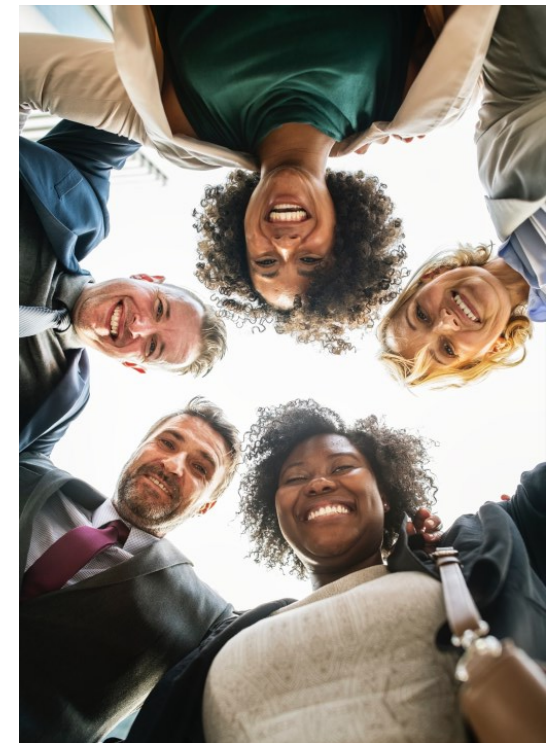
## Contact Us

### SCREENING AND VERIFICATION AUTHORITY

GPO Box 1364  
Adelaide, SA 5001

8210 8150  
[receptionsava@adelaide.catholic.org.au](mailto:receptionsava@adelaide.catholic.org.au)

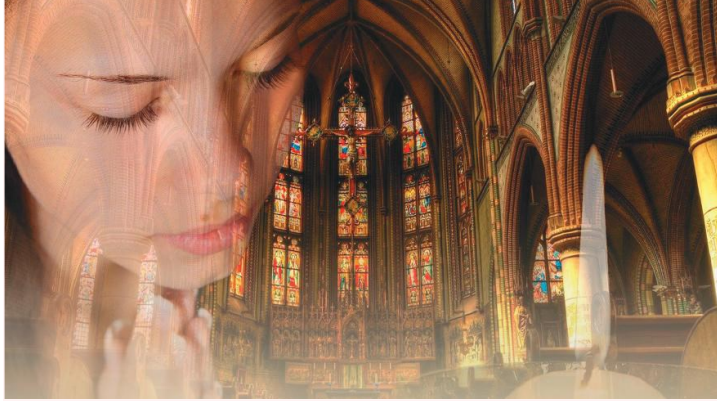
Visit us on the web:  
<https://adelaide.catholic.org.au/our-people/screening-and-verification-authority>



## VOLUNTEERING AT A CATHOLIC LOCATION

### And What You Need To Know About Working with Children Checks

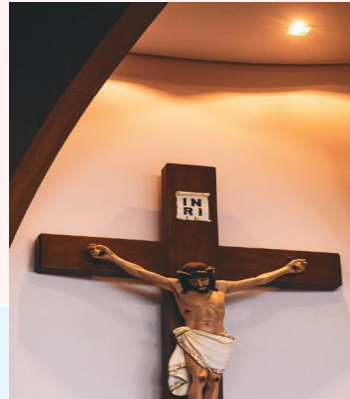




## 1 | The Catholic Archdiocese of Adelaide

takes seriously its duty of care to those who entrust themselves to it and to ensure the health, safety and welfare of all participants in programs and activities.

The Archdiocese recognises and encourages the significant role that the Church community plays in the provision of an environment that protects our **children** and our **vulnerable groups** (includes the elderly, the disabled and those who are disadvantaged or experiencing crisis).



## 2 | A Legislative Requirement

The Catholic Archdiocese is required to ensure that all locations across the Archdiocese, including its Parishes and Ethnic Communities, remain in compliance with the requirements of the **Child Safety (Prohibited Persons) Act 2016**, and the **Children and Young People (Safety) Act 2017**.

*In doing so, it is the policy and practice of the Archdiocese that individuals who have a responsibility through their role within (whether paid or voluntary) and / or who have the potential to have one on one contact with children, youth and vulnerable people undergo a Working with Children Check.*

*\* The Archdiocese reserves the right to require a Working With Children Check for any role, at any time, at its absolute discretion.*



## 3 | Frequently Asked Questions

### - What is a Working with Children Check (WWCC)?

The check itself is carried out by the Department of Human Services (DHS), Screening Unit and involves the gathering and assessing of national criminal history as well as information held by SA Government departments, relating to child protection issues or other care concerns raised with them. The outcome of the checks provided by DHS are considered and assist the Archdiocese in making an informed decision about an individual's suitability for engagement as an Employee, Volunteer or Contractor.

### - Do all volunteers need to undertake a WWCC?

Please note that not every volunteer will be required to undergo a check. If you are an Occasional Volunteer, you MAY be exempt from having to present a WWCC if you meet all the conditions below:

1. Service provision is NOT more than 7x per calendar year, AND
2. Your role DOES NOT require home visits, excursions, overnight stays or any work involving a children with disability, AND
3. You are under direct visual supervision of someone at the location with a WWCC.

### - I already have a current WWCC from my employment, do I need to re-apply?

No — just present your current WWCC to the location's authorised representative to be forwarded to our office for verification and registration. If applicable, you will receive a Catholic clearance in the mail.