

Scripture Union SA Volunteer Appointment Process

In accordance with the Childsafe Safety Management volunteer appointment policy, the following are required before a volunteer over the age of 18 can be involved with a Scripture Union SA program:

- Complete a volunteer application
- DHS Criminal History Check
- Referee Check
- Childsafe Team Member Training

It is important that volunteers do these in the following order, though they may already have completed some of these with other organisation or still have a current certification with Scripture Union SA if they have volunteered in the past.

1. Complete a volunteer application

No later than 9 weeks before the event a volunteer application must be completed on JAT ([Join A Team](#)). The process is self-led, but will take about 30-45 minutes the first time you complete it. Every time you volunteer, thereafter, you only need to update your info which is no more than 2 minutes.

2. DHS Criminal History Check

Applications for DHS checks can take up to 8 weeks. DHS checks are now mandatory for all organisations as of November 1st, 2018, for volunteering with minors. If you have done a criminal history check in the past and registered this with SUSA, it will remain valid for 3 years from date of issue. Other types of criminal history checks are no longer valid, except a DHS check completed for another organisation, and so a DHS check must be done through SU SA. **It is free, but takes a long time.** Don't delay.

- a. To start the process, e-mail Leanne (leanne@susa.org.au) your full name (including middle name/s), date of birth and email address.

Within 5-6 days, you will receive an email from DHS asking you to login and complete the application. At the end of the application you will be asked to provide your 100 points ID (<https://www.police.sa.gov.au/services-and-events/100-point-identification>) You are given the choice of uploading your 100 points ID and completing the application, or requesting that we verify your documents. This can be done at the SUSA office, 14 Adele Avenue, Kidman Park, or by email, but the emailed copies need to be in colour, and should be certified by a JP, minister, police officer or programme coordinator. SUSA will verify the documents with DCSI, and the application will be completed.

- b. Once this has been done it will take about 6 weeks; you will get a letter from DHS, and SUSA receive an email notification.

- c. Scripture Union SA will then update your JAT profile with the date of issue.
This DHS check is valid for other organisations.

3. Referee Check

On your JAT volunteer profile, include the details of two people who have current or recent experience or knowledge of you, preferably in a ministry context. A volunteer manager for your team will call your referee.

4. Childsafe Team Member Training

This training must be done no later than 7 days before the event. Your Team Leader will let you know if and when a face to face Team Member training session is taking place before your activity. If there is not one, and/or you cannot attend this, you can do the training online at a cost. To complete the training online:

- a. E-mail your SU ministry coordinator to be added to Childsafe Management Online (SMO)(Youth – hamilton@susa.org.au) (Family Beach Missions – julie@susa.org.au) (Kids and other – chris@susa.org.au). You will receive notification that your profile has been set up. Then,
- b. Log-on at <https://susa.smo.org.au/>
- c. Click on the 'Training' tab and then click on the TM3 module with a red dot next to it.
- d. You will be required to make a payment of \$15 by credit card
- e. If you do not pass on the first attempt, it can be reset for you **at no extra cost?** Contact your coordinator to do this.
- f. Once you have completed this training, you will be issued a certificate by email which can be forwarded to your Team Leader.