



**Reference: 11976604**  
**Unique Id: SRN 0091-5382**  
**Issue date: 14/12/2023**

**OFFICIAL:Sensitive//Personal Privacy**

Dear Applicant

**Working With Children Check – CLEARED**

Kaixuan Chen, 16/06/2000

The Central Assessment Unit has finalised your Working with Children Check (WWCC) and found you are not prohibited from working with children.

**This means you are allowed to work or volunteer with children in South Australia.**

**Important Information**

*Changes in information*

You must notify the Central Assessment Unit as soon as possible if any of the following changes happen:

- you change your name or use another name;
- you become prohibited from working with children under a law of the Commonwealth, or of another State or Territory;
- you are registered as an offender under the *Child Sex Offenders Registration Act 2006 (SA)*;
- you tell your employer that you have been arrested or reported for child sex offences under section 66 of the *Child Sex Offenders Registration Act 2006 (SA)*; or

- you are the subject of a change in assessable information defined in section 8 of the *Child Safety (Prohibited Persons) Act 2016* (the Act) and regulation 8 of the *Child Safety (Prohibited Persons) Regulations 2019* (SA). Assessable information includes but is not limited to criminal charges, criminal convictions and findings of guilt, child protection matters, disciplinary and misconduct matters, cancellation of an approval as a foster parent, intervention orders, and restraining orders.

It is an offence not to notify the Central Assessment Unit of these changes.

You can notify the Central Assessment Unit of changes and keep your contact details up to date by visiting our [website](#) following the 'Worker responsibility' and the 'Notify the Screening Unit' link.

You can start working or volunteering with children by providing your full name, address, date of birth, and unique identifier to your employer or the organisation you volunteer with so they can verify, through their screening portal, that you have a WWCC.

You can use your WWCC to work or volunteer with any employer or organisation for up to 5 years. At that time, if you still need a WWCC, you should apply for a WWCC before your current WWCC expires.

### *Monitoring*

The Central Assessment Unit monitors information including criminal history information, obtained from South Australia Police and Courts, and child protection matters, and will conduct an additional Working with Children Check if there is a change in assessable information relating to you. The Central Assessment Unit may contact you in relation to this assessable information and will notify you if you become a prohibited person for any reasons under the Act and in accordance with the Regulations.

### *Volunteer Working with Children Check*

If your WWCC was obtained for volunteering purposes and you start paid work that needs a WWCC, you will need to apply for a new WWCC and pay the associated fee for paid employment.

You need to apply for a new WWCC online within 28 days of starting paid work.

You can use your Volunteer WWCC if the paid work with children is less than seven days in a calendar year. For more information on Volunteer checks and how to apply for the new check visit the Screening Unit webpage.

If you are in paid work for more than 28 days using your Volunteer WWCC, you may be guilty of an offence that attracts a fine of up to \$5,000.00.



**Registrar**  
Central Assessment Unit  
Department of Human Services

Enquiries: 1300 321 592 or [DHSScreeningUnit@sa.gov.au](mailto:DHSScreeningUnit@sa.gov.au)  
Website: [www.sa.gov.au/screening](http://www.sa.gov.au/screening)  
GPO Box 292 | Adelaide 5001

I acknowledge Traditional Owners of Country throughout Australia and recognise the continuing connection to lands, waters and communities.

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