



Volunteer Required Clearances

Working With Children Check / RRHAN Training / Protective Practices training for Volunteers

Working With Children Check (WWCC) for volunteers

All volunteers are required by law to have a current Working With Children Check (WWCC) in any capacity when they are spending time with students in an educational setting.

If you do not already have a current WWCC, the process is very simple when organised through the Primary School Office.

- Please contact the **Primary School Office** either in person, or via email at office@cedarcollege.sa.edu.au and the office staff will gladly take you through the process.
- Volunteers will need to provide the following details:
 - name
 - date of birth
 - email address
- The office will email the link so the volunteer can fill in the application form to apply for their WWCC. As part of your application, you will need to provide 100 points of identification which you will need to verify while doing your online application.
- Once you have submitted your application form, the office staff are able to track the progress of your application.
- Once your WWCC has been approved you will need to email a copy of your WWCC to the Primary School Office.

RRHAN- EC training for volunteers

All volunteers must do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC). You must keep your RRHAN-EC Certificate current by updating your training every 3 years.

All volunteers in SA education settings do the same training which is called the Fundamentals Course.

What you need before you start

- A current email address.
- A computer or device with an internet connection and a recent web browser, like Google Chrome or Firefox.

Register for a Plink volunteer account

- Go to the website: www.plink.sa.edu.au
- Select the Non Department for Education staff section to create an account
- Fill in your details:
 - in the field "Select Account type" select Volunteer
 - enter your email address (this will be your Plink username)
 - enter your password
- Select "I accept the Terms of use" and then Select "Create Account".

Start the training

- Login to Plink and select the course Responding to Risk of Harm, Abuse and Neglect – Education and Care
- Select "Register" and allow up to 2 hours to complete.

Certificate

Once you complete the training you will be issued with a certificate. You will need to either email the certificate to the Primary School Office at office@cedarcollege.sa.edu.au or alternatively, you can print a copy and bring that to the office.

Protective Practices training for volunteers

All volunteers must do Protective Practices training and the guidelines aim to help you to understand:

- your duty of care
- appropriate boundaries in your volunteer role
- your responsibility to safeguard children and young people's emotional and physical wellbeing.

Log into your Plink Account

When you log into your Plink Account, as part of the home page, you will find several online courses available to you as a volunteer. You will need to select the Protective Practices tile and then select "Register".

The course will take approximately 1 hour.

Once you complete the training you will be issued with a certificate. You will need to either email the certificate to the Primary School Office at office@cedarcollege.sa.edu.au or alternatively, you can print a copy and bring that to the office.

