

DCSI CHECKS

The South Australian Department of Communities and Social Inclusion in December 2016 changed from individual DCSI check applications to registered organisation on-line applications only.

Rotary International District 9520 Incorporated is registered with DCSI as the umbrella organisation for DCSI checks in our district.

Under this umbrella organisation South Australian District 9520 **clubs and all 9520 district youth committees can register themselves**, becoming sub-registrants of the district. Any club president or district youth committee chair that may have a member or members requiring DCSI checks is required to do this.

The South Australian Department of Communities and Social Inclusion requires all South Australian organisations that have members working in close contact with children to have a DCSI check but leaves the organisation to spell out exactly who needs them. In District 9520, because statistics show 97% of sexual offenders have been alone with children long enough to groom and abuse them, **we require anyone who may be with children or young people in this situation to have a DCSI check**. It should also be stated the **DCSI check is only one part of the thorough checking required for our people who may be in this situation**. (Refer to our youth Protection Manuals for more details)

The DCSI check is now the only acceptable South Australian check for those people requiring a check to work with our young people. **Police checks are no longer acceptable**. Clubs in NSW or Victoria, please note, must obtain their state's equivalent of the DCSI check and note also some of the procedures and requirements in those states differ from South Australia. (See Youth Protection Manuals)

There are **no costs for our clubs and district youth committees** to become registered DCSI organisations. However, there is a discounted charge currently **\$52.00 + GST for each member applying for a check as a volunteer**. In filling out the organisation application you will see it is possible to have an organisation finance officer and to have all member check application charges invoiced to the organisation. **Our district strongly recommends you do not do this** but have each check **applicant pay by credit card** when completing the application initiated by the club or district committee. Our district management committee has decided the particular youth committee requiring the checks will then reimburse the applicant's cost.

The procedure for clubs and youth committees to become a registered DCSI organisation is set down in DCSI Forms 1 & 2. The procedure for the registered organisation to initiate a DCSI check application for an individual and the process for the individual to complete and pay for their application is detailed in DCSI Forms 3 & 4.

DCSI Form 1

CLUB & DISTRICT YOUTH COMMITTEE DCSI ORGANISATION REGISTRATION

The District 9520 Protection Committee is registered with DCSI for screening purposes. Clubs and District Youth Committees (probably only RYLA, RYPEN and Youth Exchange) who have members needing DCSI clearances as of 1st December 2016 also need to be registered as a division of the District using the District's ABN number 1391 7291 247

The procedure is simple. Follow the steps set out below.

Using the address <https://dcsiscreening.sa.gov.au> log in

The page which comes up will have a large heading

Screening and Background Checks

Welcome to DCSI Screening

After a brief introduction you come to

Register My Organisation Click here to come to

Organisation Registration scroll down to

Organisation Details with a series of questions which you fill in as follows

ABN Put in the District's ABN 1391 7291 247

ENTITY NAME Click on name and the District's details will appear

OTHER TRADING NAMES leave blank

DEPT. /BUSINESS UNIT Fill in your club's name "The Rotary Club of"

Street Address Fill in President's details as below

ADDRESS SEARCH Leave Blank

ADDRESS LINE 1 Fill in president's street address

ADDRESS LINE 2

SUBURB Suburb or Town

STATE Choose SA

POST CODE President's post code

Postal Address

Click same as street address or fill in details under if different

Users Fill in President's details

TITLE Mrs

FIRST NAME Mary

LAST NAME Brown

ROLE/POSITION Club President

EMAIL ADDRESS mb@hotmail.com

CONFIRM EMAIL mb@hotmail.com

PHONE President's preferred phone number

Role	Tick as follows:
<input checked="" type="checkbox"/> Site Administrator	
<input checked="" type="checkbox"/> Authorised Officer	
<input type="checkbox"/> Requesting Officer	Blank
<input type="checkbox"/> Verifying Officer	Blank
<input type="checkbox"/> Finance Officer	Unnecessary as we suggest all applicants for DCSI checks pay individually with a credit card when applying

Confirm you are not a Robot

Security Check: fill out as requested

Add User Do **not** click here

Submit Click here

You should within a few minutes receive an

Acknowledgement for organisation registration

Then within two to three days you will receive your

DCSI Screening Customer Personal Username and Password

(Note you can change the password if you wish)

At this point you are to complete your club registration and enter your

Club Protection Officer's details See DCSI Form 2

DCSI Form 2

PROCEDURE FOR COMPLETING APPLICATION AND INSERTING CLUB PROTECTION OFFICER DETAILS

As a result of your application to register your club or district youth committee, you will receive an email with your personal username, password and login address. Proceeding with the Registration Application will enable club presidents to register their Club Protection Officer as its Requesting/Verifying Officer. District committee chairs should select an experience and responsible committee member to fill this role

Using the link given (dcsiscreeing.gov.sa.au) log in. The page which comes up will have a large heading

Screening and background checks

Underneath heading there are six sub-headings

Click onto sub-heading **User Management**

Your President's details will come up from your original application.

Click **New User** and then put in your **Club Protection Officer's details**

TITLE	Mr
FIRST NAME	Bill
LAST NAME	Smith
EMAIL ADDRESS	bs@bigpond.com
ROLE/POSITION	Club Protection Officer
PHONE	Protection Officer's preferred phone number
ROLE	Tick as follows:
SITE ADMINISTRATOR	<input type="checkbox"/> Blank
AUTHORISED OFFICER	<input type="checkbox"/> Blank
REQUESTING OFFICER	<input checked="" type="checkbox"/>
VERIFYING OFFICER	<input checked="" type="checkbox"/>
FINANCE OFFICER	<input type="checkbox"/> Blank
ACTIVE	<input type="checkbox"/> Blank

Click **SAVE**

Log Out

The Protection Officer will get an email confirmation straight away with a personal **User Name** & a **Password** (which they can change if they wish)

DCSI Form 3

PROCEDURE FOR APPLYING FOR A DCSI CHECK FOR AN INDIVIDUAL

The club president or youth committee chair must first register their club or youth committee with DCSI (by completing the actions listed on the DCSI Forms 1 and 2). The person nominated as the organisation's Requesting/Verifying Officer (in a club this will be the Club Protection Officer) will then receive by email their personal username and password from DCSI. From then on using the steps below the Requesting/Verifying Officer is in a position to apply for a DCSI check for any of the members or associates who are required to have one.

Using the link given on the email with your DCSI Screening Customer Portal Username and Password (<https://dcsiscreening.sa.gov.au>) log in. The page that opens will have a large heading

Screening and Background checks

WELCOME TO DCSI SCREENING

Go to the heading

NEW APPLICANT DETAILS Click on this and the heading appears

APPLICANT DETAILS followed by the following boxes. Fill them in as illustrated or instructed

FIRST NAME	John
LAST NAME	Jones
EMAIL	jj@gmail.com.au
CONFIRM EMAIL	jj@gmail.com.au
DATE OF BIRTH	06/11/1986
REFERENCE NUMBER	Leave blank
PROPOSED START DATE	Fill in the date their duties commence.
CONTINUATION OF WORK	Tick this box if it is continuation of a role and leave above start date blank
ROLE DESCRIPTION	e.g. Club Youth Exchange Counsellor, RYLA Leader, etc.
SCREENINGS REQUIRED	<input type="checkbox"/> Aged Care <input checked="" type="checkbox"/> Child related employment <input type="checkbox"/> Disability Services Employment <input type="checkbox"/> General Employment Probity <input type="checkbox"/> Vulnerable Person Related Employment
	Most applicants will want "Child Related Employment" but some clubs help the elderly and those people may require "Aged Care".
APPLICANT TYPE	Choose "Volunteer"
FEES TO BE PAID BY	Choose "Applicant"

Now click on

[START APPLICATION](#)

The application will be acknowledged and within two days the applicant themselves will receive a NEW APPLICANT acknowledgement followed by a second email with their Personal Username and Password

DCSI Form 4

PROCEDURE FOR AN INDIVIDUAL TO COMPLETE THEIR DCSI APPLICATION

As a result of your Rotary Club or District Youth Committee's applying for a DCSI check on your behalf you will receive two emails from DCSI. The first email tells you an application has been made for you and asks you to click on ACTIVATE MY ACCOUNT

This action results in your receiving the second email which contains your personal Username and a temporary password. There is also a link (<http://dcsiscreening.sa.gov.au>) for you to follow. Clicking here starts the process of completing your application. The process although a little lengthy is very clearly laid out with step by step guidance and explanations all the way through. By carefully reading all the steps and clicking **NEXT** to move to each page as directed you will find it easy to follow and complete. The following are the steps it takes you through.

Page 1

WELCOME TO DCSI SCREENING The first item is **REGISTER MY ORGANISATION**. Bypass this as it is already done and move to **LOGIN**, using your personal username and password.

Page 2

CHANGING YOUR PASSWORD to one of your own choice (8 numbers and letters)

Pages requesting **MORE INFORMATION**

- A YOUR PERSONAL DETAILS Complete your personal details
- B YOUR PREVIOUS AND PREFERRED NAMES Here you are to list any other names you have used. There is a place for maiden names.
- C YOUR CURRENT CONTACT DETAILS including postal address if different from your residential address
- D PREVIOUS RESIDENTIAL ADDRESSES If you have lived in the same place for ten years this can be bypassed.
- E EMPLOYMENT/PLACEMENT/VOLUNTEER DETAILS Here you say what you will be doing with young people in Rotary
- F DECLARATIONS A list of offences each of which you need to declare you have not been involved in
- G CONSENT TO OBTAIN PERSONAL INFORMATION You must agree to the list of requests for access of your personal information to proceed with your application. Note the acceptance button is set to **DISAGREE** ; if you agree, you must change it to **AGREE**
- H 100 POINT IDENTIFICATION CHECK Documents such as those used to open a bank account (Passport, Driver's License, etc.) are required. There are two ways of doing this check.
 1. Do it online yourself using the government's very clever online checking
 2. Show the documents to the club or district committee verification officer

METHOD 1 IS THE ONE WE WISH YOU TO USE.

This is simpler, quicker and more secure.
(View the online video at the beginning of the section to see how it works)

When you click on **VERIFY** for the specific identity document you will use, the system will verify the document's details almost immediately and put a tick against that line

Payment Page **PAY FEES**

This is the final operation. Rotarians and those assisting Rotarians in Rotary programs are classed as volunteers and the current fee is \$52.00 plus GST = \$57.20. This can be paid online by credit card.

Note: the District Management Committee has ruled you can be reimbursed for this cost by the District Youth Committee requiring the check.

Once you have paid, your application is complete and you will normally receive an email within three weeks advising if your approval has been granted. Show the email to your club president who is required to place your name and date of approval on both the club and district data bases. Also show the email to the district youth committee chair requiring it.