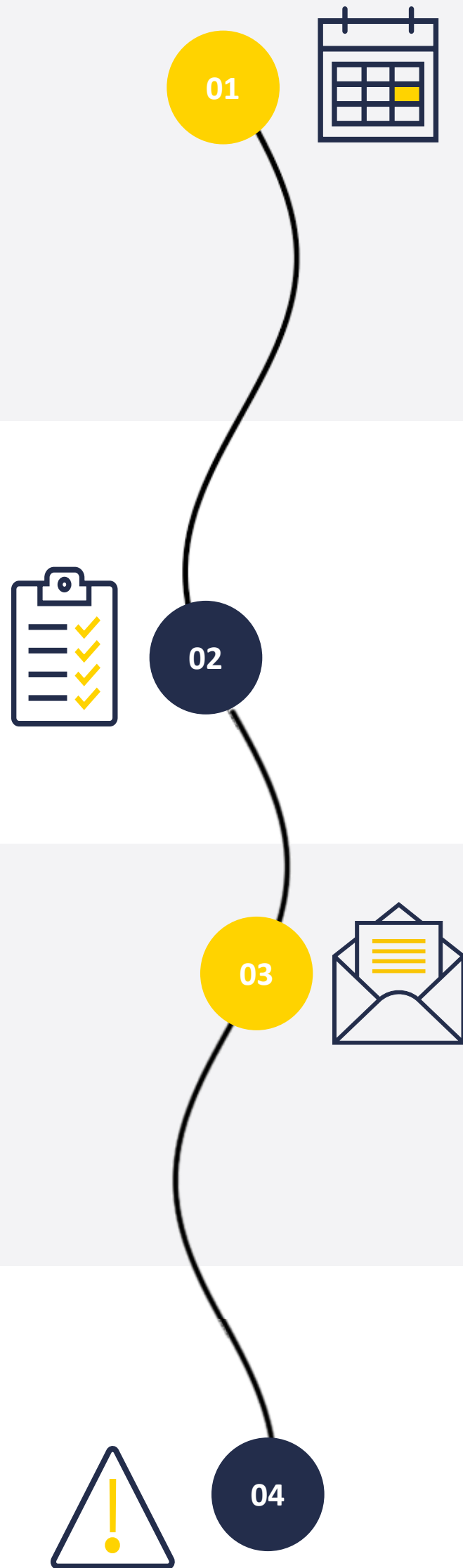


How to renew a Working with Children clearance



Notification of clearance expiry

At 90 days before the expiry of the clearance, a reminder notification is sent through Workday to the employee, their supervisor, and the Employment Services team.

At this stage, People and Culture, Employment Services initiate the renewal of the clearance with the Department of Human Services (DHS) and advise the employee an application has been initiated on their behalf.

NB. If the manager believes the position is no longer deemed *prescribed* per [Flinders University Child Safe Environment Policy](#), they must contact their [local P&C team](#) to discuss it.

Complete application

The employee will receive an email from the Department of Human Services (DHS) with an action to complete the application. This should be completed as soon as possible to comply with the policy.

The employee will need to verify their identity as part of the application process.

NB. After the employee has completed the application, the University will pay the clearance fee to DHS.

Renewal outcome

There is no exact timeframe for a renewal to be processed, this is dependent on a number of factors and beyond the control of Flinders University. In some instances it may be weeks and others it can take months. Therefore it is important to progress the process as soon as possible.

People and Culture, Employment Services will register the clearance in your Workday profile once they receive the new Working with Children Check.

Clearance Follow-up

If a new clearance is not issued in a period of 60 days, an additional notification will be sent through Workday 30 days before expiry, to the employee, their supervisor, and the Employment Services team.

At this stage, Employment Services will investigate and follow up on the renewal with the employee.

If a new clearance is not issued by the Department of Human Services before the current Working with Children Check expires, the employee might be at risk of not being able to work and fulfil their duties.



With a new clearance, the employee can continue to work in the prescribed position.