# WORKER SCREENING & COMPLIANCE

## Under the NDIS Quality and Safeguards Commission

**Registered NDIS Providers** must ensure that workers employed in a risk assessed role comply with screening checks. Worker screening is a risk management strategy which aims to protect and prevent harm to people with disability by contributing to quality and safe services.

The definition of a risk assessed role includes:

- Any role involving **direct delivery** of specified supports and services
- Any role having **more than incidental contact** (face to face, written, oral or electronic communication) with an NDIS Participant including:
    - physical touch
    - building rapport as an integral and ordinary part of the performance of those duties
    - having contact with multiple NDIS Participants as part of the direct delivery of a specialist disability support or service
    - in a specialist disability accommodation setting

Any worker in these roles together with key personnel (eg. CEO, Board members), students on practicum (excludes school students who must be directly supervised), volunteers and contractors require a valid worker screening check.

## Worker Screening

Registered Providers must keep written lists as detailed in the NDIS (Worker Screening) Rules 2018 of:

- **All risk assessed roles**
- **Worker details when working in risk assessed roles**

Registered providers must:

- Undertake a risk assessment that considers the risk of harm a worker might pose to people with disability
- Provide education and training that embodies the principles of the NDIS Code of Conduct
- Assess all roles in the organisation to determine if they are risk assessed roles
- Update the written list of risk assessed roles within 20 business days for any new or re-classified roles
- Understand and record which check/s must be held by each worker under the WA transitional arrangements (until 1 February 2023)
- Ensure there is evidence and validity of the appropriate check/s for each worker
- Regularly access the NDIS Worker Screening Database for worker clearance information and status changes
- Ensure workers understand their personal reporting responsibilities for changes to clearance when in a risk assessed role
- Have a policy and procedure which outlines actions to take if staff no longer have a valid check
- Keep activity registers that detail which workers were in a risk assessed role on any given day over the past 7 years.
- Record any allegations against any worker in a risk assessed role and actions taken and keep records for 7 years

Supported by

Government of **Western Australia**
Department of **Communities**

## Overview of record keeping requirements for WA registered Providers:

| | | |
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| **List of every risk assessed role** | **Role Title** | Or organisational identifier of the role |
| | **Definition of risk** | Applicable paragraph/s from the definition of risk assessed role. |
| | **Role Description** | |
| | **Date assessed** | Within 20 days of new risk assessed role being identified or reclassified |
| | **Assessor** | Name and title of person who assessed the role as risk assessed |
| **List of workers details as relates to the risk assessed role** | **Worker's identity** | Full name, DOB, address |
| | **Risk assessed role** | Each risk assessed role/s the worker engages in |
| | **Contracted personnel** | Ensure contract is available, personnel have valid worker screening clearance and contractor is aware of risk assessed role/s to be fulfilled |
| | **Occupancy** | Start and end date the worker occupies each risk assessed role |
| | **Details for a worker without a valid clearance (if allowed by Provider)** | The exception that applies in relation to the worker (e.g. in the process of obtaining a clearance for a secondary school student)<br>• supervisor's name, valid NDIS WSC<br>• the start and end date of the exception/supervision period/ supervision type (direct or indirect)<br>• Risk management plan |
| | **Worker with a valid clearance (check transitional arrangements for validity)** | • Clearance type: - National Police Check (NPC)<br>　　　　　　　　　　- Working with Children Check (WWCC)<br>　　　　　　　　　　- NDIS Workers Screening Check (NDIS WSC)<br>• Issue and expiry date, application & final NDIS WSC numbers<br>• Outcome (clearance, interim bar, suspension, exclusion, or any other decision that may not allow the worker to engage in a risk assessed role and the nature of that decision)<br>• Risk management plan |
| | | Quality Safety and You<br>https://www.ndiscommission.gov.au/workers/training-course |
| **List of workers updated clearance & Providers actions** | **Record of changes impacting on clearance** | • an interim bar<br>• a suspension<br>• an exclusion or<br>• allegations of any misconduct against any worker with an NDIS worker screening check clearance/ or other valid check |
| | **Record of actions taken by the provider** | • action taken in response to any of the above clearance threats<br>• investigations and outcomes in the case of allegations<br>• keep records for 7 years |
| **Additional Considerations** | | • Induction to workplace training<br>• Covid-19 infection control<br>• Professional Qualifications (e.g., relevant degree or diploma)<br>• Professional Association membership<br>• References (minimum of 2)<br>• Supervision and training register |