

# NDS Quality and Safeguards Sector Readiness Project

## NDIS Worker Screening Policy Checklist

This checklist contains recommended elements of a policy to guide Worker Screening. This policy checklist is general in nature and is intended to be used as a guide. It provides information and examples to consider, and handy tips and links to other resources to help make the development of your policy easier.

This checklist has been designed for providers delivering NDIS Supports and Services.

## NDIS Worker Screening Policy Checklist

### Establish your organisational commitment to worker screening.

This could include a statement about your organisation's commitment to:

- The rights and safety of people with disability** – That the organisation views screening of its workers as important in reducing risks to people accessing supports and services.
- Alignment with the NDIS Quality and Safeguards Commission's requirements** for Worker Screening Checks.

### State who the policy applies to and who is responsible for it.

- Include workers at all levels of your organisation** and others who have interactions with your organisation such as contract and agency workers.
- Include what your organisation's expectations of all workers are** in relation to adhering to your policy and any associated procedures.

### Identify the values and principles behind the policy position, this could include:

- The values of the organisation and expectation of its workers:** For example, that the organisation expects all of its workers to act in the best interests of people with disability and protect from harm or disadvantage.
- The rights of people with disability:** Such as the right to be safe and free from harm, exploitation, abuse and neglect.

### Include definitions which have meaning for this policy or have a need for some interpretation, some examples could be:

- Clearance:** A decision made by a Worker Screening Unit that clears a person who applied for a NDIS Worker Screening Check to work with people with disability in a risk assessed role.

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- Exclusion:** A decision made by a Worker Screening Unit that does **not** clear a person who applied for an NDIS Worker Screening Check to work with people with disability in a risk assessed role. An exclusion can also be known as a 'refusal to grant a clearance'.
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- Interim Bar:** An interim bar is a tool used to prevent applicants from working in risk assessed roles for registered NDIS providers, until a final decision is made as to whether an exclusion will be issued, or a clearance is granted.
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- NDIS work:** Work comprising or connected with, the provision of supports or services to people with disability under the National Disability Insurance Scheme. Work that, under the NDIS Worker Screening Act 2020, requires a clearance in order to be allowed to engage in that work by a registered NDIS provider.
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- Risk assessed role:** Role requiring an NDIS Worker Screening Check, including workers:
- who are key personnel – [NDIS Commission Key personnel definition webpage](#)
  - who are involved in the direct delivery of specified supports and services as part of their normal duties - [List of specified supports and services webpage](#)
  - who are likely to have 'more than incidental contact' with people with disability as part of their normal duties including but not limited to:
    - Physical, face to face, oral, written and electronic contact.
    - Rapport building activities through activities which require building rapport with people with disability.
    - Contact with multiple people with disability within Specialist Disability Accommodation (SDA).
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- Risk management plan:** A written management plan for protecting people with disability while any workers or personnel are engaged in a risk assessed role with the registered NDIS provider **and** in the process of obtaining a clearance as per WA requirements – see [NDIS Worker Screening Check](#) for more information.
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- Specified supports and services:** NDIS funded supports and services that are identified as requiring an NDIS Check clearance. See [Attachment C - List of specified supports and services webpage](#).
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**Suspension:** Prevents individuals from working in risk assessed roles for registered NDIS providers, until a final decision is made as to whether an exclusion will be issued, or a clearance will be granted.

**Worker:** Defined as any of the following:

- an individual employed or otherwise engaged by a registered NDIS provider.
- each of the key personnel of a registered NDIS provider.
- a partner of a partnership that is a registered NDIS provider.
- an individual who is a registered NDIS provider.

**Work on application:** Where a worker can work whilst their application for a Worker Screening Check is being processed, under specified conditions including:

- having a valid application
- the application has not been withdrawn or cancelled.
- there is no previous exclusion, and no interim bar or suspension in place.
- the employer has agreed to the person working whilst the application is being processed, has put risk management strategies in place, and arranged for the person to be supervised by someone who has an NDIS Check clearance.

**You could also consider including:**

**The relevant policies, procedures or other documents** that this policy relates to. This will make it easier to update relevant material when this policy is reviewed.

**The relevant legislation, policy, guidelines, or other material** that directly relates to the policy.

**Approval and review dates.**

**Who is responsible:** The title and/or the signature of the authorising person.

**Please note:** This resource was developed in February 2023 by the NDS Quality and Safeguards Sector Readiness Project. The resource is general in nature and is provided as a guide only. NDS believes that the information contained in this publication is correct at the time of publishing, however, NDS reserves the right to vary any of this publication without further notice. The information provided in this publication should not be relied upon instead of other legal, medical, financial, or professional advice. Please always refer to online documents for the latest versions including the NDIS Practice Standards and advice to providers on the Code of Conduct.

