

NDIS Worker Screening check Policy and procedure

The purpose of this policy

- The NDIS Worker Screening Check is an assessment of whether a person who works, or seeks to work, with people with disability poses a risk to them. The assessment determines whether a person is cleared or excluded from working in certain roles with people with disability.
- The NDIS Worker Screening Check is conducted by the Worker Screening Unit in the state or territory where a person applies for it. The Worker Screening Unit also decides whether a person is cleared or excluded. Registered NDIS providers are required to ensure that they only engage workers who have been cleared in certain roles, called risk assessed roles.
- Before the NDIS Worker Screening Check started, registered NDIS providers were required to ensure that their workers in risk assessed roles had an acceptable check that met the transitional and special arrangements that apply to the state or territory where they provide supports and services. Now that the NDIS Worker Screening Check has commenced, registered NDIS providers may be able to continue recognising a person's acceptable check if the person does not have an NDIS worker screening clearance. The period of time that an acceptable check can continue to be recognised depends on the state or territory where the person provides supports or services. Please visit the transitional and special arrangements page for more information.

Definitions

Acceptable check An acceptable check is the name given when a person fulfils the requirements that apply in the state or territory where they provide supports and services under the transitional and special arrangements contained in Part 4 of the National Disability Insurance Scheme (Worker Screening—Practice Standards) Rules 2018. It allows individuals to work in certain types of roles without an NDIS worker screening clearance during a particular period that applies to that state or territory. In some cases, this acceptable check will continue to be recognised for a period after the NDIS Worker Screening Check has commenced.

NDIS Worker Screening Check (Worker Screening Check) A nationally consistent assessment conducted by a state or territory Worker Screening Unit to determine whether a person who works or seeks to work with people with disability poses a risk to them.

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

NDIS Worker Screening 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.

Registered NDIS provider A registered NDIS provider is a person or organisation that is registered with the NDIS Commission in accordance with section 73E of the National Disability Insurance Scheme Act 2013. NDIS

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providers must be registered to deliver some kinds of supports (e.g. implementing regulated restrictive practices in a behaviour support plan).

Self-managed participants Self-management is when an NDIS participant manages their own NDIS funding. It gives NDIS participants the flexibility and choice to decide which provider delivers NDIS supports and services to them to meet their plan goals.

Unregistered NDIS provider A provider of NDIS supports and services that has not been registered with the NDIS Quality and Safeguards Commission. Not all providers are required to be registered. Unregistered NDIS providers usually deliver lower risk supports to NDIS participants – for example, house maintenance. Only participants who self-manage or plan-manage their NDIS funding are able to choose to receive supports and services from unregistered NDIS providers.

Worker For the purposes of the NDIS Worker Screening Check, a worker is someone employed or otherwise engaged by a registered or unregistered NDIS provider, or someone who provides supports and services to self-managed participants. To note:

- It includes people in paid, unpaid and self-employed roles, such as employees, contractors, consultants, and volunteers.
- It also includes individuals that are themselves a registered or unregistered NDIS provider, each of the key personnel of a registered NDIS provider and a partner of a partnership that is a registered NDIS provider.
- Only workers of registered NDIS providers that are engaged in certain roles (called risk-assessed roles) are required to obtain an NDIS worker screening clearance.

Worker screening unit (WSU) The person or body that is responsible for conducting NDIS Worker Screening Checks in a state or territory under its NDIS worker screening law. WSUs are contained within state or territory government departments, or other state or territory authorities.

POLICY

As a registered NDIS provider, Full Care Lifetime will comply with the requirements relating to worker screening, as per the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018. It is the responsibility of the Director to verify that all workers performing in a risk-assessed role have applied for and hold the appropriate worker screening clearances, (as determined by the Worker Screening Unit) by reviewing the details recorded in the National Worker Screening Database (NWSDB). The Director or an authorised delegate will manage, record and verify worker screening.

The Director will identify which roles are risk assessed roles and ensure all workers in the roles have an NDIS Worker Screening Check or an acceptable check under the transitional and special arrangements. The following table lists the NDIS registration groups that may have risk assessed roles.

* Only employees who work in risk assessed roles require the worker screening clearances. Full Care Lifetime is not required to verify that employees, who do not work in risk assessed roles, have an NDIS worker screening clearance or an acceptable check under the transitional and special arrangements.

However, Full Care Lifetime or a self-managed participant, may (as a safety measure) require a staff worker to undergo an NDIS worker screening clearance or have an acceptable check under the transitional and special arrangements, before engaging them for a role that is not a risk assessed role.

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All workers employed in a risk assessed role must apply for an NDIS Worker Screening Check with the state's Worker Screening Unit. The Worker Screening Unit manages the application process and collects the required application fee.

The Director or a delegated staff member will access the NDIS Portal and validate the worker screening checks. The National Worker Screening Database (NWSD) will advise Full Care Lifetime via email of a worker's clearance or exclusion.

The Director, in turn, will inform the staff member of the results. If the NWSD advises of an exclusion or provides negative advice regarding a worker, it is the Director's responsibility to withdraw that particular worker from the risk assessed role immediately.

Supports and services that may have risk assessed roles as described by the NDIS:

- 0102 Assistance to access and maintain employment or higher education
- 0104 High intensity daily personal activities
- 0106 Assist life stage, Transition
- 0107 Assist Personal Activities
- 0108 Assist Travel / Transport
- 0110 Behaviour support
- 0114 Community Nursing care
- 0115 Daily Tasks / Shared living
- 0116 Innov community Participation
- 0117 Development life skills
- 0118 Early childhood support
- 0119 Specialised Hearing Services
- 0121 Interpret / Translate
- 0125 Participate in community
- 0126 Ex Phys Personal Training
- 0127 Plan management
- 0128 Therapeutic support
- 0129 Specialised driver training
- 0132 Specialised support coordination
- 0133 Specialised supported employment
- 0134 Hearing services
- 0135 Customised prosthetics
- 0136 Group and centre-based activities

PROCEDURES

How to apply for NDIS Worker Screening check

- Workers engaged to provide NDIS supports and services to registered NDIS providers, unregistered NDIS providers and self-managed participants can apply for an NDIS Worker Screening Check through a state or territory agency. Each agency has a 'Worker Screening Unit'. The Worker Screening Unit is responsible for accepting and processing NDIS Worker Screening Check applications from workers and will undertake risk assessments to determine whether a worker receives a clearance.
- When a worker applies for an NDIS Worker Screening Check, a fee is payable (which is set by the state or territory in which the application is made).

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- Workers must prove their identity for their application to proceed. The process for this will depend on the state or territory in which a person makes their application.
- Workers will nominate the NDIS provider or self-managed participant that engages them (or intends to engage them) to provide NDIS supports and services. The NDIS provider or self-managed participant then needs to verify that they engage (or intend to engage) the worker, for the purposes of delivering NDIS supports and services. The application will not proceed to assessment until the relevant NDIS provider or self-managed participant has verified the application.
- It is a condition of registration for registered NDIS providers that they ensure that workers in risk assessed roles have an NDIS Worker Screening Check or an acceptable check under the transitional and special arrangements. This provides a level of safeguarding for NDIS participants by helping to ensure that those in risk assessed roles do not pose an unacceptable risk to the safety and wellbeing of NDIS participants.

Who should have / apply for NDIS Worker Screening check

- Registered NDIS providers must ensure that key personnel and other workers in certain types of roles have appropriate worker screening clearances that meet the requirements of the NDIS Practice Standards and Quality Indicators. Appropriate clearances ensure that the key personnel and employees in risk assessed roles do not pose an unacceptable risk to the safety and wellbeing of our NDIS participants. Compliance with the NDIS Practice Standards and Quality Indicators is a condition of registration for all registered NDIS providers.
- The risk assessed role is linked to the NDIS requirements. All roles identified as risk assessed by Full Care Lifetime must meet all NDIS worker screening requirements.

Monitoring and Review

Full Care Lifetime Management Team will review this policy and procedure at least annually. This process will include a review and evaluation of current practices applicable legislative requirements.

Full Care Lifetime Continuous Improvement Plan will be used to record and monitor progress of any improvements identified and where relevant feed into Full Care Lifetime workers screening processes.