



NDIS Quality
and Safeguards
Commission



NDIS
WORKER
SCREENING

NDIS Worker Screening Check: **What unregistered NDIS providers need to know**

Who is this document for?

- Unregistered NDIS providers

After reading this document, you will understand:

- what the NDIS Worker Screening Check is
- how it works
- and what it means for you.

It also includes contact details for Worker Screening Units.

What is the NDIS Worker Screening Check?

From 1 February 2021, the NDIS Worker Screening Check ('Worker Screening Check') replaces the different arrangements operating in each state or territory, setting a minimum national standard that all workers engaged in risk assessed roles must meet. Some states and territories may still have additional requirements in some circumstances (e.g. people working with children may need to undertake additional screening).

The 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. It will determine whether a person is cleared or excluded from working in certain roles with people with disability.

The Worker Screening Check will be conducted by the Worker Screening Unit (WSU) in the state or territory where a person applies. The WSU also decides whether a person is cleared or excluded.

Participants who manage part or all of their plan may choose to only use unregistered providers with a clearance, or ask them to get one. You may consider incorporating NDIS Worker Screening Check clearances in your employment policies and practices.

Self-managed participants can also choose to not use the services of an unregistered provider or worker who does not hold an NDIS Worker Screening Check clearance.

When will the Worker Screening Check start?

The Worker Screening Check started on 1 February 2021 in all states and territories, except in the Northern Territory. The Northern Territory started the Worker Screening Check on 1 July 2021.

Do NDIS workers of unregistered providers need to get an NDIS Worker Screening clearance?

Unregistered NDIS providers and self-managed participants can choose to ask workers to apply for a Worker Screening Check and obtain an NDIS Worker Screening clearance, but this is not mandatory.

As an unregistered provider, you must be able to effectively manage complaints about the quality and safety of supports and services being provided. This includes worker screening.

What if a worker's Worker Screening Check application results in an NDIS Worker Screening exclusion?

The objects of the *National Disability Insurance Scheme Act 2013* include the requirement to enable people with disability to exercise choice and control in the planning and delivery of their supports.

The NDIS Commission requires all providers to act with integrity, honesty, and transparency; and to take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect, and abuse of people with disability.

It follows that:

- Workers who receive an NDIS Worker Screening exclusion disclose this outcome to any person or provider to whom they provide supports or services under the NDIS
- NDIS providers will tell self-managed participants if you intend to engage a person with an NDIS Worker Screening exclusion to deliver supports and services to the self-managed participant.

How long is the NDIS Worker Screening clearance valid?

Workers with an NDIS Worker Screening clearance are subject to ongoing monitoring against police and other relevant information.

This means their NDIS Worker Screening clearance status can be re-assessed if a WSU or the NDIS Quality and Safeguards Commission (NDIS Commission) receives new or updated information that suggests they pose a risk to people with disability. If this happens, they may be excluded from having an NDIS Worker Screening clearance before their existing NDIS Worker Screening clearance expires.

NDIS Worker Screening clearances expire every five (5) years.

What is the NDIS Worker Screening Database?

The NDIS Worker Screening Database (NWSD) is held by the NDIS Commission.

The NWSD:

- holds a register of cleared and excluded workers as determined by each state and territory's WSU
- supports national ongoing monitoring of the criminal history records of workers with NDIS Worker Screening clearances
- means NDIS providers across the country can use a single online portal to verify their workers' Worker Screening Check applications, and review the NDIS Worker Screening clearances of prospective workers, without needing to contact individual state and territory WSUs

- helps NDIS providers with record-keeping requirements.

The NWSD **only** holds information about workers' NDIS Worker Screening clearance status for those workers who have undergone a Worker Screening Check. It will not hold information about acceptable checks. It will not hold the personal information used by a state or territory WSU to assess a worker's Worker Screening Check outcome.

When will the NWSD go live?

The NWSD will commence operation from 1 February 2021.

How do I get access to the NWSD?

NDIS providers and individuals, including self-managed participants and unregistered providers, will need to apply to the NDIS Commission to access information stored on the NWSD. The NDIS Commission will need to confirm you are engaged in delivering NDIS supports and services before giving you access to the NWSD.

Where can I get more information?

Worker Screening Units

For information about how to apply for a Worker Screening Check, visit the WSU webpage for your state or territory.

- **Australian Capital Territory:** Access Canberra
www.accesscanberra.act.gov.au/app/home
- **New South Wales:** Office of the Children's Guardian
www.service.nsw.gov.au/ndiswc
- **Northern Territory:** NT Police, Fire and Emergency Services
forms.pfes.nt.gov.au/safent
- **Queensland:** Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships
workerscreening.communities.qld.gov.au
- **South Australia:** Department of Human Services
screening.sa.gov.au
- **Tasmania:** Consumer, Building and Occupational Services
www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people
- **Victoria:** Department of Justice and Community Safety
www.vic.gov.au/ndis-worker-screening-check
- **Western Australia:** Department of Communities
www.wa.gov.au/organisation/departments-of-communities/ndis-worker-screening-check

Legislation

- NDIS (Practice Standards - Worker Screening) Rules 2018
www.legislation.gov.au/Details/F2020C01138
- *National Disability Insurance Scheme Act 2013*
www.legislation.gov.au/Details/C2020C00392

NDIS Commission website

www.ndiscommission.gov.au

- Glossary of terms used in this fact sheet
- General information about worker requirements
- Information about the NDIS Worker Screening Check for registered NDIS providers
- NDIS Practice Standards and Quality Indicators

We are here to help

If you have any questions about worker screening, call the NDIS Commission on **1800 035 544**, or contact the Worker Screening Unit in your state or territory.



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