

NDS Quality and Safeguards Sector Readiness Project

Factsheet: NDIS Workers Screening Check

This resource has been developed to give WA providers an understanding of the different agencies involved in NDIS Worker Screening in WA, to understand the responsibilities in relation to their workforce and how to access the information they need to meet the requirements of the NDIS Quality and Safeguards Commission.

The resource also aims to give providers some tools which can be used as a starting point, in developing policies, procedures and processes to manage the requirements around NDIS Worker Screening checks. This resource includes:

- **NDIS Worker Screening Check: What it is and why it is important** - What roles require a worker screening check.
- **NDIS Worker Screening in WA** - Who is involved and where to find information.

NDIS Workers Screening Check – What is it and why is it important?

As part of the NDIS Code of Conduct, NDIS providers of support have an ongoing responsibility to provide supports and services in a way which minimises the risk of harm to people with disability.

The NDIS Worker Screening Check and Worker Screening Database are national tools which registered, unregistered providers and self-managed participants can use to assess the suitability of workers they employ.

Under the [National Disability Insurance Scheme \(Practice Standards—Worker Screening\) Rules 2018](#), NDIS Worker Screening Checks are also a requirement for NDIS registered providers. As part of their compliance obligations, registered providers are required to ensure that workers in certain roles have a NDIS Worker Screening Check.



For an overview of the NDIS Worker Screening and the NDIS Worker Screening Database and its roles in quality and safeguarding, watch this video produced by the NDIS Commission [Overview: NDIS Worker Screening web video](#).

Which workers need to hold a NDIS Worker Screening check?

The NDIS Commission define the groups of workers that require a Worker Screening Check as holding risk assessed roles. Registered providers need to be able to identify which roles within their organisation are risk assessed roles in order to know which workers require a NDIS Worker Screening Check.

The [NDIS Commission Worker screening requirements \(registered NDIS providers\) webpage](#) has detailed information and examples to assist providers to understand which workers fall into risk assessed roles, but in short this means workers;

- **Who are key personnel** – [NDIS Commission Key personnel definition](#)
- **Who are involved in the direct delivery of specified supports and services** as part of their normal work - [List of specified supports and services](#)
- **Who are likely to have ‘more than incidental contact’ with people with disability** as part of their normal work.
 - Through physical, face to face, oral, written and electronic contact.
 - Through activities which require building rapport with people with disability.
 - Through contact with multiple people with disability within Specialist Disability Accommodation (SDA).

NDIS registered providers are required to keep a record of all risk assessed roles within the organisation. If risk assessed roles change or new roles are created they must be added to the record.



Record keeping requirements can be found here in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#) (Part 3—Record keeping requirements for worker screening). Tools that can assist with record keeping for Workers Screening can be found in our Workers Screening Policy and Procedures Guide Resource.

NDIS Worker Screening for WA Providers

NDIS Worker screening in WA is managed by the NDIS Worker Screening Unit within the Department of Communities.

The applications are submitted through the Department of Transport portal (DoTDirect) and at the Department of Transport Driver and Vehicle centres.

The [Department of Communities NDIS Worker Screening website](#) provides information on what to expect and guidance in areas such as:

- the process of applying
- fees
- location of Department of Transport Driver and Vehicle centres
- commencing work without a check
- monitoring applications and processing times.



The Department of Communities [NDIS Check resources webpage](#) NDIS Check resources webpage provides useful factsheets and guides for providers including resources that can be provided to your workers to help them with the process and give them more information around the check and what their information is used for.

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.