

NDS Quality and Safeguards Sector Readiness Project

NDIS Worker Screening Check Procedure Guide

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

- **A Guide for Developing Worker Screening Procedures** – Provides key considerations in the development of worker screening procedures.
- **Worker Screening Risk Management Plan Template** – Which could be used to create a risk management plan, for workers who are waiting for the outcome of their worker screening check.
- **Risk Assessed Role Register** – Which could be used to assess and document each organisational role and whether they meet the criteria of a risk assessed role.

This is a starting point and is not a complete procedure. Please consider the size of your organisation and the scope of services when determining what needs to be included.



A Guide for Developing Worker Screening Procedures

The table below provides some key areas outlined in National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018 and considerations for organisations when developing procedures. This could be used in the development of a new procedure, or as a checklist to evaluate your existing procedures.

Key Area	Considerations for inclusion in the procedures
<p>Risk Assessed Roles</p>	<ul style="list-style-type: none"> • The process for identifying risk assessed roles and the position’s addition to the register of risk assessed roles within the required 20 days. • Management of the register of risk-assessed roles and key roles, including recording of required information, for example: the title of the role, the paragraph/s of the definition of the risk assessed role that applies to the role, the date the role was assessed as being a risk assessed role. • Management of worker records/files, including relevant documentation. • Management of an up-to-date written list of each worker who engages in a risk assessed role, which must include information outlined within the NDIS (Practice Standards – Worker Screening) Rules 2018. • Process to ensure worker screening for staff members does not expire. • The position/s responsible for meeting the requirements for risk assessed roles.



Refer to the NDIS (Practice Standards – Worker Screening) Rules 2018 for the requirements for record keeping at: [NDIS \(Practice Standards – Worker Screening\) Rules 2018 \(Federal Register of Legislation website\)](#) (Part 3—Record keeping requirements for worker screening).



Key Area	Considerations for inclusion in the procedures
<p>Reimbursement of Worker Screening Costs</p>	<p>If your organisation is considering reimbursement of the costs of the worker screening, the procedure should include the processes and circumstances for reimbursement.</p>
<p>Worker Screening Clearance Not Yet Received</p>	<p>This is also referred to as working on application and refers to when a registered provider engages a worker in a risk-assessed role who has not yet received their worker screening clearance. Considerations for the procedure include:</p> <ul style="list-style-type: none"> • Will the organisation employ the person while waiting for the outcome of the worker screen? • If so, what procedures are in place to meet the NDIS Commission requirements, such as supervision and the requirement of a risk management plan? • Who / which positions will be position/s responsible for supervision and writing and reviewing the risk management plan, remember this needs to be someone with a current NDIS Worker Screening Check and someone who would be able to supervise the work of the individual. • If there is a reportable incident, who is responsible for reviewing the risk management plan?



For further information, the NDIS Commission has produced [Fact sheet: Work on application and supervision arrangements webpage](#). A template which could be used for risk management is included at the end of this document.



Key Area	Considerations for inclusion in the procedures
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Workers who receive an Interim Bar

The worker screening procedures should include the processes to be followed in the situation where a worker is engaged in a risk assessed role receives an interim bar.

The procedure should include what needs to occur to protect the wellbeing of people receiving services and the worker, if they need to be removed in the middle of the shift, taking into consideration the privacy and confidentiality for the worker involved.

Consider:

- **How will this be communicated to workers** and how will they be supported?
- **What support will be provided to people receiving services to understand** and manage the change?
- **What process will be followed?** Does the organisation need to review its employment contracts and/or HR Management policies and procedures?
- **Is there an opportunity for the worker to be employed** in a role that is not a risk assessed role in the interim?

Workers who receive an Exclusion

The procedures need to include the processes for what occurs when a worker engaged in a risk assessed role receives an exclusion. This means that they have been refused a clearance and are prohibited from working in a risk assessed role.

Consider the different scenarios and impacts, such as:

- **How will this be communicated to workers** and how will they be supported?
- **What process will be followed to support people receiving services**, including understanding and managing the change?



Key Area

Considerations for inclusion in the procedures

- **What process will be followed with the worker?** Does the organisation need to review its employment contracts and/or HR Management policies and procedures?
- **Is there an opportunity for the worker to be employed in another role** that is not a risk assessed role?



Remember to take into consideration any requirements under the relevant Award in situations where a worker receives an interim bar or an exclusion. For further information on awards and conditions visit [Awards - Fair Work Ombudsman webpage](#).

Key Area

Considerations for inclusion in the procedures

Record keeping

The record keeping requirements for NDIS Worker Screening are ongoing. Internal records need to be kept and managed along with administration requirements with the NDIS Worker Screening Database. Consider:

- **Who will be responsible for linking new workers** to the organisation in the worker screening database?
- **Who will be responsible for unlinking workers** on the worker screening database once they are no longer engaged by the organisation?
- **How will the organisation ensure worker screening checks do not expire?**
- **What mechanism are you using** to ensure people engaged in risk assessed roles are applying for the worker screening check within the required timelines? Who is responsible for managing this and updating?

Other Considerations

- Will you require people engaged in risk assessed roles to have both a worker screening and a national police clearance?
- What arrangements will you have in place to manage contractors in risk assessed roles and taking all reasonable steps to ensure they have the appropriate checks in place?
- What arrangements will you have in place for managing secondary students on formal work experience and direct supervision arrangements?

Risk Management Plan Template

A risk management plan is required for employees in risk-assessed roles who have not yet received their worker screening clearance. The plan must identify and describe each risk to a person with disability for whom the provider provides supports or services and explain how each risk will be managed.

Worker's Name: _____

Description of Risk	How will the risk be managed?	Who is responsible?	Timeframe
E.g. , Working with people with disability who have no other supports or services.	E.g. Worker will have a minimum of three buddy shifts with experienced worker. Line supervisor will seek feedback from participants receiving support from the employee following buddy shifts.	E.g. , Team Leader (Name)	

Worker's Signature: _____ **Date:** _____

Supervisor's Name: _____ **Position:** _____

Supervisor's Signature: _____ **Date:** _____

Please note: If there has been a reportable incident, a review of the risk management plan is required.



Review of Risk Management Plan

Review Date	New/updated risks	New / updated strategies	Who is responsible?	Timeframe

Worker's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Finalisation of Risk Management Plan

Worker screening outcome: _____

Date: _____

Service Improvement Opportunities

What strategies were effective in managing the identified risks?	
What could have been improved in the risk management?	
How will this inform service improvement in the organisation?	

Manager's Name: _____

Manager's Signature: _____

Date: _____



Risk Assessed Role Register

How to use this register:

- This register is a compliance document and should be kept updated at all times.
- List all roles within the organisation and complete the role risk assessment.
- If role changes reassess against the criteria.
- If a new role is created, add to the register and assess against the criteria.

Supporting documentation for evaluating risk assessed roles can be found:

- [NDIS Commission Key personnel definition webpage](#)
- [List of specified supports and services webpage](#)
- [NDIS Commission Worker screening requirements \(registered NDIS providers\) webpage](#)

Date of assessment	Role identification			Role Risk Assessment against NDIS criteria				Name and Title of Assessor
	Role Title	Department	Role description	Key personnel	Delivering specified supports	More than incidental contact	Screening check required	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Please note: This resource was reviewed in November 2022 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.

