



NDIS Quality  
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Commission



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## NDIS Worker Screening Check: What registered NDIS providers need to know

This fact sheet for registered NDIS providers explains what the NDIS Worker Screening Check, how it works, and what it means for you and your workers. 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. There are additional obligations or restrictions in relation to NDIS Worker Screening for providers in [Queensland](#).

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.

Registered NDIS providers are required to engage only workers who have been cleared in any role that is a [‘risk assessed role’](#).

Worker screening is only one of a range of strategies that operate together to reduce risk of harm to people with disability. NDIS providers must also implement additional policies, procedures and practices that assist in identifying and minimising risk of harm to people with disability. These include promoting positive organisational cultures that do not tolerate abuse, neglect or exploitation; ensuring quality recruitment, selection and screening; and maintaining a focus on education and training.

### When will the Worker Screening Check start?

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

Before the Worker Screening Check started, registered NDIS providers providing supports and services to NDIS participants were required to ensure their workers in risk assessed roles meet the screening requirements for the state or territory in which the worker is operating. A person has an **acceptable check** when they meet the requirements of the [transitional and special arrangements](#) that apply to the state or territory where they provide NDIS supports and services to people with disability.

Acceptable checks that were previously issued within each state or territory will continue to be recognised for a period of time after the Worker Screening Check starts. More information about periods of time for recognition of acceptable checks in each state and territory after the start of the Worker Screening Check is available on the NDIS Quality and Safeguards Commission (NDIS Commission) website.

### What will the Worker Screening Check do?

The Worker Screening Check is a way to support registered NDIS providers to comply with your obligations when recruiting, selecting and reviewing the ongoing suitability of your workers.



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It will:

- be an important tool in your recruitment, selection and screening processes, and assist in the ongoing review of the suitability of workers
- increase self-managed participants' choice and control by giving them the option to ask that the workers who provide them with supports and services obtain a Worker Screening clearance before engaging them
- allow workers with a Worker Screening clearance to work in risk assessed roles with registered NDIS providers in any state or territory across Australia
- assist in improving the quality and safety of NDIS supports to NDIS participants.

## **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 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.

## **Which workers need to hold a Worker Screening Check?**

Workers you employ or otherwise engage to work in a 'risk assessed role' need to hold a Worker Screening Check, if they do not hold a valid acceptable check. An acceptable check is no longer valid if it has expired or been revoked.

You are responsible for identifying the risk assessed roles in your organisation.

Workers who are not in risk assessed roles will not be required to hold an NDIS Worker Screening clearance.

However, you may choose to ask any worker to apply for a Worker Screening Check and obtain an NDIS Worker Screening clearance.

## **When can workers work in a risk assessed role for a registered NDIS provider?**

A worker who holds a Worker Screening Check or a valid acceptable check can start work, or continue work, immediately.

In some states or territories, in certain circumstance local laws may permit a registered NDIS provider to allow a worker to begin working in a risk assessed role after they apply for a Worker Screening Check but before they have been granted a clearance.

If the laws of your state or territory allow you to engage the worker in a risk assessed role after submitting an application, but before an outcome has been issued, you must have appropriate safeguards in place.

## **What if a worker is excluded through their Worker Screening Check application?**

If a worker has received an NDIS Worker Screening exclusion as a result of their Worker Screening Check, you cannot allow that worker to undertake a risk assessed role.



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## What records do I need to keep?

Registered providers are required to keep [records](#) for each risk assessed role and for workers in risk assessed roles.

## 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?

Registered providers will have automatic access to the NWSD through a new tile on the NDIS Commission Portal.

### How do I use the NWSD?

Information about how to use the NWSD is available on the [NDIS Commission](#) website.

## 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](#)
- New South Wales: [Office of the Children's Guardian](#)
- Northern Territory: [NT Police, Fire and Emergency Services](#)
- Queensland: [Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships](#)
- South Australia: [Department of Human Services](#)
- Tasmania: [Consumer, Building and Occupational Services](#)
- Victoria: [Department of Justice and Community Safety](#)
- Western Australia: [Department of Communities](#)

### Legislation

- [NDIS \(Practice Standards - Worker Screening\) Rules 2018](#)



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- [National Disability Insurance Scheme Act 2013](#)

### NDIS Commission website

- [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](#)