



NDIS Quality  
and Safeguards  
Commission



NDIS  
WORKER  
SCREENING

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

This fact sheet is for registered residential aged care providers supporting NDIS participants in their facilities **and** that transitioned to registration with the NDIS Quality and Safeguards Commission (NDIS Commission) on 1 December 2020 (transitioned residential aged care providers). It explains what the NDIS Worker Screening Check is, how it works, and what it means for you and your workers. It also includes contact details for Worker Screening Units.

If you are a residential aged care provider who supports NDIS participants and you were registered with the NDIS Commission **before** 1 December 2020, please review the fact sheet called 'NDIS Worker Screening Check: What registered NDIS providers need to know'.

This fact sheet applies only to transitioned residential aged care providers.

### What is the NDIS Worker Screening Check?

From 1 February 2021, the NDIS Worker Screening Check (Worker Screening Check) replaces the different screening arrangements operating in each state or territory, setting a minimum national standard that all workers engaged in risk assessed roles must meet.

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 ensure only workers who have been cleared are engaged in any role providing NDIS services and supports to a participant 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.

### Do my workers supporting NDIS participants in risk-assessed roles need to get an NDIS Worker Screening Check clearance straight away from 1 February 2021?

For the period from 1 December 2020 to 1 February 2021, transitioned residential aged care providers were required to ensure that workers (i.e. staff members and volunteers) in risk assessed roles had an acceptable aged care provider check (aged care check) in accordance with the



NDIS Quality  
and Safeguards  
Commission



NDIS  
WORKER  
SCREENING

requirements of the [Accountability Principles 2014](#). These requirements under Part 6 of the Accountability Principles 2014 include a police check and, if necessary, a statutory declaration stating that the person has not been convicted of certain offences. **These aged care checks will be recognised for three years from the date the clearance is given.**

From 1 February 2021, transitioned residential aged care providers can satisfy their obligations under the [NDIS \(Practice Standards - Worker Screening\) Rules 2018](#) by ensuring that a worker engaging in a risk assessed role holds:

- a valid acceptable aged care provider check issued before 1 February 2021; OR
- a valid acceptable check in accordance with [state and territory transitional arrangements](#) issued before 1 February 2021; OR
- an NDIS Worker Screening Check clearance.

An acceptable aged care provider check will no longer be valid after three years having passed from the date the police certificate was issued (before 1 February 2021).

Compliance with the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018 is a condition of registration for all registered NDIS providers under the *NDIS Act 2013*.

## What will the Worker Screening Check do?

The Worker Screening Check is a way to support transitioned residential aged care providers to comply with your obligations when recruiting, selecting and reviewing the ongoing suitability of your workers supporting NDIS participants.

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 an NDIS 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 an 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, the worker 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?

From 1 February 2021, workers you employ or otherwise engage to work in a risk assessed role need to hold a Worker Screening Check clearance, if they do not hold a valid acceptable aged care check, or a valid acceptable check in accordance with state and territory transitional arrangements.



NDIS Quality  
and Safeguards  
Commission



NDIS  
WORKER  
SCREENING

An acceptable aged care check or 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 my workers work in a risk assessed role supporting NDIS participants?

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

In some states or territories, in certain circumstances, local laws may permit a registered NDIS provider (including a transitioned residential aged care 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.

## What records do I need to keep?

Registered providers including transitioned residential aged care 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 is held by the NDIS Commission.

The NDIS Worker Screening Database:

- holds a register of cleared and excluded workers as determined by each state and territory's Worker Screening Unit
- 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 Worker Screening Units
- helps NDIS providers with record-keeping requirements.

The NDIS Worker Screening Database **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 Worker Screening Unit to assess a worker's Worker Screening Check outcome.



NDIS Quality  
and Safeguards  
Commission



NDIS  
WORKER  
SCREENING

As a registered transitioned residential aged care provider, you will have automatic access to the NDIS Worker Screening Database through the NDIS Commission's COS portal.

## When will the NDIS Worker Screening Database go live?

The NDIS Worker Screening Database will commence operation from 1 February 2021.

## How do I use the NDIS Worker Screening Database?

Information about how to use the NDIS Worker Screening Database 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 Worker Screening Unit 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](#)
- [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](#)