REAL LIVING OPTIONS
ASSOCIATION INC.
"Supporting a lifestyle for people with a disability"

NDIS Worker Screening and Risk-Assessed Roles

POLICY NUMBER: NDIS STAFF 16

INTENT

To ensure that key personnel and all employees have appropriate worker screening clearances that meet the requirements of the NDIS Practice Standards and Quality Indicators and ensures compliance is met.

DEFINITION

***Key Personnel include**:*

- *A director, chief executive officer, or manager of the provider.*
- *A person responsible for supervising or managing the provision of NDIS supports or services.*
- *Any other person who has authority or responsibility for (or significant influence over):*
    - *Planning, directing or controlling the activities of the provider*
    - *Financial management*
    - *Policy-making functions*

***A Risk Assessed Role** under the NDIS (Practice Standards—Worker Screening) Rules 2018 is defined as a role that:*

- *Involves the direct delivery of specified supports or services to people with disability, or*
- *Is likely to require more than incidental contact with a person with disability, including:*
    - *Physical contact*
    - *Face-to-face contact*
    - *Access to personal or sensitive information*
    - *Access to a participant's home or belongings*

POLICY STATEMENTS

- As a registered NDIS provider, Real Living Options Association Inc. will comply with the requirements relating to worker screening, as per the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018. The General Manager must verify that workers in risk-assessed roles have applied for and hold the appropriate worker screening clearances (as determined by the Worker Screening Unit) by reviewing the details recorded in the National Worker Screening Database (NWSD). The General Manager or an authorised employee will manage, record and verify worker screening.

PROCEDURES

- The General Manager will determine whether the regular duties of a role involve more than incidental contact with a participant; this may include:
    - physical contact
    - face-to-face contact
    - oral communication
    - written communication
    - electronic communication.
- As a Service Provider delivering supports under Assistance with Daily Personal Activities and Participation in Community, Social and Civic Activities all employees are required to have a Worker Screening.
- All workers employed in a risk-assessed role must apply for an NDIS Worker Screening Check with the state's Worker Screening Unit. The Worker Screening Unit manages the application process and collects the required fee which is the responsibility of the employee.
- When engaging contractors, Real Living Options Association Inc. will work with the contractor to ensure those contract workers (including individual contractors) have the required worker screening checks and clearances.
- The General Manager or delegated staff member will access the NDIS Portal and validate the worker screening checks. The National Worker Screening Database (NWSD) will advise Real Living Options Association Inc. via email of a worker's clearance or exclusion. The General Manager or delegated staff member, in turn, will inform the staff member of the results.
- If NWSD advises of exclusion or provides negative advice regarding a worker currently employed, it is the General Manager's responsibility to withdraw that particular worker from the risk-assessed role immediately.
- Real Living Options Association Inc. will keep all documents up to date. Records will be kept for seven years from the date they were made. Records will be stored by Real Living Options Association Inc. on a secure, password-protected file in an organised, accessible and legible manner.
- Information relating to workers engaged in a risk-assessed role will be kept in an easily accessible manner to the NDIS Commission or a quality auditor. Information will include workers engaged on any day over the previous seven years.

DELEGATIONS

General Manager

- Responsible for ensuring as far as practicable that all employees of Real Living Options Association Inc. have a current valid Worker Screening.

Support Manager and HR & WHS Officer

- Responsible for ensuring as far as practicable that all new employees are compliant prior to being engaged in the delivery of services.

Administration Officer

- Responsible for monitoring the Worker Screening portal and advising the General Manager of any issues identified.
- Responsible for updating the Support Manager when new employees are compliant, or if any exisiting employees become non-compliant.

RELATED DOCUMENTATION

Compliance Register

REFERENCES

NDIS (Practice Standards – Worker Screening) Rules 2018
NDIS Practice Standards and Quality Indicators
NDIS Code of Conduct

AMENDMENTS/REVIEWS

06/11/2025