

Information for Employers

Registered NDIS providers delivering supports and services to NDIS participants must comply with the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018 (Cth). This means that registered NDIS providers must ensure that workers in risk assessed roles have either an NDIS Worker Screening Clearance (from another jurisdiction for example), or a valid Working with Children Clearance (obtained prior to 1 July 2021) during the transition period.

For other employers, providers and self-managed participants, it is not a requirement. It is the choice of the employer/self-managed participant to decide if they want their workers to have a Clearance.

About NDIS Worker Screening

The NDIS Worker Screening Check assesses whether a person who works, or seeks to work, with people with disability who are participants of the NDIS Scheme poses a risk to them. It determines if a person is cleared to work or excluded from working in certain roles with people with disability who are participants of the NDIS Scheme.

In some cases, there may be a need for other requirements, such as people working with children may need to have additional screening for a Working with Children Check in the Northern Territory.

Your responsibility as an employer

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 apply 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.

Registered NDIS providers are responsible for:

- identifying which roles are risk assessed roles and will need an acceptable NDIS Worker Screening Clearance.
- ensuring they have a risk management strategy in place and keep records of the identified risk assessed roles, and details of staff clearances.

Employers are responsible for:

- Verifying the applications of workers. They will not progress unless verified by you. You have 30 days to do this. If you do not do it within 30 days, the application will be cancelled.





- Ensuring you have access to the National Worker Screening Database (NWSD) to do this. If you are a self-managed participant or an unregistered provider, you will need to apply for access to the National database with the NDIS Commission.
- Not allowing a worker that is unable to obtain a Working with Children Clearance during the transition period, or is excluded through their NDIS Worker Screening Check application, to undertake a risk assessed role.

What is a risk assessed role?

A risk assessed role:

- is a key personnel role of a person or an entity as defined in s 11A of the *National Disability Insurance Scheme Act 2013* (for example, a CEO or a Board Member)

involves the direct delivery of specified support or services which are likely to require 'more than incidental contact' with people with disability, who are participants of the NDIS Scheme. This includes:

- physically touching a person; or
- building a rapport with a person as an integral and ordinary part of the performance of normal duties; or
- having contact with multiple people as part of the direct delivery of a specialist support or service, or in a specialist accommodation setting.

For the purposes of determining whether the normal duties of a role will require more than incidental contact with a person with disability, contact includes physical contact, face-to-face contact, oral communication, written communication and electronic communication.

What is the NDIS Worker Screening Database?

The NDIS Worker Screening Database (NWSD) is held by the NDIS Commission and is often referred to as the NDIS Commission Portal. The NWSD:

- holds a register of cleared and excluded workers as determined by each state and territory's worker screening unit (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.

How do I get access to the National Worker Screening Database?

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

Other providers and individuals, including self-managed participants, will need to apply to the NDIS Commission to access information stored on the NWSD. The NDIS Commission will need to confirm you are engaged in delivering NDIS supports and services to active participants before giving you access to the NWSD.

Employer / Provider IDs

Your workers will need to know your employer ID for their application. You need to log in to the NWSD to confirm you are providing your workers with the correct ID otherwise it will hold up their application and may result in it being cancelled.

Registered Providers

1. Enter the NDIS Commission Provider Portal - <https://www.ndiscommission.gov.au/providers/ndis-commission-portal>
2. On the Portal entry point screen, use the drop down menu to select the **Provider** name. In the Role drop down, select Registrant
3. Once you are in the NDIS Commission Portal, select the My Registration tile
4. On the left side menu, towards the top you will be able to see your Registration ID. This is the Employer ID that you can advise your workers to use when applying for the NDIS Worker Screening Check.

Unregistered Providers

1. Enter the NDIS Worker Screening Database Portal - <https://www.ndiscommission.gov.au/ndis-worker-screening-database>





2. On the Portal entry point screen, use the drop down menu to select the **Provider** name. In the Role drop down, select Worker Screening for Organisations
3. Once you are in the NDIS Worker Screening Database, select the My Organisation tile
4. On the left side menu, towards the top you will be able to see your Employer ID. This is the Employer ID that you can advise your workers to use when applying for the NDIS Worker Screening Check.

Self-managed participant

1. Enter the NDIS Worker Screening Database Portal - <https://www.ndiscommission.gov.au/ndis-worker-screening-database>
2. On the Portal entry point screen, use the drop down menu to select the **Participant** name. In the Role drop down, select Worker Screening for NDIS Participants
3. Once you are in the NDIS Worker Screening Database, select the NDIS Participant details tile
4. On the top of the screen, you will see a Participant WS Id. This is the Employer ID that you can advise your workers to use when applying for the NDIS Worker Screening Check. **Note: Please ensure you DO NOT provide your NDIS Participant Number.**

When can a person start working?

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

The NT is a work on application jurisdiction which permits 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. However, the following requirements must be met before this is permitted:

- The application is complete including paid in full and verified by the employer in the National Worker Screening Databased (NWSD);
- As the employer you agree the worker can work while the application is being assessed;
- You have a risk management strategy in place for the applicant to work on application; and
- You have arranged for the worker to be supervised by a person who has a Clearance.





For more information

A range of information and fact sheets for providers is available on the www.ndiscommission.gov.au website. You can contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at nwsd@ndiscommission.gov.au.

