

NDIS Worker Screening and Risk Assessed Roles Policy and Procedure

1.0 Purpose

The purpose of this policy is to ensure that all staff performing risk-assessed roles within SilaCa Tasmania Pty Ltd meet the NDIS worker screening requirements, and that all workers who support or interact with participants uphold the highest standards of safety and suitability. Worker screening is one of the key safeguards to help protect people with disability from harm.

This policy outlines how risk-assessed roles are identified, how worker screening is verified and recorded, and the responsibilities of both management and workers in maintaining ongoing compliance with screening requirements. The policy also reinforces our commitment to providing a safe and high-quality service environment for all participants.

2.0 Scope

The policy applies to all staff SilaCa Tasmania Pty Ltd performing duties in a risk-assessed role.

3.0 Definitions

Term	Definition
A risk-assessed role	A key personnel role (person or an entity) as defined in s11A of the National Disability Insurance Scheme Act 2013 (e.g. a CEO or a Board Member) as: • a role for which the regular duties include the direct delivery of specified supports or specified services to a person with a disability • a role for which the regular duties are likely to require 'more than incidental contact with people with disability, which includes: - o physically touching a participant - o building a rapport with a participant is an integral and ordinary part of the performance of normal duties - o Contact multiple participants as part of the direct delivery of a specialist disability support or service or in a specialist disability accommodation setting.

Term	Definition
Contractor	When the NDIS provider engages another organisation or individual to perform work on their premises (or otherwise) as part of their support and services provision. The organisation or individual is considered a contractor with the registered NDIS provider.
Exceptions/exemptions	A registered NDIS provider may engage a person in a risk-assessed role, who does not have an NDIS Worker Screening clearance, only if the registered NDIS provider is subject to the transitional and unique arrangements and the registered NDIS provider is complying with those arrangements. A registered NDIS provider can also allow secondary school students on a formal work experience placement to engage in risk-assessed roles without having an NDIS Worker Screening clearance or an acceptable check under the transitional and special arrangements, provided the students are directly supervised by another worker who has an NDIS Worker Screening clearance or acceptable check under the transitional and special arrangements.
Worker Screening Check	The WSC is an assessment of whether a person who works, or seeks to work, with participants poses a risk. The worker screening check assessment determines whether a person is cleared or excluded from working in specific roles with participants.
Worker Screening Unit (WSU)	The Worker Screening Unit conducts the NDIS Worker Screening Check in the state or territory where a person applies. The Worker Screening Unit also decides whether a person is cleared or excluded. Registered NDIS providers must only engage workers who have been cleared in specific risk-assessed roles.
Key Personnel	Key personnel are individuals who hold key decision-making roles within the registered provider, such as directors, CEOs, or Board members.
National NDIS Worker Screening Database	The National NDIS Worker Screening Database: holds a register of cleared and excluded workers

Term	Definition
	• supports ongoing national 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.

4.0 Policy

SilaCa Tasmania Pty Ltd is committed to meeting its obligations under the [National Disability Insurance Scheme \(Practice Standards – Worker Screening\) Rules 2018](#), the NDIS Practice Standards and Quality Indicators 2021, and applicable state or territory worker screening legislation.

All roles considered risk-assessed are identified and documented by the Manager, who is also responsible for verifying worker screening clearances through the National Worker Screening Database (NWSD). This verification must occur prior to the individual commencing in a risk-assessed role.

A risk-assessed role is one that includes the direct delivery of NDIS supports or services to participants, or involves more than incidental contact with participants, including physical contact, face-to-face engagement, or access to personal and confidential information.

All individuals performing in a risk-assessed role must hold a current and valid NDIS Worker Screening Check, obtained through the relevant state or territory Worker Screening Unit (WSU). Applications must be submitted by the worker and linked to SilaCa Tasmania Pty Ltd. The Manager or their delegate will record and manage this information in the following registers and forms:

- Contractor Risk Assessed Check Form
- Risk Assessed Role Register
- Risk Assessed Role – Employee Register

SilaCa Tasmania Pty Ltd will not allow any person to commence or continue in a risk-assessed role unless they hold a valid clearance. Where an individual receives an adverse screening outcome (e.g., interim bar, suspension, or exclusion), they will be immediately removed from the role and prohibited from further engagement until resolved.

All workers are required to comply with the NDIS Code of Conduct, which includes acting with integrity, respect, and promoting safe, inclusive, and quality services. Ongoing training and supervision will support staff to meet their responsibilities under this policy.

The following table lists the NDIS registration groups that may have risk-assessed roles.

Table 1. Supports and services that may have risk-assessed roles as described by the NDIS

Descriptor
Assistance to access and maintain employment or higher education
High-intensity daily personal activities
Assistance in coordinating or managing life stages, transitions and supports
Assistance with daily personal activities
Assistance with travel/transport arrangements, but only if the services concern specialised transport to school/educational facility/employment/community (does not include public services, i.e. taxi, bus and train)
Specialist positive behaviour support
Community nursing care
Assistance with daily life tasks in a group or shared living arrangement
Innovative community participation
Development of daily living and life skills
Early intervention supports for early childhood
Specialised hearing services
Interpreting and translating
Participation in community, social and civic activities
Exercise physiology and personal training
Management of funding for supports in participant plans
Therapeutic supports
Specialised driver training
Specialised support coordination
Specialised supported employment
Hearing services
Customised prosthetics
Group and centre-based activities

Only employees who work in risk-assessed roles require worker screening clearances. SilaCa Tasmania Pty Ltd is not required to verify that employees, who do not work in risk-assessed roles, have an NDIS worker screening clearance.

5.0 Procedure

5.1 Risk-assessed role

The 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

The Manager will review every role within SilaCa Tasmania Pty Ltd and identify and record all risk-assessed roles in the Risk Assessed Role Register. Staff identified as working in a risk-assessed role will undergo the appropriate worker screening checks, and all clearance check details are recorded in the Risk Assessed Role – Employee Register.

Risk-assessed roles will be reviewed:

- As part of regular organisational reviews,
- Whenever there are significant role or duty changes,
- Following any incident that raises concerns about role-based risks

Contractors engaged for risk-assessed roles must provide evidence of current worker screening checks and be monitored for compliance through the Contractor Risk Assessed Check Form.

Roles determined as not risk-assessed are not required to hold worker screening clearances.

5.1.1 Documenting a risk-assessed role

The Manager will complete the Risk Assessed Role Register for each risk-assessed role and will document the following:

- risk assessed role title
- description of the role
- type of risk-assessed role (as contained in the NDIS (Practice Standards - Worker Screening) Rules 2018)
- date risk assessed role determined
- employees who are role assessed

- the name and title of the person who made the assessment.

5.1.2 New reclassification of risk-assessed role

When a new risk-assessed role is identified (or a current role is reclassified as a risk-assessed role following a review), the Risk Assessed Role Register must be updated within 20 business days of the identification (or review) of the risk-assessed role.

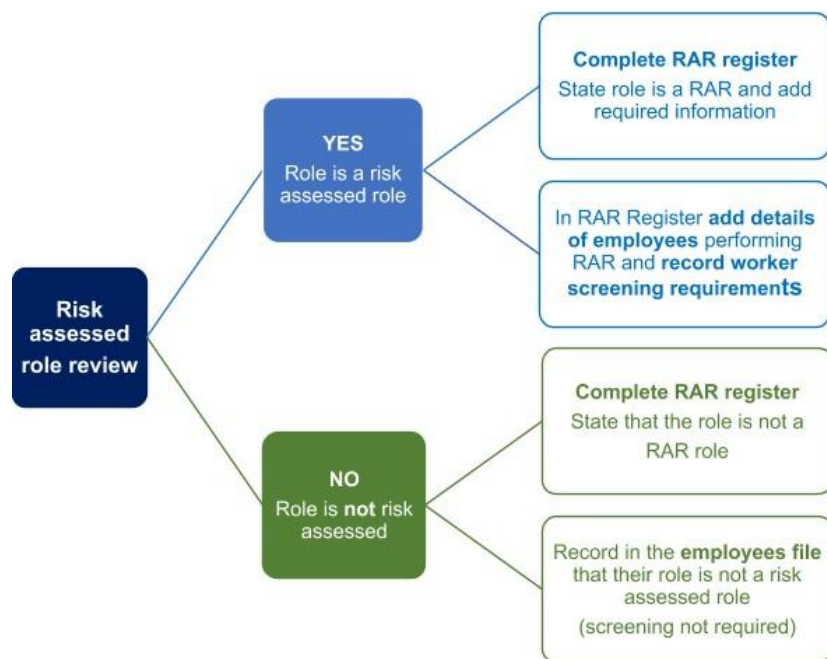
5.1.3 Worker risk assessed role checks

No worker will commence work in a risk-assessed role until their NDIS Worker Screening Check clearance is verified, recorded, and confirmed as current and valid.

The Manager or their authorised delegate will document all relevant details in the Risk Assessed Role – Employee Register for each employee in a risk-assessed role. Information documented includes:

- the full name, date of birth and address of the employee
- the risk-assessed role or roles in which the employee engages
- if the worker may engage in a risk-assessed role without an NDIS worker screening clearance:
 - the basis on which they may do so (refer to sections below regarding the exemptions to the requirement for a worker to have an NDIS Worker Screening clearance)
 - the start and end date of the period in which the exemption that allows them to work in a risk-engaged role applies
- the name of the staff member who supervises the worker during this period
- the worker's NDIS Worker Screening Check application reference number
- the worker's NDIS Worker Screening Check the outcome expiry date
- whether the worker's NDIS Worker Screening Check is subject to any decision which affects that SilaCa Tasmania Pty Ltd may not allow the worker to engage in a risk-assessed role, and the nature of any such decision (i.e. interim bar, suspension, exclusion)
- records relating to an interim bar, a suspension, an exclusion, or any action taken by the provider concerning these kinds of decisions concerning any worker
- allegations of misconduct against a worker with a check and the registered NDIS provider's action in response to that allegation

Table 1. Internal review process



5.1.4 Engaging contractors

All contractors and subcontractors engaged to perform work in a risk-assessed role must hold a valid NDIS Worker Screening Check clearance before the commencement of services.

When engaging contractors, SilaCa Tasmania Pty Ltd will work with the contractor to ensure those contractor workers (including individual contractors) have the required worker screening checks and clearances.

When working with contractors, the Manager or their delegate will complete a Contractor Risk Assessed Check Form.

5.2 NDIS 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.

The Manager or a delegated staff member must verify each worker's screening status via the NDIS Commission Portal, which is linked to the National Worker Screening Database (NWSD).

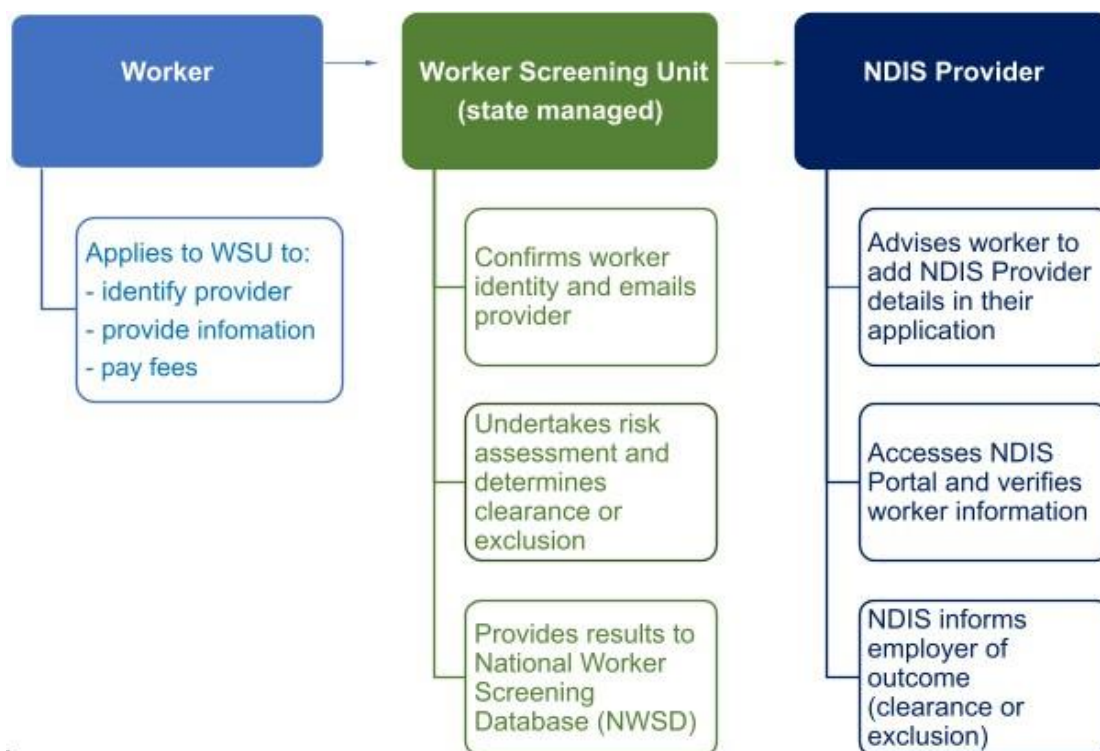
The NWSD will notify SilaCa Tasmania Pty Ltd of the outcome of the screening (clearance or exclusion). Workers must not commence in a risk-assessed role until their clearance is verified and recorded.

If the NWSD issues a worker exclusion, or notifies of any adverse decision or change in clearance status, the Manager must immediately:

- Withdraw the worker from all risk-assessed duties, and
- Update the Risk-assessed Role - Employee Register accordingly

All clearances, dates, renewal periods, and risk-assessed status must be recorded and monitored by SilaCa Tasmania Pty Ltd in compliance with the NDIS (Practice Standards – Worker Screening) Rules 2018.

Diagram 2. Risk-Assessed Role - NDIS Worker Screening Process



In addition to undergoing an NDIS Worker Screening Check and a National Police Check, staff who engage in child-related work or support participants under the age of 18 may also be required to obtain a Working with Children Check (or equivalent), as mandated by their relevant state or territory legislation.

SilaCa Tasmania Pty Ltd will ensure compliance with all applicable state-based Working with Children Check laws, and verify the status of each check prior to a worker commencing in a child-related risk-assessed role.

For more information regarding worker screening, refer to Appendix 1. Worker Screening Unit or Appendix 2. NDIS Worker Screening Application Overview.

5.3 Risk management

As a registered NDIS provider, SilaCa Tasmania Pty Ltd is required to develop, implement and maintain risk management strategies to ensure our participants' safety. Risk management strategies for risk-assessed roles will be recorded in our Risk Management Plan.

Risk management processes for risk-assessed roles are part of SilaCa Tasmania Pty Ltd's broader safeguarding and incident prevention strategies.

Any concerns, including adverse screening outcomes or allegations against workers in risk-assessed roles, will be managed following the NDIS Incident Management and Reportable Incidents Rules 2018.

SilaCa Tasmania Pty Ltd's Risk Management Plan Register will:

1. Identify the risks relating to:
 - non-supervision of a worker during the delivery of services or supports
 - safety of our participants
 - a participant is injured or not receiving the necessary support they need
2. Outline actions to be taken by our organisation to address risks, which may include the Manager:
 - identifying if the employee has any current worker screening clearances
 - allocating an appropriate supervisor to the employee to monitor their work until worker screening clearances are received
 - check references and seek additional information about employees in risk-assessed roles to confirm they understand and perform safe work practices

5.4 Document records

SilaCa Tasmania Pty Ltd 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 SilaCa Tasmania Pty Ltd on a secure, password-protected server 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.

6.0 Related documents

- Risk Assessed Role Register
- Risk Assessed Role – Employee Register
- Contractor Risk Assessed Check Form
- Personnel File Contents Checklist
- Risk Management Plan Register
- Human Resource Management Policy and Procedure
- Participant Safeguarding Policy
- Reportable Incident, Accident and Emergency Policy and Procedure
- Complaints and Feedback Policy and Procedure

7.0 References

- NDIS (Practice Standards – Worker Screening) Rules 2018
- NDIS Practice Standards and Quality Indicators 2021
- NDIS Code of Conduct (2018)
- NDIS Quality and Safeguarding Framework
- National Disability Insurance Scheme Act 2013 (Commonwealth)
- NDIS (Incident Management and Reportable Incidents) Rules 2018

Appendix 1: State Worker Screening Units – TAS

1.0 State worker screening units

For information about how to apply for a Worker Screening Check, visit the WSU webpage for the relevant state or territory via the link:

State	State Worker Screening Unit (Web Link)
Tasmania	<u>Consumer, Building and Occupational Services</u>

2.0 Conclusion of Transitional Worker Screening Arrangements

The transitional arrangements for worker screening under the NDIS (Practice Standards – Worker Screening) Rules 2018 have concluded, with end dates varying by state and territory. All workers engaged in risk-assessed roles are now required to hold a verified NDIS Worker Screening Clearance prior to commencing work. Alternative state-based clearances (e.g., Working With Children Checks, Blue Cards, Yellow Cards) are no longer accepted as substitutes for a NDIS clearance.

SilaCa Tasmania Pty Ltd adheres to a strict 'No Clearance, No Start' policy in alignment with NDIS Commission requirements.

Appendix 2 NDIS Worker Screening Application Overview

Tasmania

Before the worker starts an application

The worker will need to have the following information ready:

- previous names and/or alias
- email address and/or mobile number
- address of every place lived over the last five years (including dates lived at the addresses)
- evidence to [prove identity](#)
- details for each organisation the worker will be working or volunteering for, including the name, address, contact person, phone number and email address
- if they have lived outside of Australia for one year or more, they will need to provide dates
- details of any overseas offence history
- details of any family violence orders, restraint orders, apprehended violence orders (taken out against them)
- details of any child protection orders they have been involved in.

How to apply

Complete the online [application form](#)

- if a worker gets paid, select Employment/Volunteer
- if a volunteer and do not get paid, receive material benefits or reward, select Volunteer

Submit the application:

- after completing the form, print the application receipt or note the reference number.
- pay the application fee (online by credit card) or at any Service Tasmania Shop.

The application will not begin processing until they have completed the steps above.

Proof of identity

Types of documents needed:

1. One Commencement of identity document
2. One Primary use in the community document
3. Two secondary use in community documents

Commencement Identity

- Full birth certificate
- Australian passport
- Australian visa
- Immicard
- Identity certificate from DFAT
- Australian naturalisation certificate

Primary

Tasmania

- Driver's licence (including provisional or learners)
- Overseas passport with Aust Visa
- Proof of age
- Photo identity card issued by Aust govt

Secondary

- Medicare card
- An Australian security guard or crowd control licence
- Dept of Veteran Affairs or Centrelink concession card
- Student identity card
- Academic transcript from Australian University up to 12 months from issue date
- Council rates assessment – less than 12 months old
- Utility bill – less than 12 months old
- Plastic bank account or credit card with a family name, first name in full and signature (two cards must be from different banks)
- Bank statement less than 12 months old

Ensure you complete all steps promptly. If the application process is not completed within 21 days, you may need to start over.