

10.7	NDIS WORKER CHECK COMPLIANCE
-------------	-------------------------------------

Applies to: Staff, Management Committee
Specific responsibility: Management Committee, HECIS Co-Ordinator

Version: 2
Date approved: 21/2/2023
Next review date: Jan 2024

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	NDIS Quality and Safeguards Commission
Contractual obligations	

POLICY STATEMENT

HECIS operates within the requirements of the NDIS Quality and Safeguards Commission (The NDIS Commission) being a pre-requisite for anyone in NDIS funded related work in NSW.

An NDIS Worker Check (NDISWC) will result is either a clearance or exclusion.

NDISWC REQUIREMENTS

- All workers starting a new job must apply for a NDISWC before they begin their new role.
- All workers must be verified by employer before commencing work and receive an NDUSWC clearance

RESPONSIBILITY

The Management Committee delegates the responsibility for completing and monitoring the NDISWC Check requirements to the **HECIS CoOrdinator**.

PROCEDURES

NDISWC requirements

(refer to the NDIS Commission at <https://www.ndiscommission.gov.au/workers/worker-screening/ndis-worker-screening-check> for full information and requirements).

HECIS REQUIREMENTS

HECIS (as the employer) must:

- verify every new paid employee with NDIS online (against HECIS NDIS registration) before hiring them (unless specifically exempted under the NDISWC requirements).
- Remove any excluded or unauthorised person from child-related work.

Results of a Check

If the applicant receives a clearance, the Check is valid for 5 years. Cleared applicants will be subject to on-going monitoring for relevant new records which could lead to an exclusion and the clearance being revoked before the 5 year expiry date.

Excluded applicants must not engage in any NDIS related work (paid or unpaid). It is an offence for them to do so and penalties apply. It is also an offence to hire an excluded worker for NDIS work.

STAFF REQUIREMENTS

HECIS employees and volunteers are responsible for applying for their own NDISWC check. HECIS as the employer cannot apply on behalf of a worker.

The application is a two-step process:

- Applicants complete an online application using their own MyServiceNSW account.
- Applicants to nominate HECIS as their employer during the application process.

RECORD KEEPING

The **Office Manager** will maintain an *NDISWC records schedule* for HECIS staff ensuring replacement of the NDISWC clearance prior to expiry of current certificate. The schedule will include:

- The workers full name
- NDIS Worker Screening ID number
- Date and outcome of the check verification
- Check expiry date

The **HECIS CoOrdinator** will report the outcome of any NDISWC Check clearances and any changes to a current workers NDISWC status to the Management Committee through the Co-Ordinators report.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	NDISWC records schedule template

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

INDEXING

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	24.1.2023	HECIS CoOrdinator	Jan 2024
2		HECIS CoOrdinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	