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## **2.1 Child Care Services Taree & Districts Inc.**

### **NDIS Worker Screening Check**

**Child Care Services Taree & Districts Inc. is committed to ensuring that all person's are protected, safe and their wellbeing is a priority of our service. In Australia it is a requirement for anyone who works or volunteers in NDIS services to have a current NDIS Worker Screening check. A current Working with Children check along with a National Criminal Record Check are still accepted until they expire. Once expired the NDISWC will override both. This includes volunteers, workers, staff and self-employed support workers who work for CCSTD.**

#### **The Purpose of the Policy:**

CCSTD has mandatory requirements for NDIS Worker Screening Check (NDISWC) for persons engaged or employed within our service and for persons seeking to be employed or engaged in CCSTD either in a paid or unpaid capacity or as a student or contracted worker.

The screening process involves a NDIS worker screening check and a review of findings of misconduct. The result is either a clearance to work with Participants of the NDIS for five years or being excluded from working with these people.

Excluded applicants may not work or volunteer with any of our participants or their family members.

#### **Expectations**

It is the responsibility of the worker to obtain a NDIS Worker Screening Check (NDISWC) number. However, employers have a legal responsibility to ensure people who work within the NDIS have the appropriate clearance. They do this by verifying a person has a valid NDISWC number.

An organisation that undertakes or supervises 'NDIS work' must ensure that employees and volunteers comply with the NDIS Quality and Safeguards Commission. This includes ensuring that:

- Employees, support workers and volunteers are required to obtain a NDISWC prior to commencing
- any applicant that receives an 'exclusion' to undertaking 'Disability work' does not, under any circumstances, engage in 'Disability work'
- employees, support workers or volunteers have applied for the correct type of NDISWC Check (e.g. volunteer vs employee)
- All NDISWC's are verified by the Manager online through The NDIS Worker Screening Database by using the NDIS Commission Portal.
- Employees, support workers or volunteers renew their NDISWC Check every 5 years – CCSTD will not receive notification that a NDISWC Check is due for renewal as this is the responsibility of the employee, support worker or volunteer.

#### **Employer Responsibilities**

All workers with a NDISWC Number are continually monitored for any new offences that may indicate they are a risk of harm to persons with a disability and can be excluded at any time. Simply having sight of a NDISWC Number is not enough to ensure the worker is cleared to work with NDIS Participants. The only way to legally confirm that a person is cleared to work with NDIS participants in NSW is by accessing the database through the NDIS Commission Portal.

An employer has a legal obligation to ensure the worker has the correct class of clearance.

### **Principles of Child Safety**

Principles for child-safe organisations

- Principle 1: The organisation focuses on what is best for persons with a disability
- Principle 2: All participants are respected and treated fairly
- Principle 3: Participant's families and communities are welcome and encouraged to participate in the organisation
- Principle 4: Persons with a disability receive services from skilled and caring adults

### **Relevant Legislation and Standards**

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Child Protection (Working With Children) Act 2012
- Children and Young Persons (Care and Protection) Act 1998
- Child Protection (Working with Children) Regulation.