

NDIS Worker Screening Checks

From 1 February 2021, a worker will either need to have an **acceptable check** that meets the transitional and special arrangements or undertake an NDIS Worker Screening Check if the worker will be engaged in a risk-assessed role.

Please consult the below matrix for further information pertinent to your state or territory.

A “risk assessed role” means:

- (a) A key personnel role of person or an entity;
- (b) A role for which the normal duties include the direct delivery of specified supports to a person with disability; or
- (c) A role for which the normal duties are likely to require more than incidental contact with a person with a disability which includes :
 - Physically touching a person
 - Building rapport with a person with disability as an integral and ordinary part of the performance of normal duties or
 - Having contact with multiple people with disability as part of the direct delivery of a specialist disability support or service

It will apply to:

- CEO, CFO, COO, Directors
- **All field workers that provide disability supports**, including cleaners and HGM
- All Allied Health
- State managers/service delivery managers
- Foundation field supervisors that interact with children with a disability under the care of the Foundation
- All Service Delivery & Rostering Officers
- All Support Coordinators and Home Care Package Coordinators
- Nurses
- Others, as identified on a case-by-case basis

To complete and NDIS Worker Screening Check, you will need HenderCare’s unique code:

NDIS Employer ID 4-3LLK-750

WA	New workers versus existing workers	National Police Check (NPC) requirements			Working with Children Check (WWCC) requirements	When required to apply for an NDIS Check	Can worker work in risk assessed role prior to NDIS check being issued (and after acceptable check has expired)?
		Timeframe	Relevant Offence	Subsequent relevant offences			
Transition period 1 February 2021 to 1 February 2023	Existing worker who commenced prior to 1 December 2020	NPC must be less than 3 years old	NPC must have no conviction or pending charge for any class 1 or Class 2 offence under WA's NDIS Worker Screening Act 2020	Must have no subsequent convictions or pending charges for relevant offence since NPC	If in child related work, must also have WWCC or pending application and no interim negative notice in place	Can continue to work for 2 years or until acceptable check (NPC or WWCC) expires, whichever is sooner	Yes, if worker: <ul style="list-style-type: none"> - has completed application and identity is verified; - been verified as NDIS worker by employer; - has no previous exclusion; - no interim bar has been issued; - employer has risk management strategies in place; - will be supervised by someone with an NDIS clearance or acceptable check
	Existing worker who commenced between 1 December 2020 – 31 January 2021	NPC must be less than 12 months old	NPC must have no conviction or pending charge for any Class 1 or Class 2 offence under WA's NDIS Worker Screening Act 2020	Must have no subsequent convictions or pending charges for relevant offence since NPC that employer is aware of	If in child related work, must also have WWCC or pending application and no interim negative notice in place	Can continue to work for 2 years or until acceptable check (NPC or WWCC) expires, whichever is sooner	
	New worker engaged after 1 February 2021	Must apply for an NDIS Check			If in child related work, must also have a WWCC or pending application and no interim negative notice in place		
Relevant Offences	Class 1 Offence	Sex offences – including child sex offences and bestiality, child pornography, murder or attempted murder, culpable driving causing death or harm, serious assault against child or vulnerable person					
	Class 2 Offence	Child neglect – including leaving a child unsupervised in a vehicle, manslaughter, serious or indecent assault, persistent family violence, sexual offences, kidnapping, concealing a will or title to property, fraud, forgery, cruelty to animals, sale or supply of drugs to children, dangerous driving causing death or harm, national security offences, pending charges for any of these offences.					
Cost of NDIS Check	\$145 for paid employees \$11 for volunteers/unpaid workers \$80 for eligible concession card holders						

VIC	New workers versus existing workers	ACCEPTABLE CHECKS DURING TRANSITION		When required to apply for an NDIS Check	Can worker work in risk assessed role prior to check being issued?
		Safety Screening	Does worker have a Working with Children Check (WWCC)?		
Transition period 1 February 2021 to 31 July 2021	Existing worker in risk assessed role prior to 1 February 2021	<ol style="list-style-type: none"> Employer compliant with Safety Screening Policy as at 1 February 2021; AND Existing worker has: <ol style="list-style-type: none"> Proof of identity check; AND Current NPC; AND Disability worker exclusion (DWES) check 	No, or issued after 1 February 2021	Prior to 31 July 2021	Yes, as long as the worker has made an application for a NDIS Worker Screening Check by 31 July 2021
	Existing worker in risk assessed role prior to 1 February 2021	<ol style="list-style-type: none"> Employer compliant with Safety Screening Policy as at 1 February 2021; AND Existing worker has: <ol style="list-style-type: none"> Proof of identity check; AND Current NPC; AND Disability worker exclusion (DWES) check 	Yes, issued prior to 1 February 2021	Before WWCC expires (as long as NPC remains current). If NPC expires first, worker may wish to then apply for NDIS check.	Yes, as long as worker: <ul style="list-style-type: none"> - has current WWCC (and current NPC); OR - has made an application for a NDIS Worker Screening Check by 31 July 2021.
	New worker engaged after 1 February 2021	Must apply for an NDIS Check	If in child related work, must also have a WWCC	No	
Cost of NDIS Check	\$119.40 If a worker needs to apply for an employee WWCC, they are not required to pay the WWCC application fee if they have already paid a fee for an NDIS Check. Workers may apply for a waiver before applying or pay the fee and then seek reimbursement from the Vic Govt.				

NSW	New workers versus existing workers	ACCEPTABLE CHECKS DURING TRANSITION			When required to apply for an NDIS Check	Can worker work in risk assessed role prior to check being issued (and after acceptable check has expired)?
		National Police Check (NPC) requirements		Working with Children Check (WWCC)?		
		Time Frame	Prescribed Criminal Offence			
Transition period 1 February 2021 to expiry of acceptable NSW check	Existing worker in risk assessed role prior to 1 February 2021	NPC obtained: 1. Obtained on or before 30 June 2018; and 2. Is no more than 4 years old.	No conviction for prescribed criminal offence and has not subsequently been convicted for a prescribed criminal offence.	As required	Prior to the expiry of the police check	Yes, if worker: <ul style="list-style-type: none"> - has completed application and identity is verified; - been verified as NDIS worker by employer; - has no previous exclusion; - no interim bar has been issued; - employer has risk management strategies in place; - will be supervised by someone with an NDIS clearance or acceptable check
		NPC: 1. Obtained between 1 July 2018 and before 31 January 2021; and 2. Is no more than 2 years old.	No conviction for prescribed criminal offence and has not subsequently been convicted for a prescribed criminal offence.	As required		
		As required		Yes, issued prior to 1 February 2021 and verified by the employer online at the Office of the Children's Guardian		
	New worker engaged after 1 February 2021	Must apply for an NDIS Check		If in child related work, must also have a WWCC		
Prescribed criminal offence	Murder, attempted murder, genocide, child sexual assault or possession or distribution of child abuse material, harmful conduct such as arson, poisoning, firearms offences, organ trafficking, people smuggling, serious violent offences, kidnapping, bestiality, manslaughter, national security offences, sexual assault (not child), drug trafficking (commercial quantity or involving a child), animal cruelty, fraud, deception, neglect, pending charges for any of these offences.					
Cost of NDIS Check	\$80					

SA	New workers versus existing workers	ACCEPTABLE CHECKS DURING TRANSITION			When required to apply for an NDIS Check	Can worker work in risk assessed role prior to check being issued (and after acceptable check has expired)?
		DHS Disability Services Employment Screening Check	Child Related Employment Screening Check	Working with Children Check (WWCC)		
Transition period 1 February 2021 to expiry of acceptable SA check	Existing worker in risk assessed role prior to 1 February 2021	Issued prior to 1 February 2021 or within 2 months after 1 February 2021, which is not more than 3 years old.	As required/NA	As required/NA	Prior to the expiry of an acceptable check	No
		As required	Issued before 1 July 2019 that is not more than 3 years old	N/A		
		As required	N/A	Issued prior to 1 February 2021 and is not more than 5 years old		
	New worker engaged after 1 February 2021	Must apply for an NDIS Check		If in child related work, must also have a WWCC		
Cost of NDIS Check	\$115.50 for employees \$63.25 for students					

QLD	New workers versus existing workers	ACCEPTABLE CHECKS DURING TRANSITION			When required to apply for an NDIS Check	Can worker work in risk assessed role prior to check being issued (and after acceptable check has expired)?
		Disability Check – Yellow Card or Yellow Card Exemption	Working with Children Check (WWCC) – Blue Card	Registered Health Practitioner		
Transition period 1 February 2021 to expiry of acceptable QLD check	Existing worker in risk assessed role prior to 1 February 2021	Issued prior to 1 February 2021, or a valid application was submitted prior to 1 February 2021	As required	N/A	Prior to the expiry or cancellation of an acceptable check	<p>Yes, for NDIS check if worker:</p> <ul style="list-style-type: none"> - has completed application and identity is verified; - been verified as NDIS worker by employer; - has no previous exclusion; - employer has risk management strategies in place; - will be supervised by someone with an NDIS clearance or acceptable check <p>No, for Blue Card</p> <ul style="list-style-type: none"> - since 31 August 2020, workers require a Blue Card <u>before</u> they can commence employment with children.
		As required	Issued prior to 1 February 2021, or a valid application was submitted prior to 1 February 2021	N/A		
		N/A	N/A	The worker's role is as a health practitioner and they hold a relevant registration.		
	New worker engaged after 1 February 2021	Must apply for an NDIS Check		If in child related work, must also have a WWCC prior to commencing work		
Cost of NDIS Check	NDIS Worker Screening: \$117 for employees Joint NDIS Worker Screening and blue card: \$127 for employees					

ACT	New workers versus existing workers	ACCEPTABLE CHECKS DURING TRANSITION	When required to apply for an NDIS Check	Can worker work in risk assessed role prior to check being issued (and after acceptable check has expired)?
Transition period 1 February 2021 to expiry of acceptable ACT check	Existing worker in risk assessed role prior to 1 February 2021	Immediately before 1 February 2021: <ol style="list-style-type: none"> 1. The worker was registered to engage in a regulated activity under the <i>Working with Vulnerable People (Background Checking) Act 2011</i> (ACT); and 2. The registration allows the person to engage in the role concerned i.e. working with people with a disability, working with children with a disability etc 	Can continue to work for 3 years after the worker was registered under the <i>Working with Vulnerable People (Background Checking) Act 2011</i> (ACT) or until registration expires, whichever is sooner	Yes, if worker: <ul style="list-style-type: none"> - has completed application and identity is verified; - been verified as NDIS worker by employer; - has no previous exclusion; - has no interim bar; - employer has risk management strategies in place; - will be supervised by someone with an NDIS clearance or acceptable check -
	New worker engaged after 1 February 2021	Must apply for a registration to engage in an NDIS under the <i>Working with Vulnerable People (Background Checking) Act 2011</i> (ACT). Registration must also allow a person to engage in a role working with children if required.		
Cost of NDIS Check	\$135			