



CLEARANCES FOR STAFF AND VOLUNTEERS POLICY

1. PURPOSE

The purpose of this policy is to safeguard Lift Up Voices and its participants against recruiting employees, contractors or volunteers who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide care and support to people with a disability.

2. SCOPE

This policy recognises Lift Up Voices' legal and moral duty of care obligations to clients under the NDIS (Practice Standards Worker Screening) Rules 2018, Provider Governance and Operational Management: Human Resource Management (2020) and Standard 8 of the Disability Service Standards (1993). This policy applies to all of Lift Up Voices' programs and activities.

3. DEFINITIONS

Staff – paid employees, volunteers, contractors and students

Child – any person aged less than 18 years of age

Identity Check – a collection of personal information used to verify an applicant's identity

Working with Children Clearance – a check undertaken prior to employment to prevent those who pose a risk to a child from working with them.

National Police Check – a check of a potential staff member's Australian criminal record to uncover any past convictions, which may pose a risk to the organisation engaging that person to perform their business.

NDIS Worker Screening Check – a check undertaken prior to employment to assess whether a person who works, or seeks to work, with people with disability poses a risk of harm to them. It determines whether a person is cleared or excluded from working in certain roles with people with disability.

Disability Services Employment Screening Check – an additional check administered by the Department of Human Services, required until the NDIS Worker Screening Check is in place on 1 February 2021.

Referee – a person willing to testify to the character of another – typically an applicant for a job.

4. POLICY

4.1 **Lift Up Voices** require all prospective staff to undergo pre-employment screening processes.

4.2 **Staff** are expected to undertake required employment screening processes.

4.3 **Directors** will ensure that employment screening processes are completed and records kept on file.

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5. PROCEDURE

The following procedures are to be implemented to ensure that employees, contractors and volunteers have appropriate clearances prior to undertaking any duties for Lift Up Voices.

5.1 All Checks

- 5.1.1 Directors will ensure that relevant checks are sighted and copies are maintained on staff files in MMS and Dropbox.
- 5.1.2 Directors will maintain a record detailing when relevant checks need to be renewed and will notify staff 2 weeks prior to this date.
- 5.1.3 Directors will:
 - 5.1.3.1 Ensure the individual is notified of any adverse results of any check and given an opportunity to provide further information and context regarding the result.
 - 5.1.3.2 Ensure that the Department of Human Services is notified in a timely manner of the adverse result and provided with any additional information, which may be relevant.

5.2 NDIS Worker Screening and Disability Services Employment Check

- 5.2.1 As a provider funded through the NDIS, Directors must ensure that all staff have, or obtain prior to employment, a current NDIS Worker Screening Check.
- 5.2.2 Staff may not engage in work with Lift Up Voices without complying with NDIS directives pertaining to NDIS Screening and background checks.
- 5.2.3 If a prospective staff member has a current, valid Disability Services Employment Check, then a NDIS Worker Screening Check is not required.
- 5.2.4 If staff are required to undergo a NDIS Worker Screening check, staff will pay for renewal costs. Lift Up Voices may reimburse the staff member at their discretion.

5.3 National Police Check

- 5.3.1 Directors will ensure that all staff completes a National Police Check, initiating the check if necessary.
- 5.3.2 If a prospective staff member has a current, valid National Police Check, then a new check is not required.
- 5.3.3 If a criminal history check is performed as part of a worker screening check, then a separate National Police Check is not required.
- 5.3.4 Staff will be required to undergo a police check every three years. Directors will facilitate this process.
- 5.3.5 The results of the check will be used to assess whether an individual's prior convictions pose too great a risk to engage in work.
- 5.3.6 Staff are responsible for the cost of their National Police Check. Lift Up Voices may reimburse the staff member at their discretion.

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5.4 Referee Check / Disciplinary Action Disclosure

5.4.1 Individuals are required to consent to referee checks, as well as to disclose any past disciplinary action in their employment history. This may have impact on the decision to award/not award a position but will not be the only determining factor.

5.5 NDIS Worker Orientation Module ‘Quality, Safety and You’

5.5.1 Prior to the commencement of work and completion of staff training, all Directors and staff members are required to complete the interactive online course, NDIS Worker Orientation Module ‘Quality, Safety and You’, available to access at: <https://training.ndiscommission.gov.au>.

5.5.2 Once completed, workers will receive a Certificate of Completion and a copy of the certificate will be stored on their staff file.

5.6 New Worker – NDIS Induction Modules

5.6.1 As of January 2021, prior to commencement of work and completion of staff orientation and training, Directors may require staff members to complete the interactive online course, ‘New Worker – NDIS Induction Modules’. This series of eight modules is in addition to the Worker Orientation Module ‘Quality, Safety and You’ and is available to access at: <https://training.ndiscommission.gov.au>.

5.6.2 Once completed, workers will receive a Certificate of Completion and a copy of the certificate will be stored on their staff file.

6. REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

RELATED POLICIES

Code of Conduct Policy

Occupational Safety and Health Policy

Safeguarding for Participants Policy

SUPPORTING DOCUMENTS

Code of Conduct Staff Commitment

RELEVANT LEGISLATION OR STANDARDS

NDIS (Practice Standards Worker Screening) Rules 2018

Disability Service Standards (1993)

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