

# Org2.4 Registration and Licensing of Staff

## Purpose

1. To provide a framework for ensuring all new staff hold appropriate qualifications, licences, clearances, and registrations.
2. To provide a framework to ensure currency of existing staff qualifications, licences, clearances, and registrations are maintained.
3. To ensure all SAVVY roles are appropriately risk assessed, and employees filling risk assessed roles have the appropriate checks complete

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013
2. National Disability Insurance Scheme (Practice Standards - Worker Screening) Rules 2018
3. Disability Discrimination Act 1988
4. Nurses and Midwives Act 1991
5. Child Protection (Working with Children) Act 2012
6. Child Protection (Working with Children) Regulation 2013

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager

## Policy Statement

1. SAVVY is committed to ensuring all new staff hold appropriate qualifications, licences, clearances, and registrations and will delegate the task of checking this documentation to lead recruiters

2. No prospective applicants are employed before key previous work experiences have been verified. This includes carrying out probity and reference checks to uncover any potential or real conflicts of interest amongst potential employees.
3. Comprehensive background screening of all personnel (including employees and volunteers) will be undertaken during recruitment, including NDIS Worker Screening Checks for all roles and Working with Children Checks for all relevant roles employees.
4. Any employee joining SAVVY in a risk-assessed role or moving from a non risk-assessed to risk-assessed role will not commence in the role until they have passed the appropriate checks and have their qualifications and relevant registrations confirmed.
5. SAVVY has the right to terminate the employment of workers who are unable to demonstrate that they possess the required skills during the trial period of the designated role.
6. If a worker has been excluded from an NDIS worker screening check for a role that involved prolonged contact with a participant, this information must be disclosed with the participant during initial pre-support consultations.
7. Each month the register of licences and qualifications for existing employees is tabled at the Board Meeting for review. The CEO is responsible for ensuring all staff have current mandatory qualifications, licences, and clearances. Each new role and any role being adjusted will be classified as a risk-assessed or non risk-assessed role. Accountability for the classification will sit with the CEO.
8. Under no circumstances do staff perform professional duties for which registration is required if SAVVY has no proof that their registration is current.
9. This proof is provided annually. Executive Managers/ Managers check that current registrations are maintained by all relevant staff in their programs.
10. This policy relates to proof of required qualifications, driver's licence, national police check, and working with children check.
11. Staff who do not provide the required documentation may have their position terminated.

## Procedures

1. New Employees: An applicant's qualifications and current registration/s are checked by the lead recruiter.
  - a. Copies of the qualifications, licences, clearances, and registrations are to be uploaded to SAVVY's HRIS as part of the onboarding process. This includes the NDIS Worker Screening Check and Working with Children Check (where required).
  - b. Qualifications and dates of expiry / renewal are also to be recorded in the qualifications and licences register.
2. Existing Employees: Each month the register of licences and qualifications is tabled at the Board Meeting for review. The CEO is responsible for ensuring the validity of all staff, concerning their mandatory qualifications, licences, and clearances.
3. Risk-assessed roles: As a registered NDIS provider, SAVVY is responsible for identifying which roles and jobs need a check, and ensuring all workers in a risk assessed role have an appropriate check.

- a. It is the responsibility of the CEO to ensure all roles have been appropriately assessed against the outlined roles. A register of roles and their classification will be maintained in SAVVY's HRIS.
- b. For each risk assessed role, SAVVY will document
  - i. the reason the role is a risk assessed role
  - ii. the date the role was assessed and the name and title of the person who made the assessment.
- c. Risk assessed roles include:
  - i. key personnel roles
  - ii. roles for which the normal duties include the direct delivery of specified supports or specified services to a person with disability
  - iii. roles for which the normal duties are likely to require more than incidental contact with people with disability. Contact includes physical contact, face-to-face contact, oral communication, written communication and electronic communication.
- d. SAVVY maintains a schedule of all workers (for a rolling seven year period) who engage in risk assessed roles. This list includes:
  - i. the name, date of birth and address of the worker
  - ii. the risk assessed role in which the worker engages
  - iii. whether or not the worker is eligible for an exemption, the start and end date of the exemption and the name of the worker's supervisor during this period
  - iv. the worker's application number or check number and outcome expiry date
  - v. records relating to an interim bar, suspension, exclusion or any action taken by the registered NDIS provider in relation to those decisions
  - vi. allegations of misconduct against a worker with a check and the action taken by the registered NDIS provider in response to that allegation.
  - vii. dates between which each employee engages in a risk assessed role.
- e. In NSW, the checks required for risk assessed roles are:
  - i. a criminal record check done before 1 July 2018 and within the past four years showing the person did not have a conviction for a prescribed criminal offence, or
  - ii. a criminal record check done between 1 July 2018 and 30 June 2020 (or the date that a notice is made that the NDIS Worker Screening Unit is operational in NSW) and within the past two years showing the person did not have a conviction for a prescribed criminal offence, or
  - iii. a current New South Wales Working with Children Check for those providing services to children in the NDIS that has been obtained before or during the transition period.
- f. SAVVY is registered with the New South Wales Office of the Children's Guardian to verify the status of a worker's Working with Children Check. This verification requirement is delegated to the hiring manager.

## References to other SAVVY policies and external sources

1. Org2.5 Employment Screening

## Summary of attachments

1. Nil

## Version Control

1. 1 April 2023 - New Policy Creation