



Staff records

Introduction

This policy describes the records and details of all employees which must be stored. This includes fulltime, casual, contractors and volunteers.

Applicability

When

- Applies to supports and services provided to all participants.

Who

- Applies to all employees including key management personnel, full time workers, casual workers, contractors and volunteers.

Regulations relevant to this policy

- NDIS (Quality Indicators) Guidelines 2018 (Cth)

Requirements for staff records

For all workers, the following records must be kept:

- Identification
- Proof of right to work
- Pre-employment checks (e.g. criminal records check)
- Qualifications and/or experience
- Completion of NDIS worker orientation
- Details on continuing professional development.