



SDA Worker Screening Policy - Easy Read



About this policy

Advance Housing wrote this policy.

We wrote it in an Easy Read way.

We use pictures to help explain ideas.



What this policy is about

We help people with disability
We want to make sure you are safe

This policy helps us do that

What is worker screening?

Worker screening means checking if a person is safe to work with people with disability.



We check:

- Our staff (people who work for us)
- Our subcontractors (people we hire to help)

We only let people work with you if they pass the check.



Why we do this?

We want to:

- Keep you safe
- Follow the NDIS rules
- Make sure our workers are the right people to support you



What do we check?

We check:

- If the person has a Worker Screening Clearance
- If they have done the right training
- If they have a police check or other checks



What happens after the check?

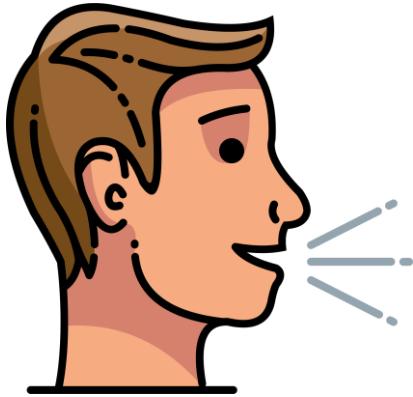
We keep a record of all checks

This means we write down:

- Who was checked
- What the result was
- When the check happened



The NDIS Commission can look at our records to make sure we are doing the right thing.



Need more information?

You can ask us for the full policy. It is called AH 02.01.

We want you to understand this policy.

If you need help, please:

- Ask a staff member
- Talk to a support person
- Let us know how we can help