

POLICY 2.7 STAFF SUITABILITY

WHO CAN BE EMPLOYED BY WONDERLAND COMMUNITY SERVICES Pty Ltd.

Purpose

This policy outlines the mandatory requirements, qualifications, and conditions for the employment of all staff and contractors at Wonderland Community Services (WCS). It ensures compliance with the NDIS Practice Standards, Child Safe Standards, and relevant legislation for providing high-quality, safe, and professional disability support services.

Employment Eligibility

WCS employs a diverse workforce including, but not limited to:

- Direct Support Workers (Key Workers, Shift Leads, Support Staff)
- Management and Administrative Staff
- Finance and Facilities Staff
- Contractors and Service Providers

Mandatory Pre-Employment and Ongoing Requirements

All WCS staff must meet the following minimum standards. Evidence must be submitted prior to or on commencement and maintained throughout employment. All records will be held in a confidential HR file on Monday.com.

1. *NDIS Worker Screening Clearance*

- All staff must hold a current NDIS Worker Screening Check.
- Completion of the NDIS Worker Orientation Module: Quality, Safety and You is compulsory.

2. *Working with Vulnerable People/Children Authorisation*

- All staff must hold a valid state-issued clearance.
- Evidence of application is required prior to employment; the clearance must be submitted before the end of the probationary period.

3. *Resume and Referee Checks*

- A current resume and contact details of two professional referees are required prior to employment.
- Referee checks must be completed before a formal offer is confirmed.

4. *Driver's Licence*

- Staff must hold a current driver's licence or demonstrate capacity to meet work duties without one.

5. *Signed Agreements*

Prior to commencement, all staff must sign:

- The WCS Safety Commitment Form
- The Privacy and Confidentiality Agreement

6. Conflict of Interest Declaration

- Any actual or potential conflict of interest must be declared.
- Staff must complete a Conflict-of-Interest Form to ensure transparent risk mitigation planning.

7. Induction and Training

- All staff must complete a structured induction program.
- In-house and role-specific training will be provided as required.

8. Mandatory Training (completed as soon as practicable):

- Fire Safety
- Medication Management (as per WCS Training Plan)
- First Aid and CPR
- Incident Management
- COVID-19 Infection Prevention and Control

9. Performance Reviews

- Staff are subject to bi-annual performance reviews.

10. Ongoing Professional Development

- Staff must engage in continuous learning relevant to their roles, as identified in their reviews.

11. Role-Specific Requirements

- Where the role requires specialist training (e.g., Positive Behaviour Support, High-Intensity Supports), this must be completed prior to working with relevant participants – unless in emergency circumstances under supervision.

12. Compliance with Legislation

- All staff must comply with state emergency orders and other legal requirements relating to disability support work.

Unsuitability for Employment

Staff may be deemed unsuitable for work with WCS based on:

- Failure to meet role expectations (as per Position Description)
- Poor performance or misconduct
- Workplace incidents
- Breach of legal or policy requirements

In such cases, the following steps may be taken:

- a. Written and verbal feedback
- b. Provision of further training or support
- c. Reallocation to more suitable duties
- d. Dismissal (where risks to participants, staff or the organisation are identified)

Position-Specific Requirements

Managers

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- Must hold appropriate professional qualifications and/or relevant experience
- Capable of supervising workers and participants (including via Zoom in emergencies)

Direct Support Workers – Key Workers

Must hold a qualification in Disability or Community Services

Must hold:

- NDIS Worker Screening Clearance
- Working with Vulnerable People/Children Card
- First Aid Certificate
- Driver's Licence
- Medication Administration Certificate or equivalent in-house training

May provide shift leadership and back-up support

Direct Support Workers – Support Staff

Must hold:

- NDIS Worker Screening Clearance
- Working with Vulnerable People/Children Card
- Driver's Licence

Must be available to obtain:

- First Aid Certificate
- Medication Administration Certificate
- Must work under the nearby supervision of a Key Worker or Client Care Officer

Shift Lead

Responsible for overnight care

Must hold:

- Current Driver's Licence
- First Aid Certificate
- Medication Administration Certificate or equivalent
- NDIS Worker Screening Clearance

Contractors

Individual Contractors

- Must meet all relevant employment requirements for their role (as above)
- Must provide proof of Professional Indemnity (PI) and Public Liability (PL) insurance

Contracted Providers

- Must provide their organisation's PI and PL insurance policy

Documentation

- All contractor information will be stored in employee records via Monday.com for auditing and verification purposes

DATE	PERSON/S	DETAILS
06.08.2025	Becci Fazldeen	Review and update
25.01.2025	Ashleigh Davis	Review and update
23.02.2024	Bronwyn McMullen	Review and update
25.01.2024	Ashleigh Davis	Review and update
14.12.2023	Bronwyn McMullen	Review and update
15.11.2021	Toni Mehigan	Policy created