



## Staff Records

## Policies & Procedures

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# STAFF RECORDS

## Scope

### When

- Applies to all supports and services provided to all participants

### Who

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

## Purpose

This policy describes the records and details of all employees which must be stored.

This includes full time, part time, casual, contractors and volunteers.

## Requirements for employee records

For all employees, 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 employee orientation
- Details on continuing professional development

## Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Complaints Handling Officer:

- by phoning: 07 4361 6848;
- by emailing: [admin@123supports.com](mailto:admin@123supports.com)

## Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.

