



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

Effectiveness and Review

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

