



# Appendix D – Commonwealth Home Support Program (CHSP) Worker Screening Guidelines

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## 1. Introduction

CHSP providers are registered providers under the *Aged Care Act 2024* (the Act). This means that CHSP providers must comply with any conditions of registration and obligations that apply to them, including and relevant requirements set out in Aged Care Rules (the Rules) that are made under the Act.

Registered providers must comply and ensure that aged care workers and responsible persons comply, with the worker screening requirements prescribed by the Rules.

## 2. Changes to current CHSP requirements

For CHSP providers there are changes to the worker screening requirements that apply from 1 November 2025. For consistency across grant funded aged care programs, CHSP providers must ensure that responsible persons and aged care workers have police checks or other screening that shows whether they have been convicted of certain offences. There

are offences that stop someone from working (including volunteering) for a CHSP provider as an aged care worker or responsible person.

This is to align with the current precluding offences that apply to National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP) providers. The changes apply to:

- aged care workers and responsible persons who start working for a CHSP provider from 1 November 2025
- existing aged care workers and responsible persons of a CHSP provider who need to renew their police certificate after 1 November 2025.

The offences that will stop a person working as an aged care worker or responsible person for a CHSP provider are:

- a conviction for an offence involving the death of a person
- in the past 5 years, a conviction and sentence to imprisonment for 1 year or longer for any of the following:
  - a sex related offence, including sexual assault (whether against an adult or child)
  - child abuse material offences
  - an indecent act involving a child
  - an offence involving dishonesty.

For existing CHSP providers, this is a change to the current requirements in that providers will no longer have discretion about engaging a responsible person or aged care worker where their police check or other screening shows that they have been convicted of one or more of the offences listed above.

### **3. CHSP provider obligations**

From 1 November 2025, CHSP providers must ensure that all aged care workers and responsible persons working in CHSP services have either:

- a police certificate not more than 3 years old, or
- a valid NDIS worker screening clearance (not more than 5 years old).

In some circumstances, the person may need to provide a statutory declaration (see below).

CHSP providers must take reasonable steps to require each responsible person (section 152-15) and aged care worker (section 152-20) to notify them if they have been convicted of the offences listed above.

Furthermore, CHSP providers must ensure that a person is not allowed to continue as a responsible person or aged care worker if they are satisfied on reasonable grounds that the person has been convicted of the offences listed above.

### 3.1 Police certificate

A police certificate is a report of a person's national criminal history. A police check is the process of checking a person's criminal history. The two terms are often used interchangeably in aged care.

A police certificate must not be older than 3 years from the date it was issued.

To be an aged care worker or responsible person, the police certificate must not record certain offences in accordance with section 152-25 of the Rules.

For CHSP providers, from 1 November 2025 these offences are:

- a conviction for an offence involving the death of a person
- in the past 5 years, a conviction and imprisonment sentence for 1 year or longer for:
  - a sex related offence, including sexual assault (whether against an adult or child)
  - child abuse material offences
  - an indecent act involving a child
  - an offence involving dishonesty.

### 3.2 NDIS worker screening clearance

An NDIS worker screening clearance (also known as an NDIS Check or an NDIS worker screening check) is recognised in aged care. This assessment is undertaken by a state or territory worker screening unit (WSU) and checks a person's national criminal history and work misconduct history. The assessment also includes access to spent convictions and offences committed as a juvenile (under 18 years).

A person must have undergone this check if they are seeking to work in a [risk-assessed role](#) for a registered NDIS provider. If a person has an NDIS worker screening clearance, they do not also need a police certificate.

A worker must immediately notify their employer if their NDIS worker screening clearance is suspended or cancelled. An NDIS worker screening clearance can be suspended or revoked (excluded) by the WSU if the person's criminal or misconduct circumstances change.

Changes in the person's circumstances are monitored by WSUs with the help of information sharing across jurisdictions.

An NDIS worker screening clearance is valid for 5 years. It is important to note that a person can only apply for an NDIS worker screening clearance if they work, or are seeking to work, with NDIS participants.

### 3.3 Statutory declaration

A statutory declaration is required to be completed by an aged care worker or responsible person if:

- the person at any time after turning 16 was a citizen or permanent resident of country other than Australia (section 152-25 of the Rules), or

- they have a NDIS screening application or police certificate pending (s 152-16(2) and 152-21(2)) for a police certificate or NDIS worker screening clearance is pending.

The statutory declaration must state that the person has never had:

- a conviction for an offence involving the death of a person
- in the past 5 years, a conviction and imprisonment sentence for 1 year or longer for:
  - a sex related offence, including sexual assault (whether against an adult or child)
  - child abuse material offences
  - an indecent act involving a child
  - an offence involving dishonesty.

### **3.4 Ongoing requirements – criminal offences**

CHSP providers must take reasonable steps to ensure that all aged care workers or responsible persons notify them if they are convicted of an offence that would stop them from being an aged care worker or responsible person.

CHSP providers must also not allow a person to continue as an aged care worker or responsible person if the person is convicted of one of these offences after 1 November 2025.

### **3.5 Record keeping requirements**

CHSP providers must keep records that can demonstrate they are meeting the worker screening requirements in relation to each aged care worker and responsible person (section 154 Subdivision K of the Rules). This includes keeping up-to-date records of the person's full name, date of birth and address, copies of the person's relevant worker screening documentation (police certificate, NDIS worker screening clearance and (if applicable) statutory declaration), and a record of who at the registered provider recorded the applicable information.

Records must be kept for 7 years.

CHSP providers must also keep copies of records relating to an allegation of misconduct against a responsible person or aged care worker, or any action taken (including any investigation) in response to the allegation. These records must also be kept for 7 years.

## **4. Future of aged care worker screening**

Together with states and territories, the Australian Government is planning to expand the NDIS worker screening model to the aged care sector. The future worker screening system will mean that a worker screening check provided to a person will be one decision that applies to both aged care and the NDIS sectors.

Final arrangements are subject to agreement with the states and territories and will not commence before 2026.

CHSP providers do not need to prepare for the new aged care worker screening check yet. There will be transitional arrangements in place when the new process starts to manage workforce impacts. This will make sure:

- clear information is given to providers, workers and responsible persons on how to prepare for the aged care worker screening check
- new screening applications are processed efficiently.

## 5. Further information

Further information on worker screening is available on the department's website:

- [Screening requirements for the aged care workforce](#)
- [Aged care worker screening guidance material](#).