

RISK AND DISCLOSURE

THE **EXCEPTIONALS**.ORG

“We need to move away from the perception that we can’t hire people in certain environments.”

DOMINIC HEADLEY
Founder of Dominic Headley & Associates (DHA)

1 Adopt a **Ban the Box** approach. Request disclosure at a later stage e.g. shortlisted candidates prior to interview.

2 Take a person-centred approach to risk management. Look at the role in question, acknowledge risk in relation to the specific duties of that role and build the individual into this process.

3 Use this information to decide what level of DBS check is required i.e. basic, standard, enhanced, or enhanced with barred list checks. Use the DBS checking tool for further clarity.
<https://www.gov.uk/find-out-dbs-check>

4 Make informed decisions. Consider the historic nature of the offending behaviour, the openness of the applicant, the context of offending, your knowledge of the applicant and any professional references. Remember to document the rationale behind each recruitment decision.

5 If the role is covered by the Rehabilitation of Offenders Act (ROA) 1974, it is unlawful to discriminate against an applicant on the basis of a spent caution or conviction.

6 Be aware of perceived risks that may emerge due to reputational and cultural misunderstanding within the business.

7 Provide ongoing training and effective work-based support such as a supervised mentoring or a buddy scheme.

8 Work in partnership to stay informed and break down unnecessary barriers. Attend training events and workshops. Connect with recruitment experts e.g. **Dominic Headley & Associates (DHA)**.

9 From time to time, employment can go wrong. This is a natural part of the recruitment process. Look at ways of managing any external factors that may affect the candidate’s ability to perform. Be flexible where you can.

10 You may wish to consult **Nacro**’s free Employer Advice Service. Alternatively, visit recruit.unlock.org.uk for more information.