

RISK AND DISCLOSURE



STEP ONE

THE ROLE

- Adopt a Ban the Box approach. Request disclosure at a later, more appropriate stage – e.g. shortlisted candidates, prior to interview.
- Take a person-centred approach to risk management. Look at the role in question, assess risk in relation to its specific duties and the individual's circumstances.
- If you carry out checks, use the DBS eligibility tool and guidance to help determine what level of DBS check is required, i.e. basic, standard, enhanced, or enhanced with barred list checks www.gov.uk/find-out-dbs-check



STEP TWO

THE CANDIDATE

- Make informed decisions. Consider how long ago the offence(s) occurred, any mitigating circumstances, the openness of the applicant, your knowledge of the applicant and any professional references. Remember to document the rationale behind each recruitment decision.
- 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.
- Consider reputational and cultural risks to the business – e.g. negative media or online coverage of the offences, client reaction, staff discomfort. Plan how to manage these if they arise.



STEP THREE

TRAINING

- Work in a partnership to stay informed and break down unnecessary barriers.
- Attend training events and workshops.
- Connect with recruitment experts e.g. **Dominic Headley & Associates (DHA)**.
- Provide ongoing training and effective work-based support such as a supervised mentoring or a buddy scheme.



STEP FOUR

EMPLOYMENT

- 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.
- You may wish to consult **Nacro's Employer Advice Service** or **Working Chance** at workingchance.org.uk for more guidance.