

RECRUITING PEOPLE WITH CRIMINAL CONVICTIONS

GIVING PEOPLE A FAIR SAY IN DBS CHECKS



DURING APPLICATION PROCESS

Be transparent! What checks are needed for which role? What is the process?

Use plain English and explain any terminology.

What are the legal requirements, and what information/documentation will they need to have ready?

Update the person as much as possible, ideally so that they can track themselves e.g., through an online portal



WHEN SOMETHING IS FLAGGED ON DBS CHECK

Provide chance for person to provide context, ideally face to face.

Use strengths based questions to explore how they have changed, and the journey they have been on.

Approach with an attitude of empathy as to why people may commit crime, and why talking about it is hard



FOLLOWING THE DECISION ABOUT THE DBS CHECK

During onboarding, explore any access arrangements that people will need to succeed. (e.g., managing mental health or recovery)

Highlight any support offers as part of the employee package.

If they are not successful due to a DBS return, call them and offer a time to talk through why this is.

GIVING PEOPLE A FAIR SAY IN DBS CHECKS: ADAM'S STORY

FOR MORE FROM ADAM'S STORY VISIT [HTTPS://WWW.YOUTUBE.COM/WATCH?V=4ZOYVMEGTWE](https://www.youtube.com/watch?v=4ZOYVMEGTWE)



DURING APPLICATION PROCESS

Be transparent, use plain English, and update people:

"The application process was quite easy - the form was simple and it was clear from the start that the only offences that would stop me getting the job were fraud offences, or sexual offences.

I noticed that they've got criminal convictions in the same paragraph as things like sexual orientation, gender etc., so they look at it as discrimination."

GM Examples from Good Practice guide

GMCA, p5
Bolton Foundation Trust, p7-8
Persona, p10
North West Ambulance Service, p12



WHEN SOMETHING IS FLAGGED ON DBS CHECK

Provide chance for context, and use strengths based questions and approach with an attitude of empathy:

"I had a frank discussion with the CEO and the manager. They didn't seem to judge; in the past as soon as you mention certain offences you see the look on their face, the judgement, but I didn't get that. They didn't see it as serious as it had been so long."

GM Examples from Good Practice guide

Bolton Foundation Trust, p8
Oldham Metropolitan Borough, p13
Persona, p10-11



FOLLOWING THE DECISION ABOUT THE DBS CHECK

Explore any access arrangements that people will need to succeed and highlight any support offers:

"I recently passed my probation and got a letter from the CEO saying how good of a job I'm doing. It was really nice as it showed they are seeing me for who I am now; I'm just Adam, the RSAP worker. My convictions never come up. They just let me show them what I'm capable of."

GM Examples from Good Practice guide

Persona, p11
Oldham Metropolitan Borough, p14