

# Our support for front-line practitioners

## For those who help people with convictions

Unlock is an independent award-winning charity providing trusted information, advice and advocacy for people with criminal convictions. This support is funded by charitable grants, trusts and donations. We use websites ([theInformationHub](#), [theDisclosureCalculator](#), [theForum](#) and [theRecord](#)) and run [theHelpline](#).

## Ways we can help you

Unlock is not a contracted service-delivery organisation. As a result, we rarely promote 'referrals' to our support as we are limited in how many people we can help directly. Instead, we help those that do provide front-line support to people with convictions. We do this in a variety of ways, including:

### 1. Providing free use of our information site & resources

[hub.unlock.org.uk](http://hub.unlock.org.uk) is the country's most comprehensive source of practical self-help information for people with convictions, covering a wide range of issues that criminal convictions can affect. You can use this resource for free to keep your own knowledge and understanding up to date, as well as using information and resources from the site when you are providing support to your clients.

### 2. Delivering endorsed criminal record disclosure training courses and workshops

We deliver [training courses](#) that equip you with expert, accurate and up-to-date knowledge and skills on the disclosure of criminal records. These are endorsed by the [Probation Institute](#) and [Institute of Employability Professionals](#). They cover areas including the Rehabilitation of Offenders Act 1974, criminal record checks, and disclosing criminal records (if, when and how). We have specific dates that you can book places at, or for groups we can run sessions in-house.

### 3. Setting up accounts for our disclosure calculator, [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk)

We can set up 'multiple-use' accounts to our online tool, [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk), enabling you to support your clients to work out when their convictions become spent as part of your offer.

### 4. Sending out latest news and developments by email - sign up to our mailing list

You can sign up to receive free email updates. These can include latest news, opportunities, press releases and information updates. Visit [www.unlock.org.uk/maillinglist](http://www.unlock.org.uk/maillinglist).

## For more information

Visit [www.unlock.org.uk/helpingpeople](http://www.unlock.org.uk/helpingpeople), call 01622 230705 or email [admin@unlock.org.uk](mailto:admin@unlock.org.uk)

# 10 things about criminal records

## A brief guide for employability professionals

- We have produced a guide for practitioners that support people with criminal records into employment, including employability professionals, job centre advisors, careers advisors and probation officers.
- It has been published in association with the [Institute of Employability Professionals](#).
- The guide contains details of 10 things that employability professionals should do.
- The guide is available to download in full from [www.unlock.org.uk/10things](http://www.unlock.org.uk/10things).
- The areas covered in the guide are listed below.
- These are all covered in more detail in our '[Advising with Conviction](#)' criminal record disclosure course.

## Checklist

1. Know if they have a criminal record
2. Understand what types of checks employers can (and can't) do
3. Advise if (or when) their record is spent and so removed from a basic disclosure
4. Advise whether it will show up on a standard or enhanced DBS disclosure
5. Advise whether they legally need to disclose
6. Discuss when it might be beneficial to disclose even if they're not asked
7. Recognise when someone might choose not to disclose when asked
8. Help them work out when and how it might be best to disclose
9. Know about friendly employers
10. Support and challenge employers