

How to support a new starter who has a disability

When recruiting for a new member of staff, you may be advised by the individual or by DASS (following the completion of a health declaration) that the individual has a disability and requires some support or adjustments to enable them to succeed at work.

It is good practice to put in place any arrangements as soon as possible, so that the necessary support or adjustments can be put in place, ideally in time for their start date.

DASS can provide a number of services to help you including assessment of the specific needs, advice on adjustments and support in accessing external services such as Access to Work, a scheme that provides advice and practical support to disabled people and their employers. This can include funding for specialist equipment or adaptations. These processes can take a few weeks to implement so prompt action is key.

Managers should:

- Be aware that we have a legal duty to make adjustments that are reasonable.
- Utilise the expertise of specialist departments such as DASS or Occupational Health.
- Focus on what the individual can do rather than what they cannot.
- Have open conversations with the member of staff about what they need – remembering that this can change over time and this should therefore be an on-going discussion.
- Document any adjustments or agreements made.
- Remember that when it is not clear if an adjustment will work in practice, you can agree to trial period (for example, flexible working) to assess impact.

You can find more information about DASS [here](#).