



Solve your recruitment problems

How Offploit can help
you hire ex-offenders





Discover untapped potential

It's never been more challenging to hire the right people. There are more vacancies in the UK than people to fill them, but the economic crisis means you can't fix that simply by offering higher pay. You need to find alternative supplies of top-flight talent.

At Offploy, we can **help you tap an overlooked talent pool** that contains **half a million** working-age people struggling to get noticed. It includes future builders, logistics managers, drivers, restaurant staff – and almost certainly someone who'd fit your organisation like a glove.

It's just their 'unspent' criminal convictions that usually land their applications in the bin.

The tide is changing

You could join a growing number of businesses – led by Timpson, Talk Talk, M&S, Cook and Lotus to name a few – who now fill their vacancies with ex-offenders. The government's on board, too. Hiring people with convictions can improve staff morale and retention, introduce new diversity and resilience into your team, boost **your ESG and ED&I credentials** and your reputation with customers – and reduce reoffending, too.

But doing it right takes a little extra thought, and that's where we come in.

Offploy's suite of **Employer Services** can help you to attract and hire people with convictions **consistently, safely and fairly**. Our suite of tailored **training, coaching and consultancy** services can be delivered face-to-face or online to individuals, teams or large cohorts of staff – whatever best suits **your** organisation. However it's delivered, the heart of our offer is our Seven Steps to safe and sustainable recruitment.





Seven Steps to safely and sustainably hire people with convictions





1 Getting the culture right

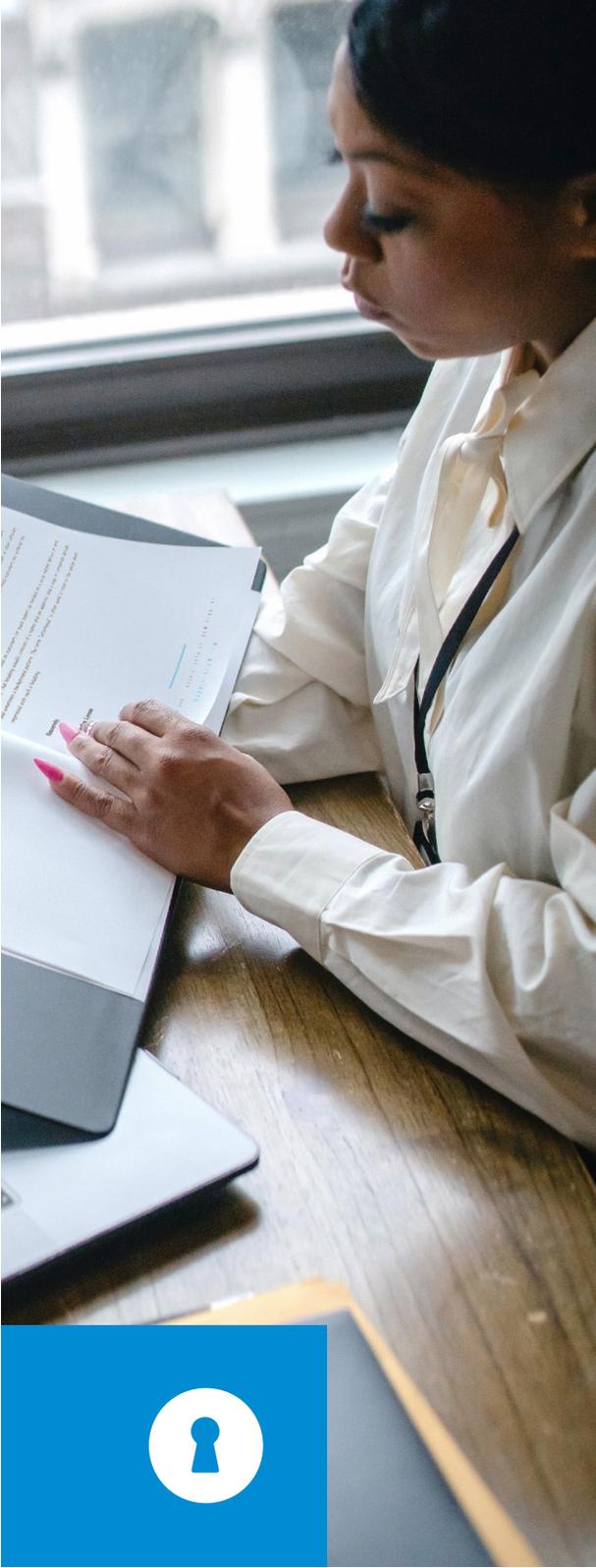
All the evidence shows high public support for businesses that give ex-offenders a fresh chance. But if it's going to work, you'll need to **own that decision** as an organisation and have a strategy for getting worriers and doubters on board. You'll need an **Inclusion Champion** – a senior, respected member of staff with a reputation for listening and leadership and a firm grasp on the myths versus reality of recruiting people with convictions. They'll be good at plain speaking and reassurance, and they'll have the emotional intelligence to judge the collective mood, especially with colleagues who've previously been victims of crime.

We can provide you with the knowledge and understanding you'll need to set the tone and agenda for your organisation. And we're ready to support this essential, culture-based work from behind the scenes or standing right beside you.

2 Recruitment procedures and policy development

Having robust policies and practices in place will be central to reassuring your staff, as will clear risk management (step 3). We'll help you adopt nationally recognised schemes like 'Ban The Box' and 'Fair Chance' recruitment standards. We can also work with you to refine your policies on employing ex-offenders safely and make sure you understand how to comply with key legislation including the Data Protection Act (GDPR) and Rehabilitation of Offenders Act. Crucially, we'll walk you through best practices for when it is and isn't appropriate and lawful to include criminal record (DBS) checks in your recruitment processes.





3 Risk Management

Eleven million people in the UK have some kind of conviction in their past, including half a million with 'unspent' convictions that they have to declare if asked. The vast majority pose no more risk to your business or your personnel than your current team, but a small minority will have histories that give you pause. We'll take you through our four-stage process for risk management:

- Risk-assess the role before you advertise it.
- Risk-assess the candidate you want to appoint.
- Identify mitigation factors that minimise the risk of harm, where possible.
- Make your recruitment decision.

4 Marketing your vacancies appropriately and strategically

Many candidates with criminal records don't apply for positions because of shame over their conviction and fear of being discriminated against. If you're serious about recruiting from this talent pool, you need to overcome that reluctance – not just through your job ads, but through everything you share publicly about your values and recruitment processes. We can help you make sure all your relevant materials are aligned and show you where and how to target your recruitment marketing to reach the ex-offender talent pool. That can include building a relationship with your local prison as a recruitment source, if you like.



5 Interviews, disclosure and vetting

If you've 'banned the box', you may not know you're considering an ex-offender until they disclose during an interview or after an offer. For this second half of the risk management process, you need to evaluate the whole person and any risks they might pose today. That means understanding the legislation around record disclosure, the possible consequences of a person's conviction for the role and your organisation, and the steps they've taken to rehabilitate. We'll walk you through handling this step thoroughly but sympathetically to help you decide whether the candidate poses any risks you can't manage.





6 Onboarding, additional support, and saying 'No'

Whether you're inviting someone to join you or you're disappointing them, onboarding and rejection need to be handled with care and consideration. We'll cover how to help a new recruit with convictions make a success of their new role, including understanding how their history has been disclosed within your team. And we'll work on how to tell candidates that their specific offending histories discount them from the role.

Finally, a reality check: just as with any recruitment, things can occasionally go wrong. Offploy's experience working with over 2000 ex-offenders makes us uniquely placed to help you resolve any difficulties.

7 Evidence your social impact

If you've made it this far, you've proudly made ex-offenders part of your growing team. Employment reduces re-offending, which makes our communities safer, lowers the burden on taxpayers, and has a positive social impact. Your contribution deserves to be celebrated and (carefully) shared with others. Not only will this showcase the positive impact you're having on both the people employed and your organisation, it can also attract new business and investment from socially-minded partners and persuade others to follow where you have led. We'll show you how to set out the case and make the right kinds of headlines.





Reducing Reoffending

Offploy CIC was founded in 2016 to reduce reoffending and make society safer by creating opportunities for people with criminal convictions to take up meaningful and sustainable employment. In six years, we've supported over 600 candidates into education, work-readiness or sustained employment. Now we're using everything we've learned, and our own lived experience of the criminal justice system, to help businesses become better ready to welcome people with convictions into their teams.





How we work

It starts with a free call with one of our team. We'll do a little talking, a lot of listening, and scope out how we can help you to sustainably recruit ex-offenders. If you want to go forward, we'll book you a Discovery call so one of our Employer Services colleagues can get to know you, your business, your market and your recruitment needs.

Together you'll plan an introductory session for senior members of your team to set the agenda and agree an outline course of action and initial commitment. Over the course of the engagement, we can work with individuals, small teams or large cohorts, delivering the seven steps through training, coaching or consultancy methods – whatever suits you best. This could include:

- Boardroom and 'classroom' training for key personnel.
- Supporting culture-setting events *e.g., a staff 'town hall'*.
- One-to-one consultancy on specific items such as policy, website content, recruitment ads etc.
- Forms and templates for key processes.

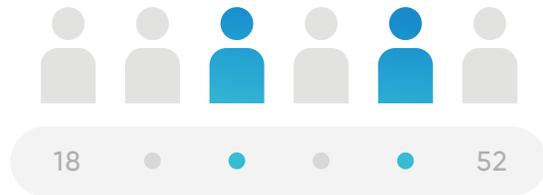
You and Offploy

Together we can address your recruitment problems AND make society safer by placing people with criminal convictions into meaningful, sustainable employment.

Ready to begin?

Only bad people have criminal convictions, right?

Wrong, there are an estimated 11 million people with criminal convictions in England. Of these, not all crimes have criminal intent and a good portion of people with convictions want to put their past behind them. It is estimated that 1 in 3 adult males between the ages of 18 and 52 may have a criminal conviction.



What are my options when an applicant declares an unspent conviction?

UNSPENT CONVICTIONS

CHARACTER

It's not illegal to reject someone based on their conviction, however we encourage employers to consider a person's character and can provide support for risk assessing candidates.



Do speeding points count as a criminal conviction?

Yes! Over 50% of convictions are for driving related offences. Penalty points are classified as an unspent conviction for five years and must be declared when asked by an employer.

Does having a conviction mean you have been to prison?

No, less than 10% of people sentenced go to prison. Others may serve community sentences or pay a fine.



Do I have to ask about convictions when considering candidates?

For most roles, no. Over 100 employers, including the civil service, have 'Banned the Box' and only ask about criminal convictions at the interview stage instead of the application stage.

How will safety and the reputation of my business be affected by employing someone with a criminal conviction?

Large employers like DHL, the Civil Service, Virgin and Timpsons all benefit from positive press around recruiting people with convictions. Robust recruitment procedures and support from Offploy can help make the recruitment process simple, safe and fair.

