



## Clean Slate Cymru Toolkit



## Executive Summary

### The Clean Slate Cymru Toolkit

The Clean Slate Cymru Toolkit has been put together as part of the Clean Slate Cymru project. The Clean Slate Cymru project was a Construction Industry Training Board (CITB) funded BAM Nuttall project that aimed to support ex-offenders to access opportunities within the construction industry. The overarching aim of the project was to provide the construction industry with resources to enable them to continue to support ex-offenders after the formal project end. As part of the project pilots have been delivered to test resources to enable the construction industry to support ex-offenders. Pilot delivery and feedback from the pilots has been used to develop the Clean Slate Cymru Toolkit. The Toolkit contains guidance on engaging ex-offenders and editable templates that construction companies can adapt when engaging with ex-offenders in prisons and communities.

### Section One: Engaging Ex-offenders in Prison's and Communities

Section one of the Toolkit first looks at engaging ex-offenders in prisons and examines some of the key questions that need to be asked when planning activities in prisons and includes templates that help the construction industry specifically engage with ex-offenders in prisons. Templates include:

- Appendix One Project Plan – The project plan lays the foundation for delivering a project in a prison and helps define roles and responsibilities.
- Appendix Two Careers Fair Form – The careers fair form has been put together as different information might be needed from participants at a career fair in a prison, than in the community, such as release date, prison number or the area they will be returning to.
- Appendix Three Consultation Form – The consultation form has been put together because there are a lot of experienced construction workers in prisons and it can be difficult to know the best way to help them. The consultation form enables construction companies to ask participants the best way they can help them access opportunities within the construction industry.

Next, section one of the Toolkit looks at engaging ex-offenders in communities. The section on working with ex-offenders in the community firstly examines recruitment. The most challenging aspect of delivering projects in the community can be recruitment a referral form has been included to make recruitment easier. Next guidance on unpaid work experience is included as it is important to establish expectations in a work placement. An Individual Action Plan (IAP) has been included this can be used as part of a recruitment interview or as the basis for providing information, advice and guidance.

- Appendix Four Referral Form – The referral form has been included to help with recruitment.
- Appendix Five Work Experience Agreement – A work experience agreement has been included as it is important to communicate what is expected of both parties even in an unpaid work experience.
- Appendix Six Individual Action Plan (IAP) – The IAP can be used to assess learners' barriers, learning needs and aspirations. The IAP has been included as it proved useful when interviewing potential learners for a course. The IAP has also been used as the basis for construction led information, advice and guidance in communities and in prisons.

### Section Two: Interventions

Section two of the Toolkit looks at interventions with ex-offenders both in the community and in prisons. Firstly, an example of construction courses in a prisons and a community are given. Secondly, templates for paperwork tested during the 'Clean Slate Cymru' pilots are briefly explained.

- Appendix Seven Work Readiness Checklist – The work readiness checklist was created specifically for the Toolkit when some pilot participants could not prove their right to work in the UK after being successful at interview. The Checklist also asks construction industry specific questions such as willingness to take drugs tests and whether they are prepared to work physically hard.

- Appendix Eight Impact Web - An Impact Web has been developed to measure the impact of interventions that support ex-offenders into employment. When working on short term projects it can be difficult to report on the changes that an intervention has made. Sometimes, when working with groups facing barriers participants will make progress but there may not be an immediate job outcome. However, you might know your project has made a difference to that individual for example an increase in confidence. One way of measuring if a project has made a difference to an individual is to measure progress towards a goal.

### **Section Three: Employment**

Section three of the Toolkit looks at employing ex-offenders. The importance of removing barriers and employing people based on talent is explored. Business in the Community's Ban the Box initiative is a good example of this. Whether criminal record checks, called Disclosure and Barring Service Checks (DBS) are relevant and appropriate for the role is discussed. Finally, if a candidate discloses that they have an unspent conviction or a DBS check comes back with an unspent conviction it is important to find out more. Guidance on completing a risk assessment interview is included so you can assess whether a candidate poses a risk in the position applied for.

- Appendix Nine Risk Assessment Interview Guidance and Template – The risk assessment interview guidance and template can be used if a candidate discloses they have an unspent conviction or a DBS comes back with unspent convictions. It might be clear straight away that an applicant is unsuitable for a job because of their criminal record. In most circumstances you will not know if a candidate is unsuitable for a role until you ask them some questions. This is where a risk assessment interview is useful.

### **Section Four: Signposting**

Section four of the Toolkit looks at some of the organisations ex-offenders can be signposted to if they need additional support. If you work for the construction industry your role will be to provide construction related information, advice and guidance (IAG). If people you are supporting require help with issues outside construction IAG you will need to signpost them to other services.

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## Introduction

The Clean Slate Cymru project was a Construction Industry Training Board (CITB) funded BAM Nuttall project to support ex-offenders access opportunities within the construction industry. Construction Youth Trust project managed the project which ran from January 2017 until December 2018. The overarching aim of the project was to provide the construction industry with materials to enable them to continue to support ex-offenders after the formal project end. As part of the project pilots have been delivered to test resources to enable the construction industry to support people with convictions. Pilot delivery and feedback from the pilots has been used to develop the Clean Slate Cymru Toolkit.

The Clean Slate Cymru Toolkit has been designed as a resource for the construction industry to support ex-offenders on their journey into employment. The Toolkit was put together as part of a CITB funded BAM Nuttall project to support people with convictions on their journey into employment within the construction industry. The Toolkit contains editable templates that have been put together following construction industry led pilot projects that aimed to support ex-offenders to access opportunities within the construction industry.

The Toolkit has been organised into four sections engagement, intervention, employment and signposting.

- Section one looks at ways to engage ex-offenders in prisons and communities. It also explores planning activities in prisons and communities. It includes a template for a project plan in prisons and a referral form for community organisations.
- Section two examines interventions and includes templates for participants in interventions such as an Individual Action Plan and a Work Readiness Checklist.
- Section three covers employment and work placements and includes guidance on completing a risk assessment interview and a risk assessment template.
- Section four examines signposting and sources of further support and includes the details of some support organisations in Wales.

## Benefits of Working with Ex-Offenders

The Welsh construction sector is forecast<sup>1</sup> to grow by 4.6% from 2018 to 2022. This is stronger than any of the regions and devolved nations of the UK. Growth is largely being driven by the infrastructure sector with work on Wylfa Newydd and the South Wales Metro starting in the forecast period. There is evidence<sup>2</sup> that the construction industry in Wales is already experiencing short-term skills issues. Ex-offenders are an untapped network of individuals eager and ready to engage with work that can help the construction industry overcome skills shortages.

There are now over 10 million people recorded as having a criminal record on the Police National Computer (PNC). This equates to over 20% of the working-age population<sup>3</sup>. Most people associate someone with a criminal record as being someone that's been to prison. However, the vast majority of people that have a criminal record (over 90%) will never have stepped foot in a prison<sup>4</sup>. Below are some of the reasons why the construction industry should consider working with ex-offenders:

- Companies in Wales are already having difficulty finding suitably skilled staff this can have a negative impact such as delayed project delivery and wage inflation.<sup>5</sup>
- Only 26.5%<sup>6</sup> of prisoners enter employment on release meaning there is a huge untapped pool of talent that industry could benefit from.
- There are economic benefits of supporting ex-offenders. Reoffending costs the UK up to £13 billion a year<sup>7</sup>. This is in addition to the social and economic costs caused by preventing otherwise suitably skilled, qualified, experienced and motivated applicants being able to gain employment.
- Supporting ex-offenders also creates wider social impacts it gives ex-offenders a real opportunity to change their lives for the better and build a better future.
- Working with ex-offenders can help create social value and demonstrate to clients and communities that you are giving something back to the community.
- Reoffending rates are greatly influenced by whether a person finds work or not. Employment is often quoted as the most important factor in reducing reoffending.<sup>8</sup>
- Employers can access people with a proven training record as there is excellent construction training delivered in Welsh prisons.

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<sup>1</sup> CITB (2018). CITB Industry Insights: Construction Skills Network Forecasts 2018-2022.

<sup>2</sup> CITB (2017). CITB Industry Insights: Construction Skills Network Forecasts 2017-2021

<sup>3</sup> Home Office (2014)

<sup>4</sup> Unlock (no date). *10 things about criminal records: A guide for employability professionals supporting people into work*. Kent: Unlock and the Institute of Employability Professionals.

<sup>5</sup> CITB (2016). Construction Industry Insights: Construction Skills Network 2016: 2020, Available at: [https://www.citb.co.uk/documents/research/csn%202016-2020/csn\\_national\\_2016.pdf](https://www.citb.co.uk/documents/research/csn%202016-2020/csn_national_2016.pdf)

<sup>6</sup> House of Commons Work and Pensions Committee (2016). Support for ex-offenders: Fifth Report of Session 2016-17: London: House of Commons.

<sup>7</sup> Home Office (2013)

<sup>8</sup> NACRO (no date). Recruiting Safely & Fairly a Practical Guide to Employing Ex-offenders. London: NACRO.

## Section One: Engaging Ex-offenders in Prisons and the Community

Section One of the Toolkit covers engagement and looks at engaging ex-offenders in prisons and communities.

### Engaging with Ex-offenders in Prisons:

The guidance notes on engaging with people with convictions in prison looks at key questions that can be asked when planning activities in prisons, Welsh prisons and contact details of the prisons. Templates include

- Appendix One: Project Plan for working in prisons
- Appendix Two: Careers Fair Form
- Appendix Three: Consultation Form

### Engaging with Ex-offenders in the Community:

The guidance notes on working with people ex-offenders in the community looks at initial engagement and recruitment including useful contacts to gain recruitments. Templates Include:

- Appendix Four: Referral Form
- Appendix Five: Work Experience Agreement
- Appendix Six: Individual Action Plan



## Engaging Ex-offenders in Welsh Prisons

The aim of this section of the Toolkit is to provide support for construction employers looking to engage with prisons. The construction industry represents normalisation of prison training by providing construction training or employability support. Residents can benefit from employer led training initiatives from organisations working in industry. The construction industry can also tailor courses to meet skills shortages. There<sup>9</sup> is not really a clear strategy for how different agencies, in different prisons work together to achieve the common goal of getting ex-offenders into employment. This means there can be a lot of different agencies involved in supporting ex-offenders into employment.

In Wales we have five prisons, four of the Welsh prisons are managed within the public sector. They are HMP Cardiff, HMP Swansea, HMP Berwyn in Wrexham and HMP Usk. Usk has a satellite prison site in Prescoed, a men's Category D<sup>10</sup> open prison. HMP Parc in Bridgend is run by private sector company G4S. There are no prisons for women in Wales and Welsh women from South Wales are sent to Eastwood Park in Gloucestershire. Welsh women from North Wales are sent to HMP Styal in Cheshire.

## Getting Started

Prisons want to improve the employability of the residents and are keen to work with industry to achieve this. It is important to set up an initial meeting with key personnel such as the management team, business and community engagement team, education or vocational skills team. It is worth discussing your initial proposal and what the mutual benefits of working with your organisation will be.

You will need to establish a mutually convenient time to run any projects in a prison. It is important to be flexible as things can change. It is also worth building in extra time to plan and run projects in prisons. The importance of open communication with prison staff cannot be overstated, ask them realistically how long things will take.

The amount of planning, time and effort needed to plan projects in prisons should not be underestimated. Prison staff spend a lot of time away from their desks and do not have mobile phones. There also needs to be extra time built in to get your staff cleared to both work in prison and to complete risk assessments. When working in prisons it is helpful to write an agreement between the prison and construction company to set out each partners' roles, requirements and responsibilities. A suggested editable Project Plan template for working in prison has been included in appendix one this can be used as the basis to plan activities.

## What's it like visiting a Prison?

If you are recruiting people from your company to volunteer in a prison you should be mindful that they may have never been in a prison before. Some potential volunteers might worry about the process. While each prison in Wales will do things slightly differently and you should refer to each prison's guidance, below are some of the basic rules and procedures:

- You will need to let the prison know the details of everyone attending a meeting or event in advance.
- It is worth getting there about twenty minutes early as it can take a while to get booked in.
- Everyone will need photo ID e.g. a driving licence in some prisons you keep your ID on you as you need to show it when you are leaving. In some prisons you put your ID in a locker.
- Some Welsh prisons will take your photo and scan in your fingerprints.
- You can't take your mobile phone in with you but there will be lockers you can put it in.
- You will also need to take off your smart watch
- You can take handouts, leaflets etc. but it is worth checking in advance if this is ok.
- You may be searched before you enter the prison.
- When someone is ready to meet you then you will go through a door into the prison you will have to wait for the door behind you to close for the door inside the prison to open.

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<sup>9</sup> House of Commons Work and Pensions Committee (2016). Support for ex-offenders: Fifth Report of Session 2016-17: London: House of Commons.

<sup>10</sup> Please see the Glossary for more details on the categories of prisons

- You will be met by someone with keys and a radio or asked to wait for the person with keys and the radio.
- You will probably just be in the education part of the prison. The construction training rooms and classrooms are just like a college. You will forget you are in a prison when you are in the construction training rooms and classrooms.
- The residents might ask you why you are there. They will more than likely be interested in your organisation and want to ask you questions.

### **Good Practice: HMP Parc Industry Day**

As part of the Clean Slate Cymru project HMP Parc hosted an industry day where construction employers were given a tour of the construction departments. The main aim of the event was to show local employers the construction training at HMP Parc and meet some of the great candidates on the courses who would be an asset to the construction industry. The feedback from the construction industry volunteers attending the tour was positive and attendees said they really enjoyed talking to the residents and seeing the construction facilities. Attendees felt that the construction workshops were more like being in a college than a prison. One attendee praised the prison for inviting industry in and seeking feedback on what they were delivering.

## **Ideas for Engaging People in Prisons**

If you are interested in recruiting prisoners for a course, employment or a work placement job fairs, workshops and interviews can be a good place to start.

### **Job Fairs**

Job Fairs are held in prisons, they normally include a range of employers and organisations providing support. Job fairs can be industry specific or include a range of sectors. Job fairs in prisons are the same as in the community exhibitors have stands and prisoners can speak to employers about the roles they are interested in. See the Careers Fair Form in appendix two to capture information from participants at a careers fair in a prison. It is important to focus on potential candidates' skills and experience and not their offending history.

### **Workshops**

The prison might be able to get small groups of residents together who have the right skills, qualifications and attitude that are interested in being employed by your company. This gives residents the opportunity to ask you questions and you can get to know potential candidates in a more informal setting before a more formal interview. A workshop can be run before going into the prison to complete interviews. Don't forget residents won't be able to look up any details about your company on the internet so if you are going to ask them 'what do you know about the company?' in an interview delivering a workshop first is a good idea.

It is useful to gauge the level of knowledge in the room so you can pitch your presentation accordingly. If you haven't had information in advance it is good to ask the audience to introduce themselves and tell if they have any construction experience. You will most likely be presenting to experienced construction workers and experienced people who would like or need to work in a different field because of a conviction for example not being able to work in security any more. If you talk about your current work, the roles involved and the technical challenges delivering the project this will be better received than a general introduction to a career in the construction industry. For example, at a careers event at HMP Parc ISG delivered a presentation about their recent development of the BBC offices in central Cardiff that was well received

### **Interviews**

There are many advantages for employers interviewing prisoners while still in custody. Employers can ask the prison to identify potential candidates with the right skills that are close to release. Residents in HMP Prescoed and HMP Berwyn can be released on temporary licence (ROTL) to complete a work experience placement.

Employers can also interview prisoners for work experience opportunities they can complete when they are on ROTL. ROTL is when a prisoner is released and can leave the prison for a short time to complete a community project, a work placement or take part in a training course. As part of the Clean Slate Cymru project we have found many people with convictions have never had a job interview. It is valuable for an employer to go into prisons and provide realistic mock interviews.

### Good Practice: Galliford Try

A good starting point to engage residents in prison is to hold a careers workshop. Prison staff can recruit people who are interested in starting or continuing a career in construction. Galliford Try delivered a careers workshop at HMP Berwyn. They asked the residents how the construction industry could help them in the future. A similar Consultation Form is included in appendix three. This can be filled in by the residents interested in attending the workshop in advance. The Consultation Form can also be filled in at the end of the workshop so you can plan future engagement activity.

## Welsh Prisons Contact Information Details & English Prisons for Welsh Women

Prison	Address	Phone Number	Area	Capacity	Category
HMP Berwyn	Wrexham Industrial Estate, Bridge Road, Wrexham, LL13 9QE	01978 523000	North Wales	2,106	C
HMP Cardiff	Knox Road, Cardiff, CF24 0UG	02920 923100	South East Wales	820	B
HMP Parc	Heol Hopcyn John, Coity, Bridgend, CF35 6AP	01656 300200	Bridgend	2000	B
HMP Prescoed <sup>11</sup>	Coed-y-Paen, Pontypool, Monmouthshire, NP4 0TB	01291 671600	Monmouthshire	230	D
HMP Usk	47 Maryport Street Usk Monmouthshire NP15 1XP	01291 671600	Monmouthshire	273	C

Prisoners are divided into the following four security categories:

- **Category A:** Those whose escape would be highly dangerous to the public or national security.
- **Category B:** Those who do not require maximum security, but for whom escape still needs to be made very difficult.
- **Category C:** Those who cannot be trusted in open conditions (i.e. a prison without a secure perimeter) but who are unlikely to try to escape.

<sup>11</sup> HMP Prescoed is a satellite prison of HMP Usk

- **Category D:** Those who can be reasonably trusted not to try to escape, and are given the privilege of an open prison.

Most prisoners approaching release will be in either category C or category D. Prisons holding prisoners coming up to release are called resettlement prisons. But they vary a great deal in terms of who they hold and what they can offer. There is no substitute for getting to know the local prison you want to deal with.

## What Works in Prisons

The following ten points highlight ten things we have learned from working in prisons:

1. Allow extra time to plan activities in prisons. It is a lot easier to recruit in prisons than in the community but do not underestimate the time it will take to build relationships with prison staff and plan activities.
2. Communicate regularly with prison staff and establish clear and open communication channels. Remembering prison staff will not have a mobile phone, you can often reach them on a landline.
3. Staff in prison can often be away from their desk so allow extra time for them to reply to emails. They also won't be able to access their emails on mobile phones.
4. There is existing construction training in Welsh prisons as an employer you can add value with careers talks, mock interviews, confidence building and giving people a sense of hope that the construction industry is interested in them.
5. You won't be able to take photos in prisons a member of prison staff may be able to take photos but prisoners faces will need to be obscured in any photos. The Ministry of Justice have produced photos of people working in prisons that can be used on social media:  
[www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies](http://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies)
6. If you are giving a presentation in a prison it is important to pitch it at the right level. A general introduction to the industry might be better suited to a presentation in a school. It is good to talk about a current development and potential roles.
7. As an ice breaker before a workshop or presentation it is good to ask what level of experience people have and what roles they are interested in.
8. If you would like to deliver employability training in a prison but you are not sure what to ask prison staff if they will hand out the Consultation Form included in appendix three.
9. Residents will be interested in talking to you. Be prepared to answer questions about why you are there and to answer questions about your role and the organisation you work for.
10. Residents will be very keen to work for you and might ask for your contact details. It is best to arrange in advance how you can be contacted. It is fine to give out a contact phone number but remember they will not be able to contact you until they are released from prison.

## Supporting Ex-offenders into Construction Employment in the Community

Construction companies can support ex-offenders in the community. Recruitment can be time consuming and challenging. It can be more effective to work with agencies and charities already working with ex-offenders. The Job Centre can also recruit for activities and can select participants on criteria such as being ex-offenders. Working in partnership with third party organisations can also help to manage the process and the perceived risk associated with working with ex-offenders.

## Recruiting Ex-offenders in the Community

The Wales Community Rehabilitation Company (CRC) manage resettlement services in Welsh prisons. These are Cardiff, Parc, Swansea and Usk/ Prescoed and Berwyn. They also manage services for people resettling in Wales including resettlement services for Eastwood Park women's prison in Gloucestershire. Through the gate services support people to reintegrate into the community. Some services are delivered by subcontractors on behalf of the CRC's. These are St Giles Trust for men and Safer Wales for women.

## Working with Charities Supporting Ex-offenders

There are a number of charities in Wales that are running projects to support ex-offenders these charities are keen to work with employers to help their clients on their journey into employment. The Wallich BOSS project is a good example of a charity supporting ex-offenders into employment including construction employment in South Wales.

Organisation	Link to Contact Details:
Wales CRC	<a href="http://walescrc.co.uk/content/view/office+finder">walescrc.co.uk/content/view/office+finder</a>
National Probation Service	<a href="http://www.gov.uk/government/publications/probation-directory">www.gov.uk/government/publications/probation-directory</a>
St Giles Trust	<a href="http://www.stgilestrust.org.uk/page/contact-us">www.stgilestrust.org.uk/page/contact-us</a>
Safer Wales	<a href="http://www.saferwales.com/contact-us/">www.saferwales.com/contact-us/</a>
JCP (local office search)	<a href="http://los.direct.gov.uk/">los.direct.gov.uk/</a>
The Wallich	<a href="http://thewallich.com/contact/">thewallich.com/contact/</a>

## Recruitment Tools

As part of the Toolkit a Referral Form template has been included in appendix four this can be sent to referral agencies. The referral form captures the details of the referrer, the participant, and what the anticipated benefits for the participant are.

### **Good Practice: Construction Community Day**

Construction companies can hold a community day and invite ex-offenders on to a construction site. McLaren Construction hosted a 'Construction Group Community Day' the day involved a site tour, Health & Safety exercise, mock CSCS test and employability workshop. The community project received a lot of positive feedback from the criminal justice sector. One of McLaren's supply chain was hiring a labourer and they offered to give the most promising candidate an opportunity. The activity in the morning was 'Spot & Shout it Cards' & mock CSCS tests. There was an inspirational talk from a boxer who had offended and had turned his life around and had a successful career.

Participants had lunch at a local restaurant before the employability workshops in the afternoon. In the afternoon the HR department attended and explained a bit about the jobs on offer. They went over CV skills and interview skills with participants. After that attendees had two weeks to submit their CV's for the groundwork job that was on offer. Participants were then given two weeks to submit their CV's with the two most promising candidates being invited for an interview.

### **Work Experience**

Work experience can be a good way of seeing if a candidate has the right skills and attitudes before employing them. Work placements need to be paid or if unpaid need to be for an agreed specified time such as two weeks and have the potential to lead to something. An editable Work Experience Agreement Template is included in appendix five it can be adapted to suit employers' needs.

### **Recruiting for a Course: Individual Action Plans**

Wates Cardiff Living supported Construction Youth Trust to deliver a construction course to ex-offenders in the community. As part of the Clean Slate Cymru project the Individual Action Plans were used, as a starting point for an interview for a place on the course. In all twenty potential participants were referred to the course. Recruitment interviews were seen as a good way to ensure the right referrals benefited from the course. The Individual Action Plan (IAP) included in appendix six was an effective way of finding out more about students in the interview, their learning needs and their aspirations. The course recruitment interviews took about an hour. This included filling in the IAP, personal details form and discussing the structure of the course.

## What Works in the Community

There has been a lot of learning as part of the Clean Slate Cymru project about what has been successful when working in the community. The following ten points highlight ten areas that we think have contributed to the success of the project:

1. Do not underestimate the time and effort required to recruit people for a short course or site tour. Work with Job Centre Plus (JCP), probation and charities like The Wallich to recruit participants.
2. If you would like to work with ex-offenders JCP can filter clients for you.
3. If you would like to recruit women with convictions allow even more time. Less women offend than men. Women only make up about 5% of the prison population. On 16 June 2017 there were 3,994 women in prison in England and Wales<sup>12</sup>.
4. Meeting people before an intervention is a good idea especially if you are recruiting for an expensive course. You will find out who is motivated, has an interest in working in construction and the right attitude.
5. Working with other organisations for examples charities can add value to your intervention by providing mentoring support.
6. You can make a real difference to people's lives celebrate success but don't get too disheartened if someone suffers a setback. It happens.
7. One thing a lot of ex-offenders, of all ages, have told us during the Clean Slate Cymru project is they have never had a job interview. Be aware of this and it might be better to invite candidates to an informal chat rather than a job interview.
8. If you or your supply chain do not have any opportunities the employment agency you use might.
9. Be realistic about where people can travel to people will not be able to access opportunities they cannot travel to. If they are on tag they will also need to leave home after a certain time and return by a certain time this can also limit the areas, they can travel to.
10. If people are homeless or living in insecure accommodation, please be understanding. It is almost impossible to think about employment if you have nowhere to live.



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<sup>12</sup> Prison Reform Trust (2017). *Prison the facts, Bromley Briefings Summer 2017*. Available at: <http://www.prisonreformtrust.org.uk/portals/0/documents/bromley%20briefings/summer%202017%20factfile.pdf>

## Section Two Interventions

Section two of the Toolkit looks at interventions with people with convictions both in the community and in prisons. Firstly, example of a construction course in a community and prison are given. Secondly, templates for paperwork tested during the 'Clean Slate Cymru' pilots are briefly explained and templates provided.

### **Section Two Interventions**

Clean Slate Cymru Toolkit: Section Two Intervention

- Appendix Seven: Work Readiness Checklist
- Appendix Eight: Impact Web



## Section Two Interventions

This section of the Toolkit looks at construction industry led initiatives for ex-offenders. This section contains brief examples of initiatives used to engage people with convictions and some of the information and templates that might be useful. As with all templates in the Toolkit documents can be edited to meet your needs. Some examples of construction industry led initiatives to support people with convictions are listed below one in the community and one in a prison. The Toolkit then looks at templates that can be useful when supporting ex-offenders to access opportunities within construction.

### Community Construction Course: Wates Cardiff Living

The Wates Cardiff Living course was sponsored by Wates and delivered in partnership with Construction Youth Trust as part of the Clean Slate Cymru project. Referrals were received from Job Centre Plus, housing associations, Working Links and Communities for Work. Learners on the course had a variety of educational and offending history. As part of the seven-day course learners spent a day on a Wates construction site having a Health and Safety induction, industry talks and a site tour. Learners took part in a carpentry taster and built bat boxes that they donated to Caerphilly Council's Biodiversity Team. The Biodiversity Team attended the course to receive the bat boxes and brought some bats along to the course for the learners to see.

Learners also took part in CSCS test preparation. Six of the eight learners have passed their CSCS tests including one participant who passed her CSCS test first time with all answers correct despite having no previous construction experience or knowledge. Six learners completed an IOSH Working Safely course and learners also received manual handling training. To date four participants have had an offer of employment within the construction industry and one has been successful at securing a groundworks apprenticeship after being invited to an event by Wates.

## Templates to Support Interventions

### Work Readiness Checklist

The 'Work Readiness Checklist' in appendix seven was put together initially because some project participants on the Clean Slate Cymru project did not have the necessary documents to prove their right to work in the UK. Questions about employability were added when participants told us they had never had a job interview. The checklist also asks construction industry specific questions such as willingness to take drugs tests and whether they are prepared to work physically hard.

### Impact Web

When working on short term projects it can be difficult to report on the changes that an intervention has made. Sometimes, when working with groups facing barriers you will make progress but there may not be a job outcome. However, you might know your project has made a difference to that individual such as an increase in confidence. One way of measuring if a project has made a difference to an individual is to measure progress towards a goal. An Impact Web template has been included in appendix eight.

### Good Practice: Network Rail at HMP Cardiff

Network Rail Wales has developed a programme to provide professional support, advice and equipment to Cardiff Prison and to the prisoners enabling them to participate in the track worker training programme in Wales. The aim is to help provide them with the opportunity and the ability to break out of the cycle of re-offending through the provision of formal, accredited training leading to an accredited competence qualification. The programme equips prisoners with transferable skills and confidence alongside the practical skills to undertake track maintenance work and ultimately gain employment.

The course addresses skills shortages as there is an urgent shortage of train track workers in the UK. Network Rail does not directly benefit from the rail track course at HMP Cardiff, they see the benefits through their subcontractors who employ the track workers. A Personal Track Safety (PTS) course only takes two weeks to complete. However, Network Rail recognise the importance of soft skills as well as technical skills to progress into employment and the course lasts twelve weeks. Network Rail support employability with motivational talks, mock interviews and CV workshops from the HR department and an employment pack so the track workers are signposted to where to go to secure employment post release.



Cardiff Prison have built an authentic 100ft long rail track and have a purpose-built classroom with changing facilities for the men to work on the track. The prison identifies learners to go on the course who must pass drug and alcohol tests to be eligible for the course. Learners are also taught acceptable culture and behaviours at Network Rail. Recent figures indicated approximately 65% of those that undertook the course gained gainful employment within the rail industry on release<sup>13</sup>.

<sup>13</sup> Parry, G. & Green, E. (2017) Co-creating value: Through the gate and beyond. Project Report. UWE. Available from <http://eprints.uwe.ac.uk/30910>

## Section Three Employment

This section of the Toolkit examines open recruitment and looks at the importance of employing people on talent and ability. There is an editable template on risk assessment interviews this can be adapted for use by the construction industry in Wales.

### **Section Three Employment:**

- Appendix Nine: Guidance and Template for completing a Risk Assessment Interview

## Employing Ex-offenders

The Toolkit gives an overview of resources available to support you to employ ex-offenders. This is not legal advice it is intended to signpost you to some of the guidance available to support you. The CITB funded Mind the Gap project have produced 'Mind the Gap: a practical guide to employing ex-offenders in the construction industry'<sup>14</sup>. This is a comprehensive guide on employing ex-offenders within the construction industry.

### Employing Ex-offenders: Open Recruitment

Open recruitment means removing the unnecessary barriers to disadvantaged groups and appointing staff based on talent. Evidence<sup>15</sup> suggests ex-offenders can become some of your best employees. The DWP<sup>16</sup> report that businesses report that employees facing barriers such as ex-offenders go the extra mile to secure results, stay with their employer for longer, have a strong commitment to their organisation and lower rates of absenteeism.

### The Job Application Process: Ban the Box

There are two consequences of asking people about a criminal record on a job application form. Firstly, if applicants only have the opportunity to tick a Yes/No question and write a couple of lines employers will not have enough evidence to make an informed decision based on evidence. Business in the Community (BITC) recommend that employers remove criminal disclosure questions from the first stage of the recruitment process. They suggest employers should amend recruitment policies and procedures, application forms and online portals so they do not unintentionally discriminate against candidates with a criminal record. This means that candidates are first assessed on their skills, qualifications and ability to do the job. It is more appropriate to ask about criminal convictions at a later stage of the recruitment process so candidates can provide more information about the circumstances surrounding the offence and can better inform the employers risk assessment.

### Spent Convictions

Employers can't turn someone down for job if they have been convicted of an offence if the conviction or caution is spent. Job applicants do not need to tell potential employers about spent convictions or cautions. For more details on what counts as a spend conviction please see UK Government's advice on employing ex-offenders: [www.gov.uk/exoffenders-and-employment](http://www.gov.uk/exoffenders-and-employment)

### Criminal Record Checks

Criminal record checks are not required for all jobs. They are often not relevant for the post being applied for. Employers should inform applicants from the start of the application process what information will be collected from them and why, and at what stage of the application process the information will be requested. This will help the candidate decide whether to apply for the post. Employers should emphasise that information on criminal records will only be considered if it is relevant for the position being applied for. Applicants should not be unfairly discriminated against and applicants should be considered on skills, qualifications and ability to do the job first.

### Disclosure and Barring Service (DBS) Checks

For most jobs, you're not allowed to consider convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 (ROA). You would also be acting unlawfully if you were to carry out a criminal record check at a level inappropriate for the role. Employers who do this could be charged for unlawfully processing data of a sensitive nature. DBS checks should only be carried out for specific positions or professions.

If you are not sure if you should obtain a DBS check for a role you can contact DBS customer services on 03000 200 190 or email [customerservices@dbsgsi.gov.uk](mailto:customerservices@dbsgsi.gov.uk)

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<sup>14</sup> Headley, D. (2018). Mind the Gap: A practical guide to employing ex-offenders in the construction industry. Available at: [www.nacro.org.uk/training-and-consultancy/mind-gap-project/mind-the-gap-practical-guide-employing-ex-offenders-construction-industry/](http://www.nacro.org.uk/training-and-consultancy/mind-gap-project/mind-the-gap-practical-guide-employing-ex-offenders-construction-industry/)

<sup>15</sup> Department of Work and Pensions (2017). *The new step-by-step guide to help you achieve open recruitment*. London: See Potential & Business in the Community.

<sup>16</sup> Department of Work and Pensions (2017). *The new step-by-step guide to help you achieve open recruitment*. London: See Potential & Business in the Community.

## **Risk Assessment Interview**

If a candidate discloses they have an unspent conviction or a DBS comes back with unspent convictions it is important to find out more. It might be clear straight away that an applicant is unsuitable for a job because of their criminal record. In most circumstances you will not know if a candidate is unsuitable for a role until you ask them some questions. This is where a risk assessment interview is useful. A Risk Assessment Interview template is included in appendix nine with guidance notes. It is important that a potential employer conducts a risk assessment with sensitivity and empathy, almost 100% of participants on the Clean Slate project told us fear of disclosing an offence was their biggest barrier to securing work. The purpose of the meeting is for the employer to gather the necessary information to assess whether the candidate poses a risk in the position applied for. Guidance on completing a risk assessment interview and a template that can be used when completing a risk assessment interview is included in appendix nine.

## Section Four: Signposting and Further Support

As part of the Clean Slate Cymru project we worked with the construction industry to support ex-offenders overcome barriers to construction training and employment. This section of the Toolkit looks at some of the organisations ex-offenders can be signposted to if they need additional support. If you work for the construction industry your role will be to provide construction related information, advice and guidance (IAG). If people you are supporting require help with issues outside construction IAG you will need to signpost them to other services.

### Disclosing an Offence

Almost 100% of participants on the Clean Slate Cymru project thought that disclosing an offence was the biggest barrier to them securing employment.

The rules around disclosure can be complicated Unlock a charity supporting ex-offenders has developed a disclosure calculator: [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk)

Unlock also have a helpline that ex-offenders can call for advice: 01634 247350 (Monday to Friday, 10am to 4pm)

Text or WhatsApp: 07824 113848

### Signposting

It might not always be possible for you to support ex-offenders without help and you will need to signpost them to other people and other organisations. You want to help people but you need to be realistic. If your role is to provide construction industry information, advice and guidance (IAG) then it is not appropriate to give advice on things you are not an expert on. It is appropriate to signpost people to other organisations that can help them. There are many organisations you can signpost people you are supporting when you are not able to help them.

For example, one of the project participants of the Clean Slate Cymru project, Bill was keen to start a career in construction. We met Bill while he was still in prison and he was keen to get a role in the construction industry. We contacted Bill in the community and he was struggling with the lack of support for his mental health needs. The scope of the project was to deliver construction training and IAG. Bill was a veteran, so we were able to refer him to the Poppy Factory where he got some support with his mental health needs.

Below is a list of some of the organisations you can signpost people to get support:

### Employability and Entrepreneurship

The Wallich	
What they do:	The Wallich BOSS project provides employability and entrepreneurship training to ex-offenders in South Wales.
Telephone:	029 2167 4381
Email:	BOSS@thewallich.net
Website:	Thewallich.com

### Housing

Shelter Cymru	
What they do:	Housing advice and support
Telephone:	0345 075 5005
Email:	sheltercymru.org.uk/email-advice
Website:	sheltercymru.org.uk

## Mental Health & Wellbeing

<b>Mind Cymru</b>	
What they do:	Mind Cymru provide an Infoline for information on types of mental health problems, where to get help and medication and advocacy.
Telephone:	0300 123 3393
Text:	86463
Email:	info@mind.org.uk
Website:	www.mind.org.uk

<b>Samaritans</b>	
What they do:	The Samaritans provide confidential emotional support 24 hours a day.
Telephone:	116 123
Email:	jo@samaritans.org
Website:	www.samaritans.org

## Substance Misuse

<b>DAN 24/7</b>	
What they do:	Provide a Drug and Alcohol Helpline for Wales
Telephone:	0808 808 2234 Or text Dan to 81066
Website:	www.dan247.org.uk/

## Support for Veterans

<b>The Poppy Factory</b>	
What they do:	The Poppy Factory provides a free, personalised employability service to veterans in England and Wales, supporting those with a medical condition or impairment back into work.
Telephone:	020 8940 3305
Email:	admin@poppyfactory.org
Website:	www.poppyfactory.org

## Appendix One: Project Plan for Working in Prisons<sup>17</sup>

<b>Prison Details</b>	
Name of prison:	
Address:	
Phone number:	
Name of Governor:	
Name of main contact in prison:	
Direct line of main contact:	
Email of contact:	

<b>Construction Company Details</b>	
Name of construction company:	
Address:	
Phone number:	
Director:	
Name of main contact for project:	
Direct Line of main contact:	
Email of main contact:	

<sup>17</sup> Adapted from HM Prison Service & Clinks (no date). *GOOD PRACTICE GUIDE, getting it right together: Prisons and the Voluntary and Community-based sector*. London: HM Prison Service & Clinks.



**Describe the prisons roles and responsibilities for the project?**

**Describe the construction company's roles and responsibilities for the project?**

**Preparing the Project**

*What issues need to be discussed and resolved prior to the commencement of the project? What specifically needs to be in place before the project will start?*

**What supporting documents support this project plan?**

*e.g. management of project including communication issues, funding arrangements, training requirements, monitoring arrangements and evaluation process including the possibilities for mainstreaming and dissemination?*

**What, if any, financial exchanges will take place as part of the project?**

*How will they be initiated, authorised and paid. Does any particular audit trail need to be in place?*

**On behalf of the prison:**

**Signed:**

**Print Name:**

**Date:**

**On behalf of the construction company:**

**Signed:**

**Print Name:**

**Date:**

## Appendix Two: Careers Fair Form

<b>Name:</b>	
<b>Prison:</b>	
<b>Prison number:</b>	
<b>Area returning to:</b>	
<b>Construction experience:</b>	
<b>Do they have a CSCS Card:</b>	
<b>Construction qualifications:</b>	
<b>Area of construction interest:</b>	
<b>Comments:</b>	

Appendix Three: Consultation Form

<b>Name:</b>	
<b>Prison Number:</b>	
<b>Area returning to:</b>	
<b>Release date:</b>	
<b>Have you worked in the construction industry?</b>	
<b>Do you have a CSCS Card?</b>	
<b>Can you write down any construction qualifications you have?</b>	
<b>What job in construction would you like to do?</b>	

How can we help you prepare for getting a job in the construction industry? (Please tick)

<b>Interview practice with a construction employer</b>	
<b>One to one construction careers advice</b>	
<b>CSCS test preparation</b>	
<b>Construction careers workshop to learn about different careers</b>	

<b>CV workshop</b>	
<b>Construction careers event</b>	
<b>Health &amp; Safety training session</b>	
<b>Employment agency talk and registration</b>	

<b>Can you think of any other ways we can support you?</b>	
--	--

## Appendix Four: Referral Form

<b>Referring Organisation</b>				<b>Please return completed forms to:</b>  Insert name: Insert address: Insert email: Insert phone number:	
<b>Contact Name</b>					
<b>Contact Telephone Number</b>					
<b>Email address</b>					
<b>Name of Attendee</b>	<b>Address/Location</b>	<b>Post Code</b>	<b>Telephone Number (If appropriate)</b>	<b>Project being referred for</b>	<b>Benefits anticipated for the individual</b>

I confirm that the individuals named above are aware of their nomination and confirm that they would like to take part in the project for which they have been nominated.

Signed ..... Name:.....

Date.....

## Appendix Five: Work Placement Agreement<sup>18</sup>

This Work Placement sets out an agreement between an employer and an individual for an unpaid work experience placement. It is just as important to establish ground rules and expectations with an unpaid work placement as it is with a job. It is easier for people to meet your expectations if you are clear about what you want. It is important for unpaid work placements to be time limited and have the potential to lead to something.

1. Employer Details	
Company Name:	
Contact Name:	
Job title of contact:	
Telephone number of contact:	
Company Address:	
Participant Name:	
Contact Number:	
Placement Manager:	
Contact Number:	
2. Duration	
The placement is expected to last	
For (insert number of hours)	hours per week
For (insert number of weeks)	Weeks

<sup>18</sup> Adapted from NIACRO 'Engaging the Employer: A Best Practice Guide'

### 3. Attendance

The expected days of attendance are (please circle as appropriate)

Mon Tues Weds Thurs Fri Sat

The placement attendance hours are:

am to pm

Meal and tea breaks are to be determined by the employer.

(Hours of employment should be agreed with the employer and the participant)

Participants should be allowed time for training and interviews.

Illness should be reported on the first day of absence. A Doctor's certificate is needed for illness of more than seven days.

### 4. Location

The placement is based at:

However; you may be required to be placed at any location where the employer has work.

### 5. Expenses/Payments

Delete as appropriate:

The placement is voluntary and not paid employment. [insert name of company] will be responsible for out of pocket expense



**6. Employers Liability Insurance**

**Employers and Public Liability Insurance**                      Y/N

**Company:**

**Checked By:**

**Date Checked:**

**Expires:**

**Date checked again:**

**7. Termination of Agreement**

**Either party can terminate the agreement without giving reason by serving the other with notice in writing.**

## Appendix Six: Individual Action Plan Template

Your Name	
Today's Date	

### STEP 1: Where are you now?

<b>Prior learning experiences</b>
<i>Please list any qualifications that you have:</i>
<b>When you think about learning new skills, how do you feel?</b>

How do you like to learn? *(Please tick as many boxes as you like)*

Listening and doing	<input type="checkbox"/>	Hands-on activities	<input type="checkbox"/>	Using a computer	<input type="checkbox"/>	On my own	<input type="checkbox"/>
Writing things down	<input type="checkbox"/>	Visual – TV, Video, DVD	<input type="checkbox"/>	Discussion, debate	<input type="checkbox"/>	In a group	<input type="checkbox"/>
Repeating and practising things	<input type="checkbox"/>	Watching a demonstration	<input type="checkbox"/>	Using books and reading	<input type="checkbox"/>	Quizzes, crosswords etc.	<input type="checkbox"/>
Other - please state							

**Your literacy ability**

*How do you feel about your reading ability?*

*How do you feel about reading aloud in public?*

*How do you feel about your writing ability?*

*How do you feel about speaking in a group?*

**Your numeracy ability**

*Can you cope with various tasks such as dealing with money, telling the time, using a tape measure?*

**Participant's opinion of their ICT ability**

*Can you cope with tasks such as using the internet, completing an on-line application form, uploading a CV, typing a letter, using a spreadsheet?*

**Participant's opinion of their work readiness**

*Can you cope with and commit to working long hours every day?*

*Can you take direction and work in a team?*

**STEP 2: Where do you want to be?**

*Short and long term aims and career plans*

*Describe any short and/or long-term goals:*

### STEP 3: How will you get there?

Try to break down any larger objectives into smaller, achievable tasks so they don't seem so difficult to achieve.

Make sure you think about what you can do NOW; there's no point in having an action plan that starts in six months' time.

Action	Who can help	Expected completion date	Actual completion date
<i>EXAMPLE: Research careers in the construction industry on 'Go Construct' website</i>	<i>Someone who can give me safe access to the internet</i>		

**STEP 4: Identify any challenges, barriers and self-defeating tendencies**

Feel as though you're fighting a losing battle		Feeling overwhelmed		Behavioural issues such as anger management		Afraid of getting 'knocked-back'	
Feeling you can't control certain things		Not aware of your own achievements, skills and positive qualities		Afraid of having to disclose a criminal record to an employer or a college		Afraid of not having a stable home	
Need to find a way to rebuild relationships with children/family		Need to find a way to build new and positive relationships		Not aware of potential career paths		Learning difficulties or disabilities	
Other - please state							

**STEP 5: Identify coping strategies and potential support networks**

*What can I do to get over these barriers?*

**STEP 6: Decide on a realistic time-scale to achieve your overall goal and a review date to see how things are progressing**

*By when?*

*Review date:*

**STEP 7: Review your progress**

*Identify any achievements, set-backs, new goals and opportunities etc.*

I have negotiated this individual action plan, and will follow it through to the best of my ability.

Signed (participant):

Print name:

Signed (staff):

Print name:

Date:

## Appendix Seven: Work Readiness Checklist

<b>Your Name</b>	
<b>Today's Date</b>	

<b>Personal Qualities</b>			
	Yes	No	Comments
I can show up to work on time			
I can show up to work every day			
I can dress appropriately for work			
I know what construction industry role I would like			
I have a CV			
I can perform well in an interview			
I can take instructions and follow tasks as requested			
I am able to complete a timesheet			

<b>Construction Industry Requirements</b>			
	Yes	No	Comments
I am able to be on site by 8am			
I am willing to travel to other sites if necessary			



I am prepared to work physically hard			
I agree to take a compulsory drug test if required by my employer			
I have a CSCS Card			

Legal Requirements			
	Yes	No	Comments
<p>I have evidence of the right to work in the UK<sup>19</sup> for example:</p> <ul style="list-style-type: none"> <li>• A Full valid passport,</li> <li>• An EU passport or national identity card,</li> <li>• A registration permit or Biometric Immigration Document, travel document, passport or Immigration Status Document issued by the Home Office or UK Border Agency</li> <li>• A full UK birth certificate/ UK adoption certificate accompanied with an official document giving the person's National Insurance number and name issued by a government agency or employer</li> <li>• A certificate of registration or naturalisation indicating the person has the right to remain in the UK accompanied with an official document giving the person's National Insurance number and name issued by a government agency or employer</li> </ul>			
I have a bank account			

Signed (participant):

Print name:

Date:

Signed (staff member):

Print Name:

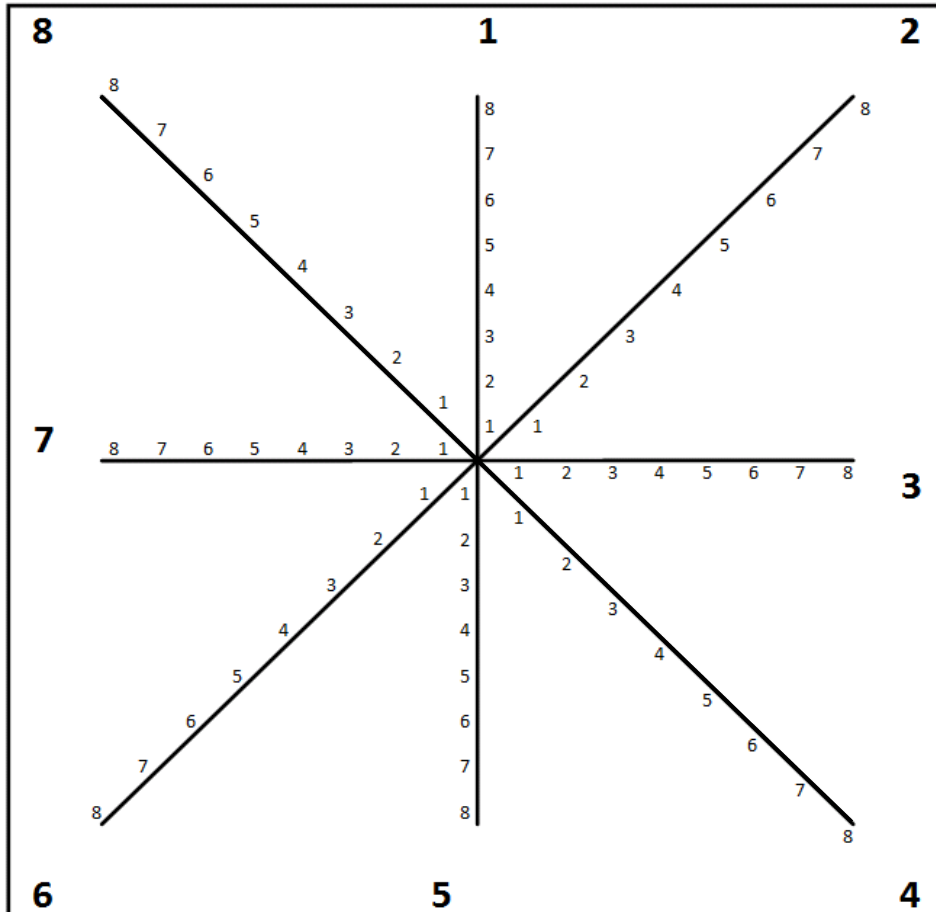
<sup>19</sup> For a full list of documents please see, Home Office (2015). *An employer's guide to acceptable right to work documents*. London: Home Office. P 24-25, Available at: file:///H:/downloads/employers\_guide\_to\_acceptable\_right\_to\_work\_documents\_v5.pdf

## Appendix Eight: Impact Web

Name: .....

Answer each of the 8 questions below by circling a number on the matching line  
There are no right or wrong answers and it is based on how you feel today

1-2 Not at all	3-4 not really but ready to make progress/learn	5-6 somewhat with support	7-8 agree and I don't need support with this
----------------	---	---------------------------	--



- |   |  |
|---|--|
| <p>1. I feel confident</p> <p>3. I am ready to work and I want a job</p> <p>5. I am aware of at least 10 job roles in the construction industry? (If you answer 7 or 8 please list them on the back of the sheet)</p> <p>7. I feel confident talking to employers</p> | <p>2. I am ready to learn new skills</p> <p>4. I know what job I want and the steps I need to take to get there?</p> <p>6. I have the personal qualities employers are looking for (attendance, punctuality, reliability, commitment)</p> <p>8. I feel confident using tools</p> |
|---|--|

## Impact Web Question Bank

The Impact Web question bank below contains both the questions included in the Impact Web above and some alternative questions. One of the construction specific statements above is 'I feel confident using tools'. If your initiative consists of CV workshop it would be appropriate to replace this with 'I am happy with my CV and it shows my key skills and competencies'.

Emotional & Attitudes	Employability Skills
Emotional: <ul style="list-style-type: none"> <li>• I feel confident</li> </ul> Attitudes: <ul style="list-style-type: none"> <li>• I am ready to learn new skills</li> <li>• I am ready to work and I want a job</li> <li>• I know the job I want and the steps I need to take to get there</li> </ul>	<ul style="list-style-type: none"> <li>• I understand the personal qualities employers are looking for e.g. attendance, punctuality, reliability &amp; commitment.</li> <li>• I would feel confident in an interview</li> <li>• I would feel confident in a telephone interview</li> <li>• I am happy with my CV and it shows my key skills and competencies.</li> </ul>
Social Networks	Employability Skills (construction specific)
<ul style="list-style-type: none"> <li>• I feel confident talking to employers</li> <li>• I feel confident working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• I am aware of at least 10 job roles in the construction industry?</li> <li>• I feel confident using tools</li> </ul>

## Completing the Impact Web

Participants should be given the Impact Web to fill in at the start and the end of an intervention. You can either give learners a different colour pen so you know where they were at the start and the end or they can fill in a different piece of paper.

## Analysing the Impact Web

Following an intervention, it can take time for someone to progress into employment, education or training. Occasionally somebody is not ready to progress but your intervention might have helped them on their journey into employment. An Impact Web can help you measure and report on the progress towards a goal of someone following an intervention.

## Appendix Nine: Risk Assessment Interview Guidance & Template

If a candidate has disclosed that they have an unspent conviction or a criminal record check comes back with an unspent conviction you will need to find out more. A risk assessment interview is useful after it has been established that a candidate has the right attitudes and skills to do the job but you want to ensure they do not pose a risk to your business.

Discussing past convictions can cause anxiety and be embarrassing for candidates. It is important to conduct the interview with sensitivity and empathy. The purpose of the interview is to help the employer gather enough information to see if the candidate poses a risk for the position applied for.

Below are some example questions<sup>20</sup> you can ask somebody with convictions to put any offending history into context:

- What offences are on your record and how many do you have?
- What were the punishments you received for these offences?
- How long ago were your offences?
- Could you tell me the background of your offences?
- Were these offences on impulse or on purpose?
- Would you do anything differently now?
- What have you done since you committed these offences?
- How can you reassure me you won't be a risk to my business?

### Things to Consider in the Risk Assessment Interview

- The most important thing to focus on is the candidates' skills and ability to do the job.
- Is the offence even relevant to the job being applied for? E.g. a drunk driving offence is not relevant to a job that does not involve driving.
- How serious was the offence? It is important not to write a candidate off based on a particular offence. Offence codes can include a variety of offences that can differ in terms of seriousness. Violence covers everything from slaps and smacks, normally recorded as battery or common assault, to grievous bodily harm and murder. Offence codes can often make the incident sound more serious; which is why it is extremely important to gain further details of what took place.
- What were the circumstances of the offence were there any mitigating circumstances were there any issues with homelessness, employment, substance misuse or a relationship breakdown?
- What was the applicant's attitude to their offending? Did they show any remorse or take responsibility for their actions? Did the applicant try to make reparation to any victim?
- How old were they when the offence took place? You should consider if their circumstances have changed. For example, people who are convicted when they are young do not tend to reoffend when they have a family or mortgage as they have too much to lose.

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<sup>20</sup> Business in the Community Employers: The Right Step Employers Toolkit. Available at: [www.bitc.org.uk/sites/default/files/right\\_step\\_toolkit\\_jan\\_2012.pdf](http://www.bitc.org.uk/sites/default/files/right_step_toolkit_jan_2012.pdf)

## Risk Assessment Interview

<b>Candidates Name:</b>	
<b>Post applied for:</b>	
<b>Date of assessment:</b>	
<b>Name of first assessor:</b>	
<b>Name of second assessor:</b>	

<b>Nature of Offence(s)</b>	
<b>Offence(s)</b>	
<b>Did the applicant declare the matters on the Disclosure Application (DBS) form and/or the personal application form and or at interview? If not why not.</b>	
<b>Date of conviction(s)</b>	
<b>Did the offence occur recently? (offences that occurred a long time ago will be less relevant)</b>	
<b>Sentence(s) received</b>	
<b>Age at time of offence(s)</b>	
<b>What age is the applicant now?</b>	
<b>Length of time since conviction(s)</b>	

## Part B: Risk Assessment Interview with Guidance Notes

Risk Assessment Interview (with guidance notes)	
Does the individual agree that the information detailed on the DBS Certificate is correct?	
What were the circumstances surrounding the offence(s)? (Were there any mitigating circumstances homelessness, employment, substance misuse or a relationship breakdown)?	
What is the candidates' attitude to the offence?	
Is the candidate making efforts not to reoffend?	

Question	Yes/No	Please provide details
Have the candidates circumstances changed for the better since the offence(s)?  <i>Look at the circumstances including employment pattern and listen to the candidate's explanation.</i>		
Are the offences relevant to the post?  <i>Consider the nature of the post in relation to the disclosed offence(s).</i>		

Is the candidate being supported by any agencies?		
Does the role present any opportunities for the post holder to reoffend in their place of work?		
Does the post involve regular one-to-one/ unsupervised contact with the public?		
Is there any evidence the candidate can't manage conflict or cope with challenging behaviour?		
Were suitable references obtained and ID checked (If references gave cause for concern please state details?)		

## Sources of Further Information

Mind the Gap. (2018). A practical guide to employing ex-offenders in the construction industry' available at: [www.nacro.org.uk/mindthegap](http://www.nacro.org.uk/mindthegap)

The Ministry of Justice have produced photos of people working in prisons that can be used on social media: [www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies](http://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies)

Nacro 'Recruiting Safely and Fairly: A Practical Guide to Employing Ex-Offenders. Available at [www.nacro.org.uk/resettlement-advice-service/support-for-employers/recruiting-safely-and-fairly-guide-a-practical-guide-to-employing-ex-offenders/](http://www.nacro.org.uk/resettlement-advice-service/support-for-employers/recruiting-safely-and-fairly-guide-a-practical-guide-to-employing-ex-offenders/)

Unlock 'A simple Guide to the Rehabilitation of Offenders Act 1974' available at: [hub.unlock.org.uk/knowledgebase/a-simple-guide-to-the-roa/#click-here-for-the-index-of-this-page](http://hub.unlock.org.uk/knowledgebase/a-simple-guide-to-the-roa/#click-here-for-the-index-of-this-page)

## Sources of Further Information Clean Slate Cymru Project

### Clean Slate Cymru Best Practice Guide

The best practice guide explores current good practice of the construction industry engaging with ex-offenders and contains best practice created as a result of innovative pilots commissioned as a result of the project.

### Clean Slate Cymru Frameworks

As part of the Clean Slate Cymru project 'Ex-offenders into Construction Frameworks' have been put together for each of the National Probation Services regions of Wales. Each framework worked towards providing joined-up services to support and guide ex-offenders into construction employment.

### Clean Slate Cymru Toolkit

The 'Clean Slate Cymru Toolkit' has been designed as a resource for the construction industry to support ex-offenders on their journey into employment. The Clean Slate Cymru Toolkit provides the construction industry in Wales with a resource to support ex-offenders into construction education, employment and training.



## Glossary

<b>Categories</b>	<p>Prisoners are divided into the following four security categories:</p> <ul style="list-style-type: none"> <li>• <b>Category A:</b> Those whose escape would be highly dangerous to the public or national security.</li> <li>• <b>Category B:</b> Those who do not require maximum security, but for whom escape still needs to be made very difficult.</li> <li>• <b>Category C:</b> Those who cannot be trusted in open conditions (i.e. a prison without a secure perimeter) but who are unlikely to try to escape.</li> <li>• <b>Category D:</b> Those who can be reasonably trusted not to try to escape, and are given the privilege of an open prison.</li> </ul>
<b>Community Rehabilitation Company (CRC'S)</b>	<p>CRC is the name given to the programme responsible for supervising low and medium risk offenders on probation in England and Wales.</p>
<b>Community sentence</b>	<p>A non-custodial sentence served in the community entailing unpaid work as well as restrictions such as curfews and exclusion from certain areas and requirements to participate in activities such as drug and alcohol or mental health treatment.</p>
<b>Disclosure and Barring Service (DBS)</b>	<p>The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).</p>
<b>Disclosure and Barring (DBS) Checks</b>	<p>DBS checks should only be carried out for specific positions, professions, employment, offices works and licences included in the Rehabilitation of Offenders Act 1974 (ROA) Exceptions Order.</p> <p>If you are not sure if you should obtain a DBS check for a role you can contact DBS customer services on 03000 200 190 or email: <a href="mailto:customerservices@dbs.gsi.gov.uk">customerservices@dbs.gsi.gov.uk</a></p>
<b>Electronic Monitoring (EM)</b>	<p>Also known as 'tagging', EM uses an electronic device, normally an ankle bracelet, to track an individual's movements through GPS or by radio frequency. An EM order can be made by a court as part of sentencing or may form part of an ex-offender's licence on release from prison.</p>
<b>Her Majesty's Prison and Probation Service (HMPPS)</b>	<p>Her Majesty's Prison and Probation Service (HMPPS) replaced the National Offender Management Service (NOMS) in April 2017 as the agency responsible for the operational management of offenders in custody and the community.</p>

<b>Licence</b>	The set of conditions that a person must keep to upon release from prison, breach of which may result in a recall.
<b>National Probation Service</b>	The agency responsible for monitoring high-risk offenders in the community after their release from prison
<b>Rehabilitation of Offenders Act 1974 (ROA)</b>	The Rehabilitation of Offenders Act 1974 gives people with spent convictions and cautions the right not to disclose them when applying for most jobs, and buying insurance. Most ex-offenders will benefit from it at some point in their lives.
<b>Rehabilitation Period</b>	Rehabilitation period the Rehabilitation of Offenders Act 1974 allows cautions, convictions, reprimands and final warnings in respect of a certain offence to be considered spent after a specified period of time known as the rehabilitation period which is decided by the sentence or disposal received.
<b>Released on Temporary Licence (ROTL)</b>	If prisoners are attending your business for either voluntary, paid, work or training they will require a resettlement day release licence – a type of ROTL. The licence will state what times the individual is allowed outside the prison. A ROTL will only be granted where the prison service is satisfied the level of risk will be minimal. This can act as further reassurance to employers taking on residents from Welsh prisons.
<b>Spent</b>	Once a caution, conviction, reprimand or final warning becomes spent, it does not need to be disclosed to most employers, or when applying for most courses. It is against the law for an organisation to obtain information about an individual's spent convictions unless the law specifically states that they can ask an exempted question; usually when someone is applying for a job or role that is exempt from the ROA. For more information see: <a href="http://www.gov.uk/exoffenders-and-employment">www.gov.uk/exoffenders-and-employment</a>

