

Appendix D: CGL Statement on the Recruitment of Ex-offenders

CGL as an organisation believes that people have the capacity to change. We believe that discrimination against people because of any history of offending is unjust and recognise that employment is a significant factor in supporting people's effective rehabilitation. Importantly as an organisation built upon the foundations of rehabilitation and recovery we value the unique contributions that our colleagues who are also experts through experience bring to CGL.

We also recognise that ex-offenders may at times require individualised support during their employment with us or that the nature of their previous offending may preclude them from certain roles within the organisation.

To minimise the risk of any unfair or subliminal discrimination during the recruitment processes we have removed the requirement to disclose any offending history on Application Forms. Our recruitment panels do not see any offending history prior to a conditional job offer being made.

CGL as a responsible employer are of course required to act within the law and to deploy robust, defensible and risk assessed approaches to the employment of all new colleagues. We do this in the following ways:

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, CGL complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- CGL is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being conditionally offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated email address and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows CGL to ask questions about **your entire criminal record**, we only ask about 'unfiltered' convictions as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Under the Act convictions are not classed as 'spent' if the staff provide accommodation, care, social services, supervision or training to people aged under 18. Employment involving providing social services to elderly people, mentally or physically disabled people, alcohol or drug misusers are also exempt, therefore applicants are expected to declare all their convictions.

- We ensure that all those in CGL who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.