



## Involving parents and carers in recruitment and selection

The Voice, Influence and Change Team can support services to involve parents and carers of children with special educational needs and/or disabilities (SEND) in recruitment and selection. This document will help you identify how you would like to involve parents and carers involved in recruitment and selection panels.

### The benefits of involving parents and carers

Benefits to parents and carers:

- Their ideas are valued and influence the services provided for them and their child(ren)
- Opportunity to gain valuable experience and skills
- Encourages them to get involved in other areas which affect their lives

Benefits to the service:

- Far more likely to recruit the best candidate for the role
- Supports Ofsted inspections
- Leading to more improved delivery of services

Benefits to the interview candidates:

- Able to interact with parents and carers that they may be working with, or providing services for
- Opportunity to demonstrate their practical ability in communicating with parents and carers
- Receive direct feedback from parents and carers

### Options for involving parents and carers in interview panels

At the point of advertising a post contact the Voice, Influence & Change (VIC) Team to discuss the involvement of parents and carers in interview panels.

The VIC team require at least 4 weeks' notice to ensure meaningful involvement of parents and carers.

### Ways to involve parents and carers

- Parents and carers involved in shortlisting and interviewing - Ideally a parent / carer should be involved in the shortlisting as well and the interview panels. This would involve parents / carers shortlisting with you, helping to decide on the questions for the interview panel and then sitting on the panel alongside you. The parent / carers scores would have an equal weighting as the rest of the panel.
- Parents and carers sat on an interview panel - This would involve parents / carers sitting on the panel alongside you. The parent / carers scores would have an equal weighting as the rest of the panel.
- Question from parents / carers asked by the panel - This is something we do not encourage as it is not true involvement, however young people can choose a question they would like the adult panel to ask on their behalf during the adult panel

### Rewarding parents and carers

It is very important that the valuable contribution parents / carers make is recognised. Part of this recognition is that parents / carers who take part in interview panels are recognised for their time and commitment.

Expenses should cover:

- travel reimbursement
- providing vouchers for involvement

Complete the interview panel request form and email to [kayleigh.thurlow@leeds.gov.uk](mailto:kayleigh.thurlow@leeds.gov.uk) who will then discuss your request with you and work out the best method of involvement. We can promote these opportunities to our parent / carer support group network.

## SEND parents / carers involvement in interview panel request form:

Please return completed request forms to [kayleigh.thurlow@leeds.gov.uk](mailto:kayleigh.thurlow@leeds.gov.uk)

Kayleigh will contact you directly to discuss the panel option

### Your details

Service	
Contact Name	
Contact Email	

### Details about the post

Job title of post (please attach job description)	
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### Parent / carer involvement

How would you like to involve parents and carers?	
Date, time and venue of the panel	
What recognition and reward will you be giving to parent / carer	Travel amount: Voucher amount:
When will you feedback to parents/carers about who the successful candidate is?	

### Additional Information

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