



## Involving children and young people with SEND in recruitment and selection

The Voice, Influence and Change Team can support services to involve children and young people with special educational needs and/or disabilities (SEND) in recruitment and selection.

The Children Act 1989 determines the duty for local authorities to consider the wishes and feelings of children when adults make decisions about them. In December 1991 the UK Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). Article 12 in the Convention outlines the right for children to give their opinion on all matters affecting them. This includes decisions made in their families, education, public services, and decisions made in local and national policies.

Follow this guide to identify how you would like to involve young people in recruitment and selection panels.

### The benefits of involving young people

Benefits to young people:

- Their ideas are valued and influence the services provided for them
- Opportunity to gain valuable experience and skills
- Encourages them to get involved in other areas which affect their lives
- Adds to their accreditation record or CV

Benefits to the service:

- Young people can provide unique insight into qualities, skills, knowledge and experience they feel are important in different roles- particularly for staff working on behalf of or directly with children and young people with SEND and their families.
- Young people can help assess suitability of the candidate for specific roles or responsibilities included in the Job Description and Person Specification e.g. understanding issues and challenges affecting CYP with SEND and their families
- Evidencing Article 12 of the UN Convention on the Rights of the Child (UNCRC).
- Supports Ofsted inspections
- Leading to more improved delivery of services

Benefits to the interview candidates:

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

## **Organising young people's involvement in recruitment and selection**

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

The VIC team require at least 4 weeks' notice to ensure meaningful involvement of children and young people.

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.

### **Things to consider when involving young people**

Before completing the interview panel request form think about the way you would like to involve young people and what you would like to know from a young people's panel.

#### What would you like to know from a young people's panel?

Think about the job description and what you want to know about interview candidates

i.e.

- How they interact with young people
- Can they present information using creative methods
- Can they relate to young people's issues etc.

#### Methods of involvement:

- Young people's panel asking questions – young people can form a panel asking each candidate three or four questions that they have chosen based on the job description. This is very similar to an adults panel
- Presentation to the young people's panel – the candidates are asked to prepare a presentation prior to the panel which they are then scored on
- Young person on an adult's panel – a young person sits on the adults panel, however sitting on an interview panel cannot interrupt their education so the panel would need to be on an evening, during school holidays or a weekend
- Observation session – you set a task for the candidates to complete with young people (activity), you score the candidates on the observation and also gather feedback from the young people about their experience
- Question from young people asked by the panel – this is something we do not encourage as it is not true involvement, however young people can chose a question they would like the adult panel to ask on their behalf during the adult panel

#### Virtual or In-person

- Virtual – virtual panels can take place on teams or zoom
- In-person – if holding an in-person panel please book an accessible venue

#### Recognising and rewarding the involvement of young people

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

Expenses should cover:

- the cost of getting to and from the interview using public transport (if in-person)
- providing refreshments (if in-person)
- providing vouchers for involvement

## SEND young people's 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)	
What is the agreed % weighting?	

### Young people's involvement

What do you want to know from the young people's panel?	
How would you like to involve young people?	Young people's panel asking questions Presentation to young people's panel Young person on adult panel Observation session Other (please indicate)
Will the involvement be in person or virtually?	Virtually (indicate platform)  In person (indicate the venue)
Date and time of the young people's panel / involvement	
What recognition and reward will you be giving to young people	Travel Refreshments Vouchers (how much per person)
When will you feedback to young people about who the successful candidate is?	

### Additional Information

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