**Involving children, young people, parents, and carers in recruitment panels**

**Statutory guidance**

Local authorities must consider the wishes and feelings of young people when making decisions about them; they have the right to give their opinion on public services and local and national policies.

* The Children’s Act 1989
* United Nations Convention on the Rights of the Child (UNCRC)
* The Care Act 2014
* SEND Code of Practice 2014
* Children and Young People’s Plan
* Child Friendly Leeds wishes

This document provides recruiting managers with guidance to ensure meaningful involvement of young people, parents and carers in the recruitment process.

The Voice, Influence and Change Team can support services to involve young people, parents and carers in recruitment panels.

**Benefits**

* Young people and parents / carers can provide a unique insight into qualities, skills, knowledge and experience they feel are important in different roles.
* Sends out a clear message to all that the views of young people and parents / carers are valued and have a real impact.
* Far more likely to recruit the best candidate for the role, leading to improved delivery of services.

**Process to involving young people, parents and carers**

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| Who | When | What |
| Recruiting manager | Advertising the post | Identify if a young person / parent carer panel is required. |
| Recruiting manager | A minimum of 6 weeks prior to interview. | Complete request from and email to [VIC@leeds.gov.uk](mailto:VIC@leeds.gov.uk) . |
| Voice, Influence and Change Team | Once VIC team support has been agreed. | Recruit panel members, all of which will have undertaken recruitment and selection training.  Plan and deliver a prep session.  Send final panel details to the recruiting manager. |
| Recruiting manager | Once VIC team support has been agreed. | Book venue or set up teams session.  Identify a team member to support the panel. |
| Voice, Influence and Change Team | On the day | Lead on the delivery of the panel.  Buy the refreshments and vouchers. |
| Panel support from service. | On the day | Meet and greet candidates.  Attend the debrief to hear feedback from the panel. |
| Voice, Influence and Change Team | Day after the panel | Provide final scores and feedback from panel with recruiting manager. |
| Recruiting manager | Within four weeks of the panel. | Inform the VIC team of the successful candidate. |
| Voice, Influence and Change Team | Once details of successful candidate have been shared. | Inform panel members of the successful candidate. |

**If you require any further information or support please contact the Voice, Influence and Change Team at** [**VIC@leeds.gov.uk**](mailto:VIC@leeds.gov.uk)