

BRIEFING FOR SAFEGUARDING BOARD ON:

INVOLVING CHILDREN, YOUNG PEOPLE (CYP) IN RECRUITMENT

If done well including children and young people in the recruitment of staff is a valuable part of the process with huge benefits for everyone involved. It is however time-consuming, needs thoughtful planning and a commitment to learning to get it right. When starting out it may not run smoothly so being clear at all times about supporting, listening to and acting on what children and young people are saying will help maintain the focus on good participation. This is not easy when everyone has a big stake in who is appointed.

There is a risk in this process that children and young people could feel disempowered even if this is not the intention of the adults involved. While we hope this brief will help your organisation, if this is a new process it will be worth considering where you will get external support/advice from.

1. Interviews

The Process

Be clear about CYP involvement in the process by addressing the following;

- What are the motivations for involving CYP in the interview process? (Ensure that the reasons are not tokenistic and the benefits are clear)
- Start planning for CYP involvement as soon as possible – minimum 4 weeks notice
- See the process through the eyes of CYP.
- When are CYP available - are holidays or term time better? Who will be responsible for transport?
- What are CYP testing in the recruitment process how will they score candidates?
- What influence do they have on the final decision?
- What experience do the CYP have of recruitment & do they understand the role being recruited to?
- What individual support, preparation and training do they need? Who will do this?
- How will CYP be communicated/ consulted with about any changes?
- Where will the interviews take place? Is it suitable for CYP?
- How will CYP be thanked for their contribution – vouchers, letter, accreditation?
- What are staff attitudes and experience of involving CYP in recruitment? (Decide what input staff supporting CYP and those on the interview panel need)
- Do we need advice and support from another more experienced agency?
- How will the Human Resources team be involved in advising and supporting the involvement of CYP?

Clarify Format of Interviews and Process

- Will there be a CYP panel?
- Will there be any CYP on the main panel?
- Will candidates be asked to carry out an exercise as part of the panel process?
- Will CYP design all exercises and write their own questions?
- How many candidates are you interviewing? 5 max in one day is a guide
- How have candidates been informed re CYP involvement? This may be new to them too.
- Have you structured the day so that CYP are not waiting around too much, but have breaks (refreshments, access to toilets) and have time to discuss and score their questions?
- How will the CYP and adult panel meet and share the decision?
- What will happen if there is a disagreement? This needs to be considered at the start.

2. Feedback

Depending on how the recruitment process is structured and how straightforward the final decision is feedback to CYP about the appointment should be prompt.

- The support worker for the CYP can then communicate the outcome if this hasn't been agreed on the day.
- The chair of the adult panel should write formally to each child / young person involved to thank them for their involvement, and inform them of the decision made – within 1 week of process wherever possible.

Evaluation

This is an important part of checking the experience and impact of CYP on the process.

- An evaluation/feedback form should be completed by the CYP panel (with support from worker if needed) to help identify any areas for improvement as well as success.
- The adults involved to also complete an evaluation form designed to evidence how they listened to and acted on the views of CYP.
- Copies to be given of both sets of evaluations to all concerned parties for monitoring, evaluation and learning for future recruitment.
- Record of the final decision was agreed or not so you can see a trend over time.
- What did candidates feedback about their experience of CYP involvement in their interview?
- What would you differently next time?

3. Induction

To further support the ethos of participation opportunities to be considered for CYP to meet with successful candidate 3 months into post as part of their induction.