



# **Involvement of Children and Young People in Recruitment and Selection 2023-2025**

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## 1 Introduction

The purpose of this guidance is to encourage recruiting managers across BCP Childrens Services to understand and acknowledge the importance of young people actively participating in the recruitment and selection of staff that deliver services that affect them.

BCP aims to deliver an inclusive approach to the involvement of young people in recruitment and selection. Young People who currently support recruitment in BCP have been consulted in the development of this guidance.

The inclusion of young people in the staff recruitment process is an opportunity to hear their views and opinions, supporting not only young peoples' development but that of our organisation, enabling us to develop our practice and services.

This approach develops accountability to the young people we provide services to and demonstrates responsiveness to children and young peoples' needs.

## 2 General Principles

### 2.1 Hearing Young People

The involvement of young people is underpinned by the United Nations Convention on the Rights of the Child (UNCRC-1992). Recruitment actively demonstrates the application of Article 12 of the UN Convention – the Right to be Heard:

*'Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously'*.

Involving young people in our recruitment process

- shows our commitment to, and value of, children and young peoples' views and experience.
- involves young people in decisions about who we employ to work with them in their community
- provides opportunities for skills development and increasing confidence in young people and staff

### 2.2 Developing Services

Service delivery will be influenced by the voice of young people, helping to shape services, and helping BCP to recruit the right people.

## 2.3 Developing Practice

Engaging young people in the recruitment process requires staff to reflect and plan the process in an inclusive way that keeps young people at the core. This will build a wider understanding of young peoples' wishes and feelings and develop the dimensions of our relationships with them.

Prior to interviews the needs of the young people should be considered.  
For instance:

- Do they have Special Needs that require specific adaptations? (See Appendix Four)
- Is the venue accessible with appropriate facilities?
- How is the young person travelling to and from venue?
- Have you ensured the young person has a key person in the room to be their support, answering questions and making sure the young person is fully considered in the process?

## 2.4 Recognition of the value of young people's contribution

Young people are giving up their time to support BCP services as well as to champion the voice of young people. BCP is committed to recognising the value of this contribution and as such recruiting teams are required to provide vouchers of attendees' choice (See Appendix Three)

## 3 Eligibility

Young People aged 12 or above who receive or access services in BCP as residents of BCP council or with the council as their Corporate Parent can apply to be trained and supported to take part.

## 4 Recruiting team's commitments

### 4.1 Plan

- Contact [participation@bcpcouncil.gov.uk](mailto:participation@bcpcouncil.gov.uk) to include young people in your interview process. A member of the team will link in with you to plan with young people.
- Young people have a variety of circumstances and availability

As a general guide:

- A **minimum** of two weeks' notice is advised to allow for identification of young people available, preparation input and then attendance
- Young people are not employees. They may be at schools, college, working or just busy! Consider evening options or different ways to

involve young people as involvement is much more likely with that flexibility.

#### 4.2 Support

- The recruiting team will provide refreshments for young people attending. Food should be provided for young people attending for more than 4 hours.
- Breaks and check ins to ensure the young people are comfortable should be included, based around individual need.

#### 4.3 Recognise

- The recruiting manager will reward the young people participating as per the recognition guidelines -See Appendix Four: Reward and Recognition
- The recruiting team will provide a voucher to the value of the number of hours the young person is involved in the direct recruitment process and as per National Living Wage Government Guidance, to a maximum of 7 hours per day
- The Childrens Rights and Engagement team will monitor this process to ensure the young people receive their rewards and feedback regarding their involvement

#### 4.4 Include and Inform

- The recruiting manager will ensure the young peoples' feedback is incorporated in the final decision-making process.
- The young peoples' scoring will be incorporated into the overall scoring
- Once the recruiting manager has confirmed the agreed offer, they will ensure the young people who have contributed are informed of the outcome

Consideration must be given to the needs of the young person in this process. Group discussion will work for some, others may need an individual reflective conversation to share their views.

## 5 Childrens Rights and Engagement teams commitments

### 5.1 Skills development

- Young People will receive basic training in recruitment practice

The Children Rights and Engagement team provides training for young people to ensure equality of practice. See Appendix Two: Young Recruiters training programme.

## 5.2 Co-ordination

- The team will identify availability of young people to recruitment opportunities

Young people will be sought that access or benefit from the service the post is being recruited to. For instance, a young person who has experienced the service would be best placed to understand and support the recruitment to that service.

If there is no young person available who has accessed the recruiting service, other young people will be approached and where necessary, will be offered additional support to participate.

Requests for support on panels from trained young people will be agreed, wherever possible. There may be times when this is not possible due to availability of young people and/or other service needs.

## 5.3 Advice on practice

Suggested ways to involve young people are outlined in this document but creative practice is developmental. The team are happy to discuss and explore other practice options.

## 6 Young Peoples' Commitment

- To attend training to provide recruitment input
- To use skills and understanding to support the development of a workforce that includes the voice of the child in all its work
- To attend preparation as well as join the process on the day.
- To provide 48 hours' notice if unable to attend the interviews as agreed; except when absence is due to illness, when the young person will inform the relevant contact as soon as is reasonably possible
- To provide feedback on the experience of the process, to help with BCP's constantly evolving practice.

## 7 Ways to involve young people in recruitment

- The Children's Rights and Engagement team will work with the manager to identify the most appropriate method to involve young people in the recruitment process.

There are several frequently used methods listed below. However, developing practice is an on-going task and other possibilities can be considered with the young people.

## 7.1 Examples of involvement

- A young peoples' panel – this panel usually runs alongside manager/officer panels. Informed by the job details, the young people create a list of questions relevant to the post and score these questions in a panel setting. Their scores and information are used by the young people to feedback to the chair's panel and incorporated in the overall scoring.
- As above – but the young people set a task (eg presentation or activity) for each candidate to present to the group individually. The scores are fed-back to the chair's panel.
- A guided group discussion – all the candidates and young people get together with a discussion topic or questions directly relevant to the post and the young people. The young people provide feedback to the chair's panel on the pre-planned feedback areas.

## 7.2 Other methods:

- A young person/young people join the chair's panel. This method requires consideration of the young person's role within the panel. Their score weighting and influence on the decision will need to be considered in relation to their knowledge and understanding
- Involvement in screening application forms for shortlisting
- Input on questions and/or presentation topics for an interview process

These suggestions aren't exhaustive. The Children's Rights and Engagement team will continually review and develop practice and welcomes creative ideas to consider.

## 8 Decision-making and closure

The chair of the panel will ensure time is planned in to hear young peoples' feedback as part of the closure process

The young peoples' scoring will be incorporated into the overall scoring.

Once the recruiting manager has confirmed the agreed offer, they will ensure the young people who have contributed are informed of the outcome and recognised for their contribution (See Appendix One)



**Appendix One - Example format of acknowledgement letter/email**

Dear .....

Thank you for joining the recruitment activities for the role of .....(TITLE)  
on.....(DATE)

Hearing the views of young people is an important part of the process and your input has helped to ensure the team develops with young people at the centre of our work – which is why we are here!

**PERSONAL COMMENT EG YOUR FEEDBACK IDENTIFIED CLEARLY .....//OR YOUR FEEDBACK ENABLED THE PANEL TO FOLLOW UP ON .....//OR THE ROLE WILL BE ENSURING.....**

Thank you again - I look forward to more opportunities to work together.

Best Wishes

Name

Role



## **Appendix Two - Young Recruiters Training Programme**

It is important that everyone who takes part in the process of recruitment is aware of good practice and the underlying principles that support this as well as developing communication skills and confidence.

The Children's Rights and Engagement team will run a training session for young people to attend before they can be recognised as a Young Recruiter.

This training is for a maximum of 12 young people per group, with the intention of running 2-3 training groups per year, subject to need.

Included in the training:

- Understanding the process of recruitment
- Why is it important for young people to be involved in recruitment?
- Introduction to Childrens Services and types of job roles
- Preparing for interviews
- Unconscious Bias
- Good Practice

All trained young people will be listed on a register maintained by the Childrens Rights and Engagement Team staff.

### **How do Young People access the programme?**

Please email [participation@bcpcouncil.gov.uk](mailto:participation@bcpcouncil.gov.uk) leaving your contact details and a member of the team will get in touch.

### Appendix Three - Reward and Recognition

Benefits to young people who train in and support the process of recruitment:

- Training opportunities and skills development
- Evidence of skills for CV
- Reference opportunity for CVs
- Opportunity to influence decisions and influence the developing workforce
- In recognition of the commitment and benefit to BCP as well as young people, a voucher of the young person's choice, equivalent to rounded up National Living Wage or National Minimum wage ([National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-minimum-wage-rates)). National pay guidance is updated annually (1<sup>st</sup> April).
- As of 2023/24 rates for voucher rewards are:
  - 18-25 years: £10 per hour (rounded to the nearest whole figure)
  - Under 18 years: £7 per hour (rounded to the nearest whole figure)

## Appendix Four - Special Educational Needs and Disabilities information

To ensure that interview panels are diverse and represented by all services, BCP are coproducing with our Supported Interns and Young People to develop interview questions that can be used in the unlikely event of a young person being unable to attend an interview, therefore being represented on their behalf by an employee of the SEND Services.

BCP will work together with the young people to analyse and produce questions that represent the key features, responsibilities and qualities that they look for within an employee of the SEND Service; these include SEND Senior Manger roles and all other SEND posts where post hold will be actively engaged with, or making decisions regarding individual children or young people should be recruited via a Co-produced panel to include Young People/ and or Parent / Carers.

The questions will be created by the young people with a marking strategy to match, this can be used after the interview has taken place and a representative for young people can mark accordingly against the criteria to ensure the overall marking speaks for the young people's voices.

During our coproducing of the interview questions, we will ensure that:

- Those involved have a clear understanding of the interview process
  - Those involved have a clear understanding of who the questions will be directed at
  - Unconscious Bias
- Fair and equal input from a diverse group of young people

SEND participation contact: Bella Pretty ([bella.pretty@bcpcouncil.gov.uk](mailto:bella.pretty@bcpcouncil.gov.uk))