



Championing Children and Young People in England

*"We have blossoming and inspiring minds, and as young people we will aim to show that we can make a difference."*

Marie, 17

FRIDAY 12 NOVEMBER

# TAKEOVER DAY 2010

Everything you need to organise your Takeover Day  
Info for children and young people

[www.takeoverday.org.uk](http://www.takeoverday.org.uk)

# Hello from the Children's Commissioner for England



Maggie Atkinson,  
Children's Commissioner  
for England

**Takeover Day is all about celebrating young people, and highlighting the brilliant things you do. But adults benefit too! The businesses and organisations that take part tell us how much they have gained from the fresh perspective that young people like you have brought to their work.**

Since it began in 2007, Takeover Day has grown bigger and better every year. In my first year as Children's Commissioner I hope to see 40,000 children and young people working with adults in hundreds of organisations, and getting involved in making important decisions.

Maybe you've always wanted to know what it's like being a businessman, a nurse, a teacher or a journalist, or perhaps you want to see how your local council's run. Whatever you're interested in doing, Takeover Day gives you the chance to make it happen.

**You** are key to the success of Takeover Day. It's your imagination, enthusiasm and energy which make the day such an exciting and valuable experience for everyone involved.

This pack will give you and your school or youth group all the information you need to plan your activities for Takeover Day 2010. We've included lots of examples of events from last year, tips for things to think about, and there is also information on what to do if you have any worries or problems.

Whatever you do for Takeover Day, make sure that a parent, carer, teacher or youth worker helps you to organise it and knows what you're doing.

Please don't forget to share what you're doing for Takeover Day with us here, as well as with your community.

If you have any questions, you can give our office a call on 0844 800 9113, or email them to [takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk)

**Enjoy Takeover Day 2010!**



**Maggie Atkinson**  
Children's Commissioner for England



# What is Takeover Day?



A young person introducing a full cabinet meeting at Oxfordshire County Council

**"We are showing adults we are not just Saturday workers, not just hoodies, not just babysitters, school kids, troubled teens or yobs. We're dynamic, talented, artistic, clever, hardworking and dedicated."**

Young person from Oxfordshire

**"I learnt a lot from the young people... I now want to translate this into actions for change."**

Children's services professional, Lincolnshire



**Takeover Day offers children and young people across the country the chance to work with adults and get involved in decision-making in all kinds of organisations.**

## **Anyone and everyone can be part of it!**

In 2009 around 30,000 children and young people worked with hundreds of organisations, including businesses, schools, police and fire services, newspapers, banks, TV and radio stations, local councils, MPs, hospitals, charities and government departments. This year we want you to help us raise the numbers to 40,000!

We're encouraging more children and young people than ever to show adults what they can do. We also want more businesses and organisations to benefit from a fresh perspective on their work and to celebrate the positive contribution children and young people make.

## **Takeover Day gives children and young people:**

- **the chance to gain skills, knowledge and inspiration**
- **a better understanding of how the decisions which affect them are made**
- **experience of leadership and decision-making**
- **the feeling that their opinions are valued, leading to higher confidence, self-esteem and aspirations for the future.**

## **Takeover Day gives businesses and organisations:**

- **improved links with customers or young people who use their services, and the local community**
- **fresh ideas, insight and creativity**
- **a better understanding of how the issues involved in their work affect children and young people**
- **the chance to show that they listen to children and young people and value their contribution**

**So Takeover Day is good for everyone!**

# What people got up to last year



Young people with  
BBC Radio DJ Bill Heine

**"Incredible, it was my second time this year and to be spending the day at the Bank of England and to be given unique access at such a senior scale was truly phenomenal."**

Usman Ali, Deputy  
Member of Calderdale  
Youth Parliament

For Takeover Day 2009, children and young people did amazing things such as advising organisations, trying out top jobs and being part of key decisions. Here are just a few examples.

## **Commanding the airwaves at Unity FM**

Members of Sandwell's Youth Parliament took over their local Unity FM radio station. They spent an hour live on air talking about national initiatives for young people and life as a young person, and invited young listeners to join in a live debate.

## **Being Secretary of State for Children for the day**

Jack took over the top role of Secretary of State for Children, Schools and Families. He spent the day shadowing the minister and working with his private secretaries, going to all of his meetings, including one with the Prime Minister!

## **Finding stories for Cambridge Evening News**

Children from Spinney Primary School spent a day as journalists, interviewing people and making a film about what they thought of their local park. The result was a full page in the newspaper about the day.

## **Advising on how to choose children's nurses in Northampton**

Eighteen young people joined the children's nursing team at the University of Northampton for a consultation session. They discussed what knowledge and skills a children's nurse should have, and what qualities the university should look for in its students.

## **Investigating vandalism with Hartlepool Police**

Year six pupils in Hartlepool were given the job by police of investigating recent vandalism and thefts at their local allotments. The children interviewed plot holders and spoke to police and council staff about the problem, before drawing up a crime-fighting action plan to present at the next council meeting.

## **Debating key issues in the House of Commons**

Members of UK Youth Parliament took over the House of Commons chamber to debate free university education, free public transport for under-25s, youth crime, capitalism and the voting age. John Bercow, the Commons Speaker, hailed the occasion "historic".

## **Taking charge of budgets at East Devon District Council**

Children at East Devon District Council's offices took part in a council meeting and visited a nature reserve to advise on improvements. They also learnt about how council tax was spent on local services and advised on where they would like to see more money spent on next year.

## **Sir Christopher Hatton School**

A Year 7 pupil took on his headteacher's job for the day. He worked from the head's office, made decisions about overtime and school uniforms, and patrolled the school.

# How to plan your Takeover Day



Jack takes on the role of Essex  
Chief Fire Officer

**“They came up with good ideas, things that grown ups had not thought about. They brought a fresh perspective.”**

Inspector Dave Bonner-Smith, Wiltshire Police

## Step 1

### Think of a job or organisation you'd like to take over!

You or your school or youth group may already have been approached by an organisation inviting you to join them for Takeover Day. If not, think of a job or organisation you want to 'take over', and ask a teacher, youth leader, parent or carer to help you contact them to see if they'd like to take part in Takeover Day.

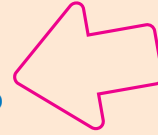
You could try asking your local council, police or fire service, banks, newspapers, radio stations, businesses, theatres, museums... anything you can think of that you'd like to do. You could even ask your teacher about running the school for a day!

To tell organisations what Takeover Day is all about, you can download a flyer and a guidance pack like this one, written especially for organisations, from our website at: [www.takeoverday.org.uk](http://www.takeoverday.org.uk)

For help contacting organisations, email us:  
[takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk)

## Step 2

### Work out what you're going to do



How fully you 'take over' is up to everyone taking part in the day. You may have ideas and suggestions for things you could do, or the organisation might have a specific task or project they'd like you to work on. The aim is to create opportunities for your ideas, creativity and enthusiasm to make a difference to the organisation and bring a fresh perspective to their work.

If there's something you really want to do, make sure you ask in advance so that the organisation can see if it's possible and plan it into the day for you. The sorts of things you could do for Takeover Day might include:

#### Job shadowing

You go around with someone for the day, seeing what their job involves. Don't be afraid to ask questions about what people are doing and why, especially if there's something you don't understand.

#### Work experience

You're given tasks to complete which are part of the work of the organisation. This is to show you what it's like actually doing the job, and ideally you'll be doing work towards a current project.

#### Sharing a challenge

The organisation shares a challenge it's facing, and asks you to come up with a solution. You will need to discuss the issue, do research and ask questions, before coming up with carefully thought out recommendations.



On the construction site at Pegasus Theatre, Oxford

**“During my time I was treated as if I was an employee of Lincolnshire County Council and my ideas were respected well. Everyone was kind. I was welcome to add in and share my views.”**

Young person from Lincolnshire

### Step 3 The day itself

Planning in advance will help ensure that everyone gets the most out of Takeover Day. To make the day as safe and as successful as possible, you should make sure that:

- **your parent or carer and, if you are at school, your teacher, has given permission for you to take part in Takeover Day**
- **you, your parent or carer and your school know exactly what you'll be doing on the day and where you'll be**
- **you, your parent or carer and your school have been given a contact name and number at the organisation in case of any problems**
- **the organisation has your parent or carer's contact details**
- **you know how you will be getting there and back, and who to ask for when you arrive.**

Make sure you have received a plan for the day in advance from the organisation so that you know what to expect, and who to go to if you have any problems or questions on the day.

If you have any worries about the day before, during or after it happens, the 'Problems or worries' page of this pack gives some advice and contact details.



### Step 4 After Takeover Day

- **You might want to let the organisation know how you found the day – which bits were good, and which bits could have been improved. Speak to your teacher or youth group leader about the best way to give feedback.**
- **If you enjoyed it, why not ask your teacher to help you approach the organisation again to see whether they will agree to take you on for work experience?**
- **Visit the Children's Commissioner's website at: [www.takeoverday.org.uk](http://www.takeoverday.org.uk) to share your thoughts and experiences. You can upload drawings, photos, Powerpoints, audio, video and can create shapes using the Shape It! tool.**
- **We want to make Takeover Day a better experience each year for those taking part. Please help us by completing and returning the feedback questionnaire in this pack. If you would prefer to do this electronically, you can download a Word version from our website at [www.takeoverday.org.uk](http://www.takeoverday.org.uk) and email it to us.**

# Problems or worries

**You should work with an adult you know, such as a teacher, youth worker, parent or carer, to plan and organise your Takeover Day in the safest way possible. Make sure that they are in contact with the organisation you will be working with, and that they know what you're doing at every stage.**

If you have any problems or worries about anything to do with Takeover Day, you should tell an adult such as your teacher, parent, carer or youth leader as soon as possible. Whether it's a big thing or a small thing, if there's something which worries or upsets you it's better to talk to someone about it than to deal with it on your own.

If you have a problem or worry that you don't feel comfortable talking about to an adult who you know, you can speak to someone at ChildLine on 0800 1111. They won't tell anyone else what you've said and will do their best to help you sort things out.



**How to contact  
ChildLine:**

**Telephone:  
0800 1111**

**Website:  
[www.childline.  
org.uk](http://www.childline.org.uk)**

# Shout about Takeover Day



Young people from Connexions in Cornwall, managed and delivered by Careers South West, with their Takeover Day certificates

**There are lots of ways to tell people about what you're doing for Takeover Day, create excitement for your event and show people the brilliant things you're doing in your community.**

Ask the organisation where you're spending Takeover Day if they would be happy for your event to be covered by the media. If so, they can find guidance on how to publicise Takeover Day in our 'Information for organisations' pack, available at: [www.takeoverday.org.uk](http://www.takeoverday.org.uk). They may want to contact local or even national newspapers, websites, TV and radio stations to tell them all about what you're doing.

## Write an article

Young people's media are always looking for stories showing young people doing positive things. Why not write an article about what you did for Takeover Day and send it to a youth magazine, website or local newspaper? Before you send it, ask a parent, carer, teacher or youth leader to read it and offer advice. You should also show the article to the organisation you spent Takeover Day with and check that they're happy for you to send it out.

## Upload stories to our website

You can upload your stories and comments about Takeover Day to our website using the 'Have Your Say' section at [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

## Things to help you get started

Our website has lots of helpful information and things to download to help you organise your Takeover Day and tell people about what you're doing, including:

- **The Takeover Day logo and the Children's Commissioner's logo, for use on your publicity materials.**
- **The Takeover Day flyer.**
- **A copy of our feedback form, for you to complete and send to us after the event.**
- **An electronic version of this info pack, as well as a guidance document for organisations to tell them more about planning their Takeover Day.**

**To download any of these, and more resources, just go to:**  
[www.takeoverday.org.uk](http://www.takeoverday.org.uk)

# Tell us what you thought

We want to continue to make Takeover Day better and better each year. Please share your experiences with us to help us to keep on improving the day, as well as the information and help we provide. It will also show us how many children, young people and organisations and took part.

Your name and age: \_\_\_\_\_

Name of school or youth group: \_\_\_\_\_

Where did you spend Takeover Day?

\_\_\_\_\_

How did you hear about Takeover Day?

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> A teacher              | <input type="checkbox"/> A friend or family member | <input type="checkbox"/> First News |
| <input type="checkbox"/> Commissioner's website | <input type="checkbox"/> Newspaper, TV or radio    | <input type="checkbox"/> Other      |

What activities did you do for Takeover Day? You can use an extra page if you need to.

\_\_\_\_\_

\_\_\_\_\_

What did you think of the experience?

\_\_\_\_\_

\_\_\_\_\_

Were there any particularly good moments or big challenges?

\_\_\_\_\_

\_\_\_\_\_

Why did you decide to get involved in Takeover Day?

\_\_\_\_\_

\_\_\_\_\_

Did you feel you knew enough about Takeover Day before it happened?

\_\_\_\_\_

\_\_\_\_\_

Do you want to take part again next year?

- |                              |                             |                                   |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
|------------------------------|-----------------------------|-----------------------------------|

Do you have any suggestions for improving the next Takeover Day?

\_\_\_\_\_

\_\_\_\_\_

Please return to: Office of the Children's Commissioner, 1 London Bridge, London SE1 9BG or email [takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk) by 30 November 2010.

# What the Children's Commissioner does



**The Children's Commissioner for England is Maggie Atkinson. Her job was created by the Children Act 2004 (a law made by Parliament).**

The job of the Children's Commissioner and her team is to make sure that adults in charge listen to and act on what children and young people in England have to say. This includes children of all ages and abilities, especially those who usually find it hard to get their voices heard.

## What we want for children and young people:

- **To be listened to by adults**
- **To be involved in all decisions that affect their lives**
- **To be given the opportunity to achieve their full potential**
- **To live in homes and communities where they are loved, safe and enjoy life**
- **To be celebrated for their positive contribution.**

The Children's Commissioner uses the United Nations Convention on the Rights of the Child (UNCRC) and the Every Child Matters framework as a guide to her work. Find out all about these and much more at: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk).

## Have your say!

The Children's Commissioner works with lots of different groups of children and young people. You can keep up-to-date with all of our projects and opportunities and have your say about anything and everything at: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk).

# TAKEOVER DAY 2010

**FRIDAY 12 NOVEMBER**

Takeover Day is a national event offering children and young people the opportunity to work with adults and get involved in decision-making in a wide range of organisations.

Thank you to Trust Thamesmead's Thamesmead Youth Voice, who advised on the design of this folder, and Lambeth Council, Oxfordshire County Council, Jack Rivers and Connexions in Cornwall managed and delivered by Careers South West, for providing photos of their Takeover Day 2009 activities.

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