



Young People's
Health Partnership

Children and
young people's

Takeover Day

toolkit

2014

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1. Welcome to Takeover Day 2014

Takeover Day is the national event where public, private and voluntary sector organisations give young people the opportunity to be involved in decision making about issues that affect their lives.

Takeover Day has been running for eight years, and is coordinated by the Office of the Children's Commissioner for England.

The day is a chance for organisations to engage directly with the young people who access their services. This means young people can be involved with decision making and influence policy and practice, to develop better services.

The Young People's Health Partnership was formed in 2013, to give young people a voice to influence local and national policy. Last year we organised a national event for NHS England, where young people met with the Executive Board to discuss ideas for improving their experience of health services, using interactive and engaging activities.

In 2014 we want to support local authority public health departments, Clinical Commissioning Groups, NHS trusts, HealthWatch and other organisations to work in partnership with the voluntary and community sector to organise exciting Takeover Day activities.

We want young people to be challenged and inspired by the opportunity to be involved in influencing serious, meaningful decisions that have a lasting impact.

1.1 About the toolkit

This toolkit has been created to support organisations that commission and deliver health services for children and young people to organise successful Takeover Day activities.

This toolkit has been prepared by The Young People's Health Partnership, a strategic partnership between the Department of Health, NHS England, Public Health England, Addaction, The Association for Young People's Health, Brook, CLIC Sargent, Street Games, Youth Access, and The National Council for Voluntary Youth Services, working to improve young people's health and wellbeing.

1.2 What young people think about Takeover Day

Lisa is 18 years old, and is a Young Volunteer with Brook. She attended the NHS England Takeover Day in 2013:

"I think organisations should organise a Takeover Day event as it brings professionals and young people together. It educates us as young people and professionals on the different issues organisations face from day to day. It also allows organisations to come together, and understand the success and obstacles organisations have overcome.

"On Takeover Day, professionals and young people can share views with each other, to come up with solutions to problems or issues that affect young people."

What young people want from Takeover Day:

- **Build networks**
 - **Gain skills**
 - **Be educated on job opportunities**
 - **Work alongside adults**
 - **Recognition**
 - **Make a change**
 - **Be involved**
 - **Talk to professionals about what they do and how they, as young people, could get involved**
 - **Be kept informed after the event, with regular updates**
 - **To feel safe and cared about.**
-

What young people do not want from Takeover Day:

- **People who can make a change already having their minds made up about what they intend to do to “improve” things**
- **Feeling like their ideas aren’t being taken on board**
- **Not being taken seriously (despite giving up their free time to take part)**
- **Not feeling safe. Event organisers need to make sure participants know where they are going on the day, and that they can get home safely**
- **No follow up after the day.**

1.3 What can you do for Takeover Day...?

If you commission health services for children and young people you can:

- Organise a Takeover Day event where children and young people have the opportunity to be involved in decision making at your organisation
- Use the ideas in the *Making it happen* and *Making it work* sections of this toolkit to plan a Takeover Day event (especially section 2.2, *Designing activities*, and section 5.3, *Be creative*)
- Look at section 5, *Making it matter*, to make sure your activities have a lasting impact for young people
- Use the practical advice and resources in the toolkit to plan a successful day
- Create opportunities for individual young people to shadow staff in your team/organisation
- Think about working with local schools, colleges and voluntary and community sector organisations to recruit young people for your event.

If you deliver health services for children and young people you can:

- Contact local commissioners and decision makers and offer to support them to plan and deliver a Takeover Day event - using this toolkit for guidance
- Plan your own Takeover Day event (like a 'question time') and invite commissioners to attend
- Give practical advice and support to organisations hosting Takeover Day events
- Work with the young people your organisation already has contact with and support them to attend Takeover Day events.

If you work with children and young people you can:

- Support young people to get involved in Takeover Day activities in their local area
- Plan an event and invite decision makers and commissioners
- Contact local commissioners and decision makers and offer to support them to plan and deliver a Takeover Day event - using this toolkit for guidance.

2. Making it happen

Takeover Day is about bringing young people and adult decision makers together to share ideas and work in partnership. To get the most out of the day it's important to have clear plan that can be understood by both the young people and adults who are taking part.

Takeover Day is a great opportunity to involve professionals from across your organisation or team to work in partnership with young people, and having a variety of people involved can make the day more interesting for young people

2.1 Planning

The first step towards planning Takeover Day is identifying a key person within your organisation or team who will take responsibility for overseeing and co-ordinating your activities. (There is a template agenda for the day in the resources section of this toolkit.)

This person can bring together all the people in your organisation who need to be involved in planning and running the day. This will include staff who are leading and supporting activities, as well as people who are responsible for health and safety, communications and safeguarding who can help with planning.

Involve children and young people in your planning process as early as possible. Asking them what they want to happen on the day will lead to a more successful event.

Takeover Day can also provide an opportunity to build links with other organisations that work with young people. Voluntary and community organisations in your area might be working with young people who can be engaged to participate in your event.

Develop a clear idea about what you want to achieve as a result of Takeover Day, and be ambitious and realistic about your capacity to involve young people. Think about whether you can work with individual young people or groups, young people from other organisations, or young people that your organisation is already in contact with. This will have an impact on the activities you plan for the day.

Think about ways in which professionals who do not have regular face-to-face contact with young people can contribute; there could be a benefit from getting a young person's perspective on the job that they do. (Remember to think about support that people might need if they're not confident working directly with young people.)

2.2 Designing activities

Takeover Day is about involving young people with local and national decision making by working in partnership with professionals. To make Takeover Day effective, organisations need to plan activities that bring young people into direct contact with professionals who make decisions that affect their lives.

For this to work young people need to understand how and why decisions are made, and have all the information they need to make a meaningful contribution on the day.

Young people all have different skills and abilities, and different perspectives on issues that affect them. Takeover Day should be an inclusive event; think about activities that can engage as many young people as possible, giving them the chance to use skills and talents that they already have.

There are many ways young people can get involved in Takeover Day. The list below gives some examples of ideas that have worked for a range of organisations in previous years:

- **Job shadowing or work experience – gives individual young people the chance to see how day-to-day tasks contribute to an organisation’s goals, and the responsibilities of individual roles**
- **Sharing a challenge – ask young people to come up with possible solutions for a problem or issue that your organisation has to deal with**
- **Takeover! Let young people (either working individually or as a group) take control of your organisation and make key decisions for the day**
- **Business planning – support young people to engage with your organisation’s strategic objectives.**

There are lots of ways young people can contribute. Think about whether you could organise a range of activities for young people to give them a more varied experience on the day.

2.3 Getting young people involved

Young people should be involved in planning and preparing for Takeover Day as early as possible. Think about how you can involve young people in planning activities for the day.

Engaging young people who are going to take part takes time. You might need to set aside time to build relationships with young people before the day and work to establish shared expectations and objectives.

If your organisation already has regular contact with groups or individual young people, think about how you can involve them in Takeover Day. These young people are likely to already share an interest in the work your organisation does.

Takeover Day is also an opportunity to engage young people who may not normally be involved in influencing decision making, such as young people from BME communities, LGBT young people, young people with learning difficulties and/or disabilities, or young people in care. Start by contacting local projects or services that are already in contact with these young people to see if they can support you to build relationships with young people.

Schools, colleges and youth projects are all places where you can invite young people to take part in your activities. If you are going to be working with these organisations to recruit young people, consider contacting them early on in your planning for Takeover Day.

Depending on how many young people you are going to be working with, and how you plan to organise your day, you might need to develop a selection process. This needs to be done fairly so that young people who are interested all have an equal opportunity to get involved. (There is a template for an application form in the resources section of this toolkit.)

Activity idea

Dragons' Den

Pitch ideas to a panel of young people acting as “Dragons.”

How?

Ask staff from across your team/organisation to prepare proposals for projects that can be “pitched” to a panel of young people. Each pitcher will get five minutes to explain their idea. Then give the Dragons time to ask questions. After every pitch has been made young people can work together to decide which proposal they think is the best.

2.4 Communicating with young people

It is important to develop a clear strategy for talking to young people about Takeover Day. Young people who are interested in taking part will need clear information about what's happening on the day.

Make sure all the materials you produce are easy to read and get your points across clearly in a way that young people understand.

A poster or leaflet might be a good way of informing young people that Takeover Day is happening, but most young people will need more information before the day before deciding to get involved.

Be prepared to meet with young people before the event. Share your ideas for the day and listen to their feedback, get ideas about how you can make the practical arrangements work for them, and think about how you can match your agenda to their interests.

Social media could be a good way to directly engage with young people and build interest about your Takeover Day activities.

2.5 Publicity

Takeover Day is an opportunity to create a good news story about young people and your organisation. Think about publicity in the build up to raise awareness, and after the event to celebrate what has happened.

Think about preparing a press release to send to local media organisations. You could do this in advance of the event to publicise what you're doing, or afterwards as a way of celebrating what has been achieved. You could even invite the media to visit your Takeover Day to get quotes from young people and take pictures. (There is a template for a press release in the resources section of this toolkit.)

Try to involve young people in publicising Takeover Day. Perhaps they could write a story for your website or for internal communications.

Remember to spread the word about Takeover Day in any internal communications you produce and on social media.

2.6 Keeping young people safe

Young people's safety and welfare should be the top priority when planning for Takeover Day and on the day itself. All professionals who are taking part in Takeover Day have a responsibility to safeguard young people.

Young people under the age of 18 will need written parental consent to participate. Young people who are attending school or college will also need permission from their school/college to attend. (There is a template for a letter to share with schools/colleges in the resources section.)

Make sure all staff taking part are familiar with your organisation's procedures for child protection, and understand what to do if a young person makes a disclosure. Staff who don't usually have

direct contact with young people and who aren't familiar with your procedures might need to be briefed about your policies before the day.

If your organisation doesn't have a child protection policy (for example commissioning organisations that do not routinely come into direct contact with young people), consider adopting the policy of a school or youth service you work with.

Information about child protection should be made available to staff taking part early on, so they can familiarise themselves with the procedures.

All organisations should complete a thorough risk assessment covering all aspects of their Takeover Day activities. If individual young people who are taking part have additional needs you may need to complete an assessment to identify what support they will need.

It is important that risk assessments and procedures for safeguarding are completed and signed off before the day, in case organisations you're working with on the day request this information.

Activity idea

Social media takeover

How?

Let young people take control of your social media output for the day. Let young people develop their own hashtag. Young people could share links to reports or other content that your organisation has produced; engage your followers in a debate about important issues.

3. Making it work

3.1 Planning for the day

Make sure that you have a clear plan for your day prepared well in advance.

A detailed plan for what will happen on the day needs to be available for all participants. Make sure that this information is easy to follow and available in advance of the day. (There is a template for an agenda in the resources section of this toolkit.)

Professionals who are leading activities or supporting young people will need to know what is expected of them on the day and have a clear understanding of the timings for activities. Make sure that any resources and equipment needed are available and in the right place at the right time.

If you're working with a group of young people it might be appropriate to designate a chaperone who will remain with the group throughout the day to ensure no one becomes separated from the group.

If you have the capacity, think about having somebody available to troubleshoot on the day and deal with any problems that might arise.

3.2 Keeping in touch

Make sure you have contact details for all young people who are taking part in your Takeover Day activities.

- **Think about keeping in touch with people during the run up to Takeover Day, so you can share information with them about the event**
- **You might need to contact young people on the day if they are running late or get lost**
- **You can contact young people to follow up after Takeover Day.**

It is also important that you have contact details for parents/carers in case there is an emergency.

Young people attending Takeover Day will need a named contact who will be responsible for supporting them throughout the day. All of the young people attending Takeover Day should have a way to contact this person if they have any problems on the day.

3.3 Housekeeping

When you are planning Takeover Day think about how young people will be travelling to and from the venue for the day. If transport is being provided, they will need details about where/when they will be picked up. If young people are travelling independently, they will need clear directions and details for someone they can contact if they get lost or are delayed.

Have someone available to meet and greet young people; they may be arriving at the venue for the first time and may be unsure how to get to where they need to be.

On arrival give young people a welcome pack containing all the practical information they need for the day. (There is a welcome pack checklist in the resources section of this toolkit.)

Aim to give young people a tour of the venue - or area - they'll be working in, remembering to point out fire exits, toilets and refreshment areas.

Think about providing a meeting point/base for young people for the day. Set aside space where young people can come back to if they get lost, and where there will be somebody to talk to if they are having a problem on the day.

3.4 Young people with additional needs

It is important that Takeover Day activities are accessible and inclusive for all young people. Some young people might need support to make this possible.

Think about how you are going to get the information you need to make your day accessible in advance. There is a template for an 'About me' form in the resources section of this toolkit - this is a good way of collecting information to help you plan your day.

Some young people might want a worker who they already know to support them on the day. If this is appropriate make sure that the worker has all the information they need about the day.

3.5 Breaks and refreshments

Make sure young people get plenty of breaks throughout the day. Some young people might want to take time out during activities, too.

Consider setting aside a space where young people can chill out during their breaks. Have healthy refreshments available. (It is also important to think about the dietary requirements of the young people taking part.)

If young people need to move between locations for different activities on the day make allowances for this in your agenda. You should also make sure young people know where they need to be, and timings for activities.

Activity idea

Service user journey

How?

Support a group of young people to map out their experience of a particular service as a timeline. Mark the key points on the journey on the timeline, along with positive and negative experiences.

The group can then look at the journey and identify ways it can be improved. For example, young people might identify the need for more opportunities to self-refer to a service, or that waiting times are too long. At the end of the session the group can produce a new map, showing what they believe would be an improved service user experience.

4. Making it fun

Takeover Day should be enjoyable for everyone involved. Hopefully, your event will involve young people engaging with complex issues and serious decision making. Some young people might find this challenging at first, so it's worth planning activities to warm up participants and keep their energy levels up throughout the day.

This is especially important if you're working with young people who haven't worked together before, who are working in an unfamiliar environment.

4.1 Icebreakers and energisers

It's really important to create a positive atmosphere at the start of your Takeover Day activities.

The activities below are great ways to get people ready for working together and to introduce groups of people who haven't met before. They are also good for focusing people and keeping energy levels up throughout the day.

Icebreaker / energiser idea

Ball and name

TIMING: 10 minutes

What you need: Balls (you could also use beanbags or rolled up socks, which may not travel as far as balls when not caught)

How to play

- Stand in a circle
- Take one of the balls and start by saying your own name before throwing the ball to a young person who catches the ball and says their own name before throwing the ball on, and so on
- After the ball has been thrown to everyone in the group once, ask them if they can remember who they threw it to, and get them to do the same thing again in exactly the same order
- Now get them to throw the ball in the same order but instead of saying their own name, this time they should say the name of the person they are throwing the ball to before they throw.

Icebreaker / energiser idea

“I never have...”

TIMING: 10 minutes

What you need: A circle of chairs (one less than the number of people playing)

How to play

- Sit in a circle of chairs with one person standing in the middle
- The person in the middle calls out something they've never done, for example, “I have never been to Spain”
- Everyone else in the group who “never has” then has to swap seats and the person in the middle tries to take one of the empty seats. Nobody can move to the seat immediately left or right of their seat, they must cross over
- When the person in the middle gets a seat, the person left standing becomes the person in the middle.

Icebreaker / energiser idea

Human knot

TIMING: As long as it takes! (Or you could set the group the challenge of untangling in a fixed time)

How to play

- Have the group stand in a circle with their shoulders touching.
- Each person should reach into the centre of the circle and grab the hand of a person standing across the circle. Make sure each person is holding hands with two different people.
- The group are now in a human knot. They have to work together to untangle themselves and finish up standing in a circle with everyone holding hands. (Make sure that everybody continues to hold hands while the group are untangling themselves.)

Icebreaker / energiser idea

Things in common

TIMING: about 10 minutes
(depending on how many people are playing)

How to play

- Split the group into pairs. Each pair has two minutes to find one thing they have in common. Explain that it can't be an obvious fact, such as "we're both here today."
- After each pair has found something in common, ask them to share with the wider group. Then put the existing pairs into groups of four. The groups have to find a new thing in common (explain that they can't reuse a fact from the previous group).
- Keep doubling the size of groups until the whole group are working together to find one thing they all have in common.

4.2 Evaluation and feedback

Getting feedback from young people who take part is a really important element of Takeover Day. A thorough evaluation gives you a chance to wrap up the day and identify what needs to happen next. It can also help you start preparing for the next Takeover Day.

Feedback forms and online surveys are useful for this (see the templates and links in the resources section), but interactive evaluations make the process fun.

Evaluation / feedback idea

Sweet feedback

What you will need: some sweets - enough for everyone in the group to take a few. (Remember to take dietary requirements into account.)

How to do it:

- **Start by offering sweets to everyone in the group. Explain that people can take as many sweets as they want, but that everybody needs to take at least one sweet. (Make sure people don't eat their sweets straight away.)**
- **After everyone has taken sweets explain that people need to give feedback, and that the number of sweets they have taken determines how many pieces of feedback they have to share.**
- **You can decide if you want people to only share positive points, things they have learnt, things they would change or all feedback.**

Evaluation / feedback idea

Stickperson feedback

What you will need: flipchart paper, pens, and sticky notes

How to do it:

- Draw a large stickperson on a sheet of flipchart paper. On the stickperson draw a heart. Then draw a lightbulb above the stickperson's head, a bin by their feet, and a bag near one of their hands.
- Give everyone sticky notes. Explain to the group that you want them to give feedback about the day. Comments about things they loved should be stuck around the heart, ideas they liked by the lightbulb, things they didn't enjoy around the bin, and things they will take away from the event near the bag.
- You could colour code the sticky notes in case people can't get their comments on the right place on the drawing.
- After everyone has added comments read them out to the group.

Activity idea

Prioritising activities

How?

Give young people the opportunity to set priorities for your work. You could start by letting them brainstorm their own ideas, or present them with priorities you've identified.

Young people can then work together to rank priorities. Have the individual ideas/issues printed on cards and let young people rank them in order of how important they feel they are.

This could be done using a diamond ranking or a pyramid. Or you could give young people a grid marked with 'stop' 'start' 'do more' 'do less' and let them place issues and ideas on the grid.

5. Making it matter

Takeover Day is an opportunity for organisations to engage young people in a day of focussed activity. To make sure your Takeover Day has an impact that can be seen and felt by young people, it's important to think about the wider context of children and young people's rights and how you can follow up activities that take place on the day.

5.1 Takeover Day in context

Young people are more likely to participate actively if they see that your organisation genuinely values their contribution, instead of feeling that the event is a 'one off'.

It's important to think about the wider national and international policy context when thinking about Takeover Day. This includes;

- **The United Nations Convention on the Rights of the Child (UNCRC) (UN, 1989) which was ratified by the UK government in 1991**
- **The priority of Children's Commissioners to ensure the views of children and young people are asked for, listened to, and that they influence decisions that will affect them**
- **The Department of Health's 'You're Welcome' quality criteria for young people friendly health services**
- **Patient and public involvement in decision making in the NHS, such as NHS Citizen, the NHS Youth Forum and HealthWatch.**

All these policies and initiatives are important for framing Takeover Day as part of a wider movement to put young people at the heart of decision making that affects them.

Activity idea

Campaigns

How?

Work with young people to agree on a health issue that is relevant to the local community and use it as the focus for a health promotion campaign. Support the group to develop key messages about the issues.

The young people can then work to develop a campaign strategy and materials. Encourage young people to think about innovative ways to reach a wide audience – like using social media.

5.2 Managing young people's expectations

Organisations should be ambitious in their planning for Takeover Day, and young people are likely to be enthusiastic about taking part in decision making about important issues. To make the day successful, organisations need to make sure that they manage young people's expectations carefully.

This means:

- **Being clear with young people about who has the final say about decision making**
- **Being prepared to listen to young people's ideas and feedback**
- **Ensuring young people have all the information they need to make informed decisions**
- **Supporting young people to develop ideas and solutions that are practical and achievable**
- **Communicating with young people in an open and honest way**
- **Making sure group decisions are made in as fair a way as possible, and that individual's ideas and opinions are respected.**

It's important to engage decision makers in your organisation with Takeover Day so that they understand what's happening, and recognise your organisation's commitment to respond to young people's ideas.

5.3 Be creative

The more creative your organisation is in planning for Takeover Day, the more likely young people are to engage and make the day successful. Ambitious ideas can have a significant impact, and focus people's attention. Think about ways young people can show off their skills and talents while making a contribution to your organisation.

Involve young people in planning the day as early as possible so you can match your activities with their skills and interests. Think about working with local voluntary and community sector partners to engage with a range of young people.

The list below shows some of the ways that young people can be involved in Takeover Day. Consider combining some of these to make a full day of activities.

- **Involve young people in a Dragons' Den style event where professionals pitch ideas to a panel of young people**
- **Let young people take over your organisation's social media for a day as a way of engaging other young people in different ways**
- **Set young people a challenge – think of a problem that needs solving and let them brainstorm potential solutions**
- **Give young people responsibility for creating a marketing campaign to raise awareness of an issue**
- **Have young people take over from key decision makers in your organisation – and let them do their job for a day**
- **Give young people the chance to get involved in business planning – let them shape your priorities and objectives, and think about creating a chance for young people to allocate resources, too**
- **Let young people chair an important meeting and set the agenda**
- **Let young people deliver training to professionals about a subject that's important to them.**

5.4 More than just one day

Make sure you have a plan for following up your Takeover Day with young people involved. Depending on what you have planned, there might still be loose ends that need tying up once the day is over. It might be necessary to give young people feedback on ideas they've put forward, after decision makers have had time to consider them. Alternatively, young people might need to respond to action that has been taken place because of their input on the day.

A one-off event with no follow up could be seen as tokenistic by young people. They may not feel their contribution is valued if they can't see any lasting impact. Create an action plan for the 'next steps' after Takeover Day.

This could include thinking about regular opportunities for young people to have a say on policy and practice, setting up a young person-led steering group, giving individuals extended periods of work shadowing, or having mini Takeover Days to continue the work started by young people on the day.

Think about working with partner organisations to put together long term opportunities for young people.

Social media could be used to create 'virtual' groups where young people can continue their involvement after Takeover Day. (This would require fewer resources than face-to-face meetings.)

Keeping in touch with participants will also give you the chance to get more feedback after the event, and to measure whether involvement has had a longer term impact on the young people who attended. This could help you evidence the benefits of young people's participation.

Activity idea

Budgeting activity

Use a budgeting activity to get young people to prioritise how they would allocate real resources to services.

How?

Give young people a theoretical budget to spend on designing services (e.g. £1 million). Prepare a jigsaw of different sized pieces of card with different aspects of a real service or different services written on them, along with how much these would cost to deliver.

Try and have the different pieces of card sized proportionally for how much they cost. (A full time clinic in a fixed location could be twice or three times the size of several outreach sessions – depending on their cost relating to each other.)

Things that cost the same amount should be on pieces of card that are the same size to provide opportunities for discussion and prioritising.

When you are preparing the cards make sure that the jigsaw will only fit together properly if the service that the young people design “costs” the right amount – so they won’t be able to make the jigsaw if they design a service that costs too much.

6. Links and resources

This toolkit has been produced for the Young People's Health Partnership, a strategic partnership between leading young people's health and wellbeing organisations and the Department of Health.

Find out more about the partnership here:

<http://www.ncvys.org.uk/project/the-young-peoples-health-partnership>

General information about Takeover Day:

The Office of the Children's Commissioner for England:

http://www.childrenscommissioner.gov.uk/takeover_day

News article about the 2013 NHS England Takeover Day event:

<http://www.england.nhs.uk/2013/12/10/olivia-butterworth-3/>

Information and resources to support young people's participation:

Participation Works: <http://www.participationworks.org.uk/>

Hear By Right: <http://www.nya.org.uk/our-services/hear-right/>

Organisations that support young people's participation:

British Youth Council: <http://www.byc.org.uk/>

NHS England Youth Forum:

<http://www.england.nhs.uk/ourwork/patients/public-voice/yth-for/>

<https://www.facebook.com/NHSEnglandYF>

Twitter: @NHSYouthForum

Regional Youth Work Units:

<http://networkofregionalyouthworkunitsengland.wordpress.com/page/2/>

Resources:

Links to a range of digital tools for community organisations:

<http://www.communityhowto.com/>

Takeover Day welcome pack for young people: checklist

Important information to include for young people:

- Clear and up-to-date agenda for the day
- Contact details for whoever will be responsible for supervising/supporting them throughout the day
- Location map and directions for venue
- A map or plan of the venue, clearly marked with toilets and refreshment facilities
- Background information about your organisation
- Welcome letter with information about your aims/objectives for Takeover Day
- Information about any other participation/volunteering opportunities in your organisation
- Evaluation/feedback form for the end of the day.

Example application form

CONFIDENTIAL

Takeover Day 2014: application form

Thank you for your interest in Takeover Day 2014. Takeover Day is a chance to get involved in making decisions about issues that affect young people. We want the day to be fun and successful. Please use this form to tell us why you want to get involved in Takeover Day.

[NAME OF ORGANISATION] is committed to equal opportunities, If you have difficulty in completing this application form because of a disability the form can be completed by another person but it must be signed by you and made clear that it has been completed on your behalf.

Personal details

Surname

First name(s)

Preferred pronoun (he/she/they)

Telephone number

Email address

Date of birth

Postcode

Access needs (is there anything we can do to help ensure that you can take part in Takeover Day successfully?)

Medical needs we should be aware of

Dietary requirements

Emergency contact details

Name

Relationship to you

Telephone number

Why do you want to get involved in Takeover Day?

What do you think you will get out of taking part?

If the young person is under 18 this section must be completed by a parent/carer

Signature

Print name

Date

Once you've completed this form please return it to [NAME OF CONTACT] by [DATE]

Press release template

You can use the template below as a starting point for your press release (notes are in blue).

Children's Commissioner's Takeover Day 2014

[insert date you send out press release]

Headline: [INSERT LOCATION] Young people take over top jobs!

[Consider tailoring the headline to make it more specific to the event you're organising]

On Friday 21 November, children and young people in [name of place] will be taking over [name of organisation] for the day to make a difference to health services for young people. The activities are being organised as part of Children's Commissioner's Takeover Day 2014, a national event led by the Children's Commissioner for England, which gives children and young people the chance to shadow jobs, get involved in decision making and offer their opinions on key issues.

[Number] young people from [name of school or youth group, etc] will spend the day [give an outline of planned activities here.]

[First name only of a young person taking part, and their age] who will be part of the event said: "[Add a quote here from a young person who will be taking part, saying what they're expecting and what they're looking forward to on the day.]"

[Name of a chief executive/director or a staff member at your organisation, and their job title] said: "[Add a quote here explaining why the organisation has chosen to get involved in Children's Commissioner's Takeover Day, and how they expect the organisation and the young people to benefit.]"

The event is being organised with support from the Young People's Health Partnership, a strategic partnership between the Department for Health, NHS England and seven leading young people's charities, committed to improving young people's health and wellbeing.

In previous Takeover Days, children and young people worked with organisations including businesses, schools, police and fire services, newspapers, broadcasters, local councils, MPs, museums, charities and Government departments.

Notes to Editors

1. To find out about Children's Commissioner's Takeover Day events around the country, go to: www.childrenscommissioner.gov.uk/takeover_day [you can add your event to our website by going to https://www.childrenscommissioner.gov.uk/takeover_day_form.php]

2. The Office of the Children's Commissioner (OCC) is a national public sector organisation led by the Children's Commissioner for England, Dr Maggie Atkinson. We promote and protect children's rights in accordance with the United Nations Convention on the Rights of the Child and, as appropriate, other human rights legislation and conventions.

3. The Young People's Health Partnership (YPHP) is a strategic partnership between the Department of Health, NHS England and seven leading young people's health charities. The YPHP is supporting organisations to get involved in Takeover Day as part of their commitment to give young people a voice in local and national health policy.

For further information, contact: [Insert your contact phone number and email address]

To arrange an interview with the Children's Commissioner for England please contact the Children's Commissioner's press office on 020 7783 8610 or email: sandeep.shah@childrenscommissioner.gsi.gov.uk

Example Takeover Day letter to schools

Dear Head Teacher / Principal

Re: Children's Commissioner's Takeover Day 2014

I am writing to you regarding [NAME OF YOUNG PERSON/GROUP] participating in Takeover Day activities that are being organised by [NAME OF ORGANISATION] on 21 November 2014.

Takeover Day is a national event organised by The Office of The Children's Commissioner for England. Every year thousands of young people take part and work in partnership with adults to get involved in decision making about issues that affect them.

Takeover Day supports the UK Government's commitment to the United Nations Convention on the Rights of The Child, giving young people the opportunity to directly participate in decision making about the issues that affect them.

[NAME OF ORGANISATION] are giving young people the opportunity to [INSERT OVERVIEW OF ACTIVITIES].

[NAME OF YP] has been invited to take part on the day. Because Takeover Day takes place during the school/college week, we would like to ask for your permission for [NAME] to be released from their usual school/college timetable for the day.

Takeover Day is an opportunity to develop transferrable skills by working with others, problem solving, communicating with a range of people and making decisions. The day also gives young people a chance to better understand how important decisions are made about issues that affect their community. It is also an opportunity to gain an insight into the world of work, which could lead on to further work experience opportunities. The young people taking part will receive a certificate detailing the skills they have gained, which can be used as part of their CV.

All our activities for the day are organised and supervised by staff, and all young people who are taking part will be supported throughout the day. We would be grateful if you would agree to give your permission for [NAME] to take part. Takeover Day is a fantastic opportunity to develop new skills and take part in a rewarding experience that can have a lasting impact on the lives of children and young people.

If you have any questions, or require more information, please contact

[NAME/CONTACT DETAILS]

Example Takeover Day agenda

Takeover Day 2014: agenda

This agenda has been prepared by:

name

organisation

Time/location	What will the young people do?	Who will lead the activity?	What resources are needed?	Notes

Example photo consent form

Takeover Day 2014: photo consent form

I (name)

give my permission for my photograph to be taken by

(organisation)

as part of Takeover Day 2014 activities.

I understand that these pictures will be used by (organisation)
and its chosen representatives, in publicity materials and also in the media.

Yes/No

I am _____ years old.

I agree that my name can also be used with these pictures:

Yes/No

You do not have to give us permission to publish your name if you would prefer your photograph to remain anonymous.

I give permission for:

My full name:

My first name:

A given name:

to be used.

My address is:

You don't have to give us your address, but if you do we can send you copies of publicity materials with your picture in. If you do, your address will not be given to anyone outside (organisation).

Signed:

Date:

Consent from parent/carer (for young people under 18 years of age)

Name of parent/carer:

Signature:

Date:

For organisation use

Name:

Signature:

Date:

Takeover Day 2014

Certificate

This is to certify that

.....

attended Takeover Day 2014, organised by

[NAME OF ORGANISATION]

in partnership with The Young People's Health Partnership

They took part in a range of activities including:

.....

.....

.....

.....

Signed by

[Print name and job title]

Example support needs questionnaire

Takeover Day 2014: support needs questionnaire

CONFIDENTIAL

Name of young person

Completed by

Date

Support need	How might this affect your experience on the day?	What can we do to support you on the day?	What can you do to support yourself?

Example demographic questionnaire

Takeover Day 2014: about you

The information on this form is completely confidential. The information collected is for monitoring purposes to ensure (name of organisation) _____

is meeting the needs of different types of young people. If you don't want to answer any of the questions, simply tick the 'Prefer not to say' box or leave blank.

Date: Initials: Date of birth:

First part of your postcode: (eg EC1Y)

Demographic information

Please tick the box that best describes how you think about yourself:

Gender

- Female
- Male
- Trans
- Other (specify below)
- Prefer not to say

Sexual orientation

- Bisexual
- Gay/lesbian
- Straight/heterosexual
- Other (specify below)
- Prefer not to say

Disability

- Yes
- No
- Not sure
- Prefer not to say

Ethnicity

- | | | | | |
|--|--|--------------------------------------|--|---|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> British | <input type="checkbox"/> Indian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> African | <input type="checkbox"/> White and Black African | <input type="checkbox"/> Irish | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Chinese British |
| <input type="checkbox"/> Black British | <input type="checkbox"/> Mixed British | <input type="checkbox"/> White other | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese other |
| <input type="checkbox"/> Black other | <input type="checkbox"/> Mixed other | | <input type="checkbox"/> Asian British | <input type="checkbox"/> Other ethnic group |
| | | | <input type="checkbox"/> Asian other | <input type="checkbox"/> Prefer not to say |

Additional information

Please tick all that apply:

Are you..

- Employed
- In education
- In training
- None of the above
- Other (specify below)
- Prefer not to say

Are you..

- Living alone
- Living with family
- Living with peers
- Living in care
- Other (specify below)
- Prefer not to say

Do you have children?

- Yes
- No
- Expecting
- Prefer not to say

Are you involved with the youth offending service?

- Yes
- No
- Prefer not to say

Thanks so much for filling this out. All information will be kept confidential and be stored securely at (organisation) _____



**Young People's
Health Partnership**

The Young People's Health Partnership (YPHP) is a seven-strong consortium of organisations working with the Department of Health, Public Health England and NHS England as strategic partners to raise the profile of the health agenda across the voluntary youth sector. The partnership will champion young people's health needs whilst providing a conduit for youth organisations, the state and young people to work towards reducing health inequalities. The partnership is led by the National Council for Voluntary Youth Services (NCVYS) and includes, Addaction, Association of Young People's Health, Brook, CLIC Sargent, StreetGames and Youth Access.