



**Young People's
Health Partnership**

**Children and young people's
Takeover Day toolkit
Resources**

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

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Takeover Day: application form

Thank you for your interest in Takeover Day. 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

[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 [date], 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, 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

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 [date].

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: 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: photo consent form

I (name)

give my permission for my photograph to be taken by

(organisation)

as part of Takeover Day 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:

Example certificate

Takeover Day Certificate

This is to certify that

.....

attended Takeover Day, 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: support needs questionnaire

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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: 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

- Caribbean
- African
- Black British
- Black other
- White and Black Caribbean
- White and Black African
- Mixed British
- Mixed other
- British
- Irish
- White other
- Indian
- Pakistani
- Bangladeshi
- Asian British
- Asian other
- Chinese
- Chinese British
- Chinese other
- Other ethnic group
- 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) _____

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 sector.



**Young People's
Health Partnership**

We work to:

- Influence and shape the health system to understand young people's needs for age-appropriate services
- Equip the voluntary youth sector to work in partnership with the health system
- Support young people to exercise empowered and active voices in the healthcare system

The partnership includes Addaction, Ambition, Association for Young People's Health, Brook, CLIC Sargent, StreetGames and Youth Access.

Brook Registered Charity Number: 703015.