



**Young People's  
Health Partnership**

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

**Working with young people to improve  
health services.**

# Takeover Challenge 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
- Information about any other participation/volunteering  
opportunities in your organisation
- Evaluation/feedback form

## Example application form

CONFIDENTIAL

### Takeover Challenge: application form

Thank you for your interest in Takeover Challenge. Takeover 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.

[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 Challenge 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 Challenge?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 Challenge

[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] to make a difference to health services for young people. The activities are being organised as part of Children's Commissioner's Takeover Challenge, 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 event [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.]"

[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 Challenge, 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 six leading young people's charities, committed to improving young people's health and wellbeing.

In previous Takeover Challenges, 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 Challenge events around the country, go to: [www.childrenscommissioner.gov.uk/learn-more/takeover-challenge](http://www.childrenscommissioner.gov.uk/learn-more/takeover-challenge)
2. The Office of the Children's Commissioner (OCC) is a national public sector organisation led by the Children's Commissioner for England. 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 six leading young people's health charities. The YPHP is supporting organisations to get involved in Takeover Challenge 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 77654 6391 or email: [giles.dilnot@childrenscommissioner.gsi.gov.uk](mailto:giles.dilnot@childrenscommissioner.gsi.gov.uk)

## Example Takeover Challenge letter to schools

Dear Head Teacher / Principal

Re: Children's Commissioner's Takeover Challenge

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

Takeover 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 Challenge 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 in the event. Because Takeover 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 event.

Takeover is an opportunity to develop transferrable skills by working with others, problem solving, communicating with a range of people and making decisions. The event 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 event are organised and supervised by staff, and all young people who are taking part will be supported throughout the event. We would be grateful if you would agree to give your permission for [NAME] to take part. Takeover 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 Challenge agenda

### Takeover Challenge: 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 Challenge: photo consent form

I (name)

give my permission for my photograph to be taken by (organisation)

as part of Takeover 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 Challenge Certificate

**This is to certify that**

.....

**attended Takeover Challenge, 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 Challenge: support needs questionnaire

CONFIDENTIAL

Name of young person

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Completed by

---

Date

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

## Activity ideas

### Activity idea

## Social media takeover



### How?

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

### 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 or 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.

## 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.

## 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.

The Young People's Health Partnership represents the interests of young people and young adults aged 10 – 25. We focus specifically on young people facing health inequalities. We are a partnership of six organisations with VCSE networks across England from the youth and young people's health sectors.

- We support young people to exercise empowered and active voices
- We provide advice on how policies and services can affect young people differently, particularly marginalised groups.
- We increase understanding of good age appropriate care for young people and why it is important
- We focus on young people's wellbeing and increasing understanding of effective prevention work
- We support the youth and young people's health sectors to work in partnership with the health system



**Young People's  
Health Partnership**

The partnership is led by the Association for Young People's Health and includes: Addaction, Ambition, Brook, StreetGames and Youth Access.