

Schools



children's commissioner's

TAKEOVER DAY 2014

FRIDAY 21st NOVEMBER

Everything you need to organise your
Children's Commissioner's Takeover Day

Information for schools



Young person taking over the Office of the Deputy Prime Minister

www.childrenscommissioner.gov.uk/takeover_day

What's inside your Children's Commissioner's Takeover Day Information Pack



Inside this pack you'll find lots of information about how you can put on a really successful Children's Commissioner's Takeover Day.

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 **@ChildrensComm
#TakeoverDay**

**"Children's
Commissioner's
Takeover Day is an
excellent way for children and
young people to gain an insight into
decision-making processes in a work
context and develop their thinking and
teamwork skills. They also tell us it
makes them appreciate what it takes
to be a teacher!"**

**Enterprise South Liverpool
Academy**

*Please note that when we speak of 'pupils' and 'students' we mean children and young people.

Children's Commissioner's Takeover Day- Summary



Maggie Atkinson, Children's Commissioner for England said "Children's Commissioner's Takeover Day is one of the largest participatory events in England. This is thanks to hundreds of schools like yours up and down the country involving tens of thousands of pupils. Be part of it and say you made 2014 the biggest ever!"

Why should your school take part

Children's Commissioner's Takeover Day is an excellent way for children and young people to be involved in decision-making in a work context and develop their thinking and teamwork skills. They also tell us it makes them appreciate what it takes to be a teacher!

The idea is for children and young people to make some decisions over the course of the day. In this sense it isn't work experience, it's about students exercising their right to have a voice, be listened to, and have their opinions respected. Even adults who work with children get a fresh insight into their thoughts.

Children's Commissioner's Takeover Day also complements the citizenship curriculum and, depending on the project undertaken, can be focused on particular skills, for example literacy, numeracy and ICT. Turn to page 10 for details of how to link Children's Commissioner's Takeover Day to the curriculum.

Top five reasons for schools to take part

1. An opportunity to celebrate the positive contribution young people make to your school, community and society
2. Get fresh insight into what you do and how you do it
3. The chance to show your commitment by listening to your students
4. The opportunity to showcase the talents of your pupils
5. The chance to make better decisions about things that affect pupils

How to achieve a really successful Children's Commissioner's Takeover Day in 3 simple steps

Step 1- Get everyone on board

Discuss with your colleagues which group will lead activities and approach local organisations to invite them to take part.

Step 2- Develop your activities for the day

Whatever the size of your school, with careful planning there are always opportunities for children's ideas and creativity to bring a fresh perspective to your work.

Step 3- Manage the practicalities for your day

Early planning with your colleagues and pupils will help ensure that everyone gets the most out of the day.

Hello from the Children's Commissioner for England



Children's Commissioner's Takeover Day is being held on **Friday 21 November 2014** and we're pleased that your school will be part of this exciting day!



Maggie Atkinson
Children's Commissioner
for England

This year we are celebrating our eighth annual Children's Commissioner's Takeover Day and with your help we are aiming for more than 50,000 children and young people to get involved. The day gives children and young people from all backgrounds and abilities the chance to be involved in decision-making and work with adults for the day, while adults, schools and organisations can gain a fresh perspective on what they do. We want to encourage all schools across England to take part - it's a flexible event which can be tailored to suit your needs, and the needs of your students.

Children's Commissioner's Takeover Day will be in the same week as Universal Children's Day, which was established by the United Nations in 1954 and aims to promote the welfare of children.

This ties in with our Children's Commissioner's Takeover Day ethos to promote the United Nations Convention on the Rights of the Child (UNCRC), in particular Article 12, which says that children should have a say in matters affecting them, and their views must be taken seriously. Article 3 states that adults should make decisions in the best interest of children by thinking about how their decisions will affect them. Children's Commissioner's Takeover Day fulfils this by giving children and young people the chance to voice their opinions and schools a chance to listen to them. The day will create a lasting effect for both the pupil and your school.

Last year the day was a huge success giving tens of thousands of children and young people the opportunity to have a say in the decisions of hundreds of schools and many other organisations. They became head teachers, teachers, councilors, police officers, journalists, MPs chief executives and directors for the day. We are planning for an even bigger and better event this year!

This pack provides all the information your school needs to plan a successful day. It includes examples of activities from previous Children's Commissioner's Takeover Days, as well as links to the curriculum, resources and advice to support you, your school and pupils in your planning for the day.

If you need any further advice, tips, or would like to speak with a school involved in the day in previous years for some advice, contact:

- ☎ 020 3441 4800
- ✉ takeover.day@childrenscommissioner.gsi.gov.uk
- 🌐 www.childrenscommissioner.gov.uk/takeover_day

Enjoy Children's Commissioner's Takeover Day 2014!



Maggie Atkinson
Children's Commissioner for England

What is Children's Commissioner's Takeover Day?



The day is a national event led by the Children's Commissioner for England. It gives children and young people the opportunity to be involved in local and national decision-making by working alongside adults at all levels and across sectors. They get the chance to understand how and why decisions are made and can influence future actions.

Children's Commissioner's Takeover Day promotes the United Nations Convention on the Rights of the Child (UNCRC), in particular Article 12, which says that children should have a say in matters affecting them, and their views must be taken seriously.

In 2013, tens of thousands of children and young people up and down the country took part in everyday decisions as they stepped into the shoes of teachers, councilors, chief executives, MPs, TV and radio presenters, and professionals in all walks of life.

As well as hundreds of schools, local authorities and police forces, others who have taken part in previous years include: Deputy Prime Minister Nick Clegg, Mayor of London Boris Johnson, The Chief Executives of Tesco and NHS England, the Metropolitan Police, CBBC Newsround, Blue Peter, BBC School Report, Kerrang! Radio, the Department for Education, Ofsted, the Co-operative Group, the Home Office, The Big Lottery Fund, Shelter, the V&A, and more than 50 museums and galleries.

We hope that your school's Children's Commissioner's Takeover Day activities will help adults and children and young people to better understand each other.

Who can be part of it?

Any school can be part of Children's Commissioner's Takeover Day. It's a flexible event which can be tailored to suit your school, and we provide guidance, resources and support to help you get the most out of the day.

Why get involved?

Children and young people benefit from:

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



What can
Children's
Commissioner's
Takeover Day
do for you?

About the Office of the Children's Commissioner



Maggie Atkinson
with young people on
Children's Commissioner's
Takeover Day

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.

We do this by listening to what children and young people say about things that affect them and encouraging adults making decisions to take their views and interests into account.

We publish evidence, including that which we collect directly from children and young people, bringing matters that affect their rights to the attention of Parliament, the media, children and young people themselves, and society at large. We also provide advice on children's rights to policy-makers, practitioners and others.

The post of Children's Commissioner for England was established by the Children Act 2004. The Act makes us responsible for working on behalf of all children in England and in particular, those whose voices are least likely to be heard. It says we must speak for wider groups of children on the issues that are not-devolved to regional Governments. These include immigration, for the whole of the UK, and youth justice, for England and Wales.

The Children and Families Act 2014 amended the Children's Commissioner's remit and role. It placed a statutory duty on the Commissioner and those who work at the OCC to promote and protect children's rights. In particular, we are expected to focus on the rights of children within section 8A of the Children Act 2004, or other groups of children whom we consider are at particular risk of having their rights infringed. This includes those who are in or leaving care or living away from home, and those receiving social care services. The Act also allows us to provide advice and assistance to and to represent these children.

Find out more about the Office for the Children's Commissioner at:



www.childrenscommissioner.gov.uk

Children's Commissioner's Takeover Day and the curriculum



Children's Commissioner's Takeover Day can be combined with many areas of your school's curriculum at all key stages. Specifically it helps to achieve the overall aim of the National Curriculum which requires schools to:

"[prepare] pupils at the school for the opportunities, responsibilities and experiences of later life"

It sits well in planning a **non-statutory programme of study for citizenship at Key Stages 1 and 2**, and in the **statutory programme of citizenship at Key Stages 3 and 4**.

Citizenship Education

A high-quality citizenship education helps to provide pupils with knowledge, skills and understanding to prepare them to play a full and active part in society.

Children's Commissioner's Takeover Day can be used to work towards the following parts of the National Curriculum for citizenship:

Key Stage 3

Develop pupils' understanding of democracy, government and the rights and responsibilities of citizens. Pupils should use and apply their knowledge and understanding while developing skills to research and interrogate evidence, debate and evaluate viewpoints, present reasoned arguments and take informed action.

Key Stage 4

The different ways in which a citizen can contribute to the improvement of their community, to include the opportunity to participate actively in community volunteering, as well as other forms of responsible activity.



<https://www.gov.uk/government/publications/national-curriculum-in-england-citizenship-programmes-of-study>

Children's Commissioner's Takeover Day can also be combined with:

- Basic skills in ICT, literacy and numeracy
- The PSHE curriculum, in particular interaction with others, developing and expressing opinions, and learning about rights and responsibilities

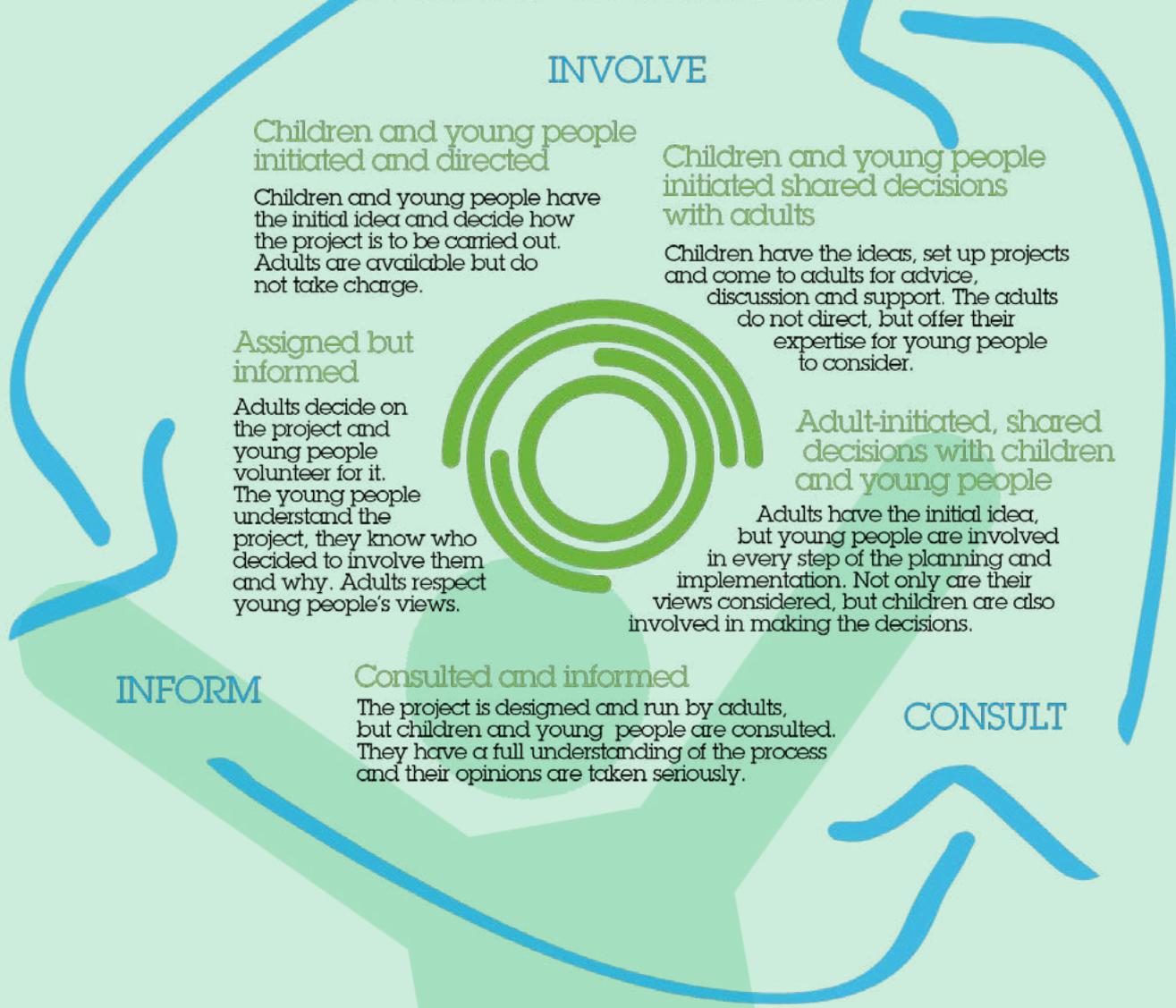
Getting the most out of your Children's Commissioner's Takeover Day



Our wheel of participation should help you to think about the different ways you could approach Children's Commissioner's Takeover Day 2014.

Involving children and young people in decision making...

Based on the 'Degrees of Participation' by Phil Tressler



Getting the most out of your Children's Commissioner's Takeover Day



Here are some showing how your plans can be shaped using the five-step wheel of participation:

- **Adult-initiated, shared decisions with children and young people**
- **Assigned but informed**
- **Consulted and informed**

School-based

- Students apply for jobs at school and support staff in those roles for a day. This could be split into key stages as appropriate
- Students take on a school problem and are given the responsibility of working out a solution, for example litter, graffiti, bullying, which will be taken up by the Governing Body / Head
- Students organise an event and take responsibility for planning and deliver it

Community-based

- Students are given placements in the wider community – parents, businesses, Local Authority - and takeover these roles

- **Children and young people initiated shared decisions with adults**
- **Children and young people initiated and directed**

School-based

- Students consider the problems facing the school and come up with solutions to tackle them – with their decisions being listened to
- Students organise a community event; they lead on planning and delivery
- Local decision-makers are invited into a school and students have the opportunity to question them, give their opinions, and feed in their views

Community-based

- Students organise their own placements with local community figures and are given the chance to take on those roles
- Students plan and deliver a campaign on a youth issue

Examples from previous Children's Commissioner's Takeover Days



Hundreds of schools up and down England get involved in Children's Commissioner's Takeover Day every year.

To inspire your plans and activities for Children's Commissioner's Takeover Day 2014, here are some examples of what has happened in previous years:

Taking over the school

You might decide to give students a taste of what it's like to run your school for the day. This can be a really valuable experience for staff and children and young people alike. Taking over this safe and controlled environment means it works particularly well for younger pupils, or schools getting involved in Children's Commissioner's Takeover Day for the first time. For example:

- Torriano Junior School: Throughout the morning pupils from all over the school shadowed adults in their roles. Some worked with the chef and others in the office. In the afternoon every child took part in activities planned and run by their peers. They cooked, played sports, drew manga style pictures, painted and made stop frame animation. .
- Boston Spa School: Boston Spa School was taken over by its students for the day. Visitors were greeted at reception by pupils, a young person took over the role of headteacher and students ran their music and English lessons. As well as this, a number of students reported on the day for BBC School Report.
- Marden High School: For the third year running, Marden High School took part in Takeover Day. Once again they turned this into Takeover Week, as students took over all aspects of the school and got their point across in staff meetings, as well as delivering lessons, working on reception and working in the school kitchen.
- Accrington Academy: Children from Accrington Academy met with the Chief Crown Prosecutor to discuss cyber bullying and how it is policed. The event also coincided with Anti-Bullying Week.



Kiera and David with education newspaper reporter Haydn Lewis during his visit to Tang Hall Primary School

Examples from previous Children's Commissioner's Takeover Days



Outside the school gates

Some schools decide to take their activities outside of the school environment. This can give a class of students or individual children the opportunity to get involved in all sorts of exciting and inspiring projects. It is a fantastic learning experience for students and can help them start to think about their career options later in life. For example:

- School Reporters from Holbrook Academy got the chance to make their own Today in Parliament programme, covering all the debates at the UK Youth Parliament House of Commons Sitting. The students wrote scripts, chose the best clips from each debate and recorded their programme in a radio studio at the BBC's Millbank studio.
- Jack and Ailyse from Academy 360 were given the fantastic opportunity to work with the Mayor and Mayoress of Sunderland. They did various Mayoral duties including visiting local projects. They were also presented with the ceremonial sword from the Household Cavalry Association for Remembrance Day.
- Young people documented the Victoria and Albert Museum's flagship event, Creative Quarter, for schools. As their social media team behind the scenes, the young people involved interviewed speakers, artists, designers and participants. They documented the day's events through Twitter and photography.
- The Rugby Football Union held 10 Young Rugby Ambassador conferences involving numerous young people making important decisions.
- Local press: Many local media outlets were taken over including the Yorkshire Post and BBC Radio Oxford.



Young person taking over Hammersmith and Fulham Parks Police

A joined up approach

Many schools choose to team up with other schools in their local area, or their Local Authority, to deliver combined opportunities for their students as part of Children's Commissioner's Takeover Day. Sharing time and resources can help schools provide even more exciting opportunities.

For example:

- Takeover Day in Norwich gave young people the chance to lead the council for the day - working in the role of Acting Managing Director, Chief Fire Officer and Director of Children's Services, as well as taking on the role of Cabinet Member for Safeguarding. Norwich International Airport, KLM UK Engineering, the Norwich Clinical Commissioning Group and the Police and Crime Commissioner's Office also took part.
- Worcestershire Youth Cabinet ran a large-scale Takeover Day with many schools and organisations involved including the Bishop of Worcestershire and West Midlands Safari Park.



Maryam shadowed Helen Smith, Service Director for children and families in Sandwell

Your Children's Commissioner's Takeover Day in 3 Simple Steps



To ensure the safety and welfare of the children and young people involved, you must follow your school's child protection procedures and also refer to the guidelines provided in this pack.

Step 1 – Engaging with everyone involved – staff and pupils

Get together with your colleagues and decide which group of people will lead the day's activities in your school.

Talk about what you would like to do on the day and consider its aims and objectives. Do involve your students in your planning as early as possible. To help students understand what Children's Commissioner's Takeover Day is all about, and how they could get involved you can download an information pack for children and young people from our website:

www.childrenscommissioner.gov.uk/takeover_day

Inform colleagues across the school of your ideas and plans so that they are clear about what Children's Commissioner's Takeover Day is and what is expected of them. They can also help you to raise awareness about the day.

If you decide to run your activities outside of the school environment, there is information on our website to help you explain to external organisations what the day involves. There's a letter that pupils can email, a flyer and a pack like this one, written especially for organisations. Just visit

www.childrenscommissioner.gov.uk/takeover_day

Step 2 – Developing your activities for the day

Whatever the size, scope and capabilities of your school, with careful planning and management there are always opportunities for children's ideas, creativity and enthusiasm to bring a fresh perspective to your work, or to gain a valuable insight into how other organisations work. Here's some general advice to help you plan a successful and enjoyable day:

Think realistically – It's a good idea to think about what you can achieve in light of:

- The age / ability of your students
- Their experience of similar events
- The curriculum
- The time available
- The support available to plan and deliver the event

Advance planning – Be sure to organise the activities well in advance with your colleagues and the pupils before your Children's Commissioner's Takeover Day event.

Your Children's Commissioner's Takeover Day in 3 Simple Steps



Working in collaboration – If your school is taking part, the planning process should be done in partnership with the pupils involved in the day. Other organisations should work closely with the partner school or youth group to ensure that the activities are pitched at an appropriate level for the age of the children taking part, and that they understand the aims of the day and what to expect.

Below are some examples of different ways to plan and organise your Children's Commissioner's Takeover Day, ranging from job shadowing to setting them a challenge. It's up to you to decide the scope of the day depending on your school's size and capability.

Job shadowing - A pupil observes a member of staff at the school, or an external organisation, as they go about their work. They will need to explain what they are doing and why, tell young people about their job and how the day-to-day tasks fit into it. They should answer any questions that are put to them. This will enable the pupil to understand their role and gain a real insight into the school or organisation and area of work.

Work experience - Your school, or an external organisation, would give the pupils interesting and relevant tasks relating to real work. Children and young people should, where possible, be given work that contributes to a current project. Explaining what each person's job involves and why it is important to the work of the school, or the organisation, will show young people the wider context of working life.

Share a challenge - Your school, or an external organisation, shares a challenge it is facing and asks pupils to come up with a solution. They should outline the issues involved and then ask the pupils to prepare a recommendation to help you make a decision. Pupils will need enough time to discuss, ask questions, research and think creatively about solutions, and should be told after the event what decisions were taken forward and why.

Step 3 – Planning and managing your day

Advance preparation with your colleagues and pupils will help ensure that everyone gets the most out of your Children's Commissioner's Takeover Day.

Getting started

- Schools should plan well enough in advance with your pupils and keep them involved in every step of the process.
- Parents or carers for those under 16 and the children's school, must give their permission for children and young people to join external organisations, or individuals such as councilors on Children's Commissioner's Takeover Day and know what they will be up to during their day.
- Emergency contact details should be provided for every child attending.

Your Children's Commissioner's Takeover Day in 3 Simple Steps



- Appropriate transport to and from the building must be organised. Nominate one or more members of staff as the child's guardian for the day to take overall responsibility for their whereabouts and wellbeing and ensure your school has carried out an appropriate risk assessment in advance of the day to identify and minimise any potential hazards. For guidance on this, visit www.hse.gov.uk.

Recognition

- Consider how to thank and congratulate the pupils who worked alongside you on your Children's Commissioner's Takeover Day. For example, you could give certificates to the participants (the Children's Commissioner's certificate is available in this pack and on our website, www.childrenscommissioner.gov.uk/takeover_day) and award them in assembly.

Evaluation

- Find out what the adults and pupils people thought of the experience. You can do this on the day using a simple evaluation process. For example, you could use smiley faces or a short evaluation form.
- Visit the Children's Commissioner's website where you will find online evaluation forms for children and adults that will help everyone involved evaluate the day. We will provide you with an evaluation report summarising all the responses. www.childrenscommissioner.gov.uk/takeover_day.

Feedback

- It's helpful to follow up the day by sending an update to the pupils who took part, telling them how successful their Children's Commissioner's Takeover Day recommendations or decisions have been. We want to know what you are doing and how it goes so we can learn for next year. Please fill out the online feedback questionnaire, email us or even tweet us @ChildrensComm and use the hashtag #TakeoverDay.
- For further reading, advice and ideas on children and young people's participation, visit: Participation Works: www.participationworks.org.uk, or the National Youth Agency's Hear by Right: www.nya.org.uk/quality/hear-by-right



 **@ChildrensComm**
#TakeoverDay

Safety and welfare of children and young people



Here is information on the safety and welfare of children and young people that you can pass on to organisations:

What to do if you have concerns about a child's wellbeing or safety:

- Ensure you are aware of the child protection reporting procedures for your organisation or the organisation the children and young people are coming from. Follow good practice in the event of any disclosures being made by children and young people.
- If a child tells you something which is worrying, never agree to keep this confidential and make sure you talk to someone in line with the agreed child protection procedures you are following.
- Never trivialise child abuse, as you do not know of the experiences of the children you are meeting with.
- Should a child or young person seem worried about problems, remind them that they can call ChildLine free, 24 hours a day on 0800 1111 for confidential support and advice, or access help via the ChildLine website at: www.childline.org.uk.
- REMEMBER, you can discuss any concerns about a child and get advice, by calling the NSPCC child protection helpline on 0808 800 5000. Their website is www.nspcc.org.uk.
- Please see our useful 'Guidance for working with children and young people' which the Office of the Children's Commissioner uses - www.childrenscommissioner.gov.uk/content/publications/content_682
- For more advice on the safety and welfare of children and young people click here or go to www.childrenscommissioner.gov.uk/content/publications.



Emcan takes over from Headteacher Mrs Bigland at Lent Rise Primary School

Prompt questions for children and young people



Here are a few questions you can give your pupils to ask adults on the day:

Introduction

- Can you explain what you do in a minute?
- What do you like most about your job?
- What's the most important thing about your job?
- What are you hoping for from taking part in the day?
- How do young people affect your job?

General

- How can I help?
- Why are we doing this?
- Who does your job affect?
- Can you tell me how you got to where you are now?
- What do you think are the strengths needed for this job?
- If you could change one thing about your job, what would it be?
- Do you look after money? Can you say how much and how you manage it?

Evaluation

- How do you feel today has gone?
- What do you think we have achieved?
- Is there anything you will do differently now?
- Is there anything you would like me to do as a result of today?
- Is there any advice or tips you can give me about how to make my career a success?

Shout about your Children's Commissioner's Takeover Day!



There are lots of ways to tell people about what you are doing for your Children's Commissioner's Takeover Day. Here are a few tips to help you create excitement for your event and showcase your school's work.

National media

Aim high! Consider what is unique about your story, and contact national newspapers, TV and radio stations. If they see a great human interest story, they may consider covering it.

Regional media

Local newspapers, websites, TV and radio stations will be very keen to cover your event if you highlight what is interesting and new about it and who's involved.

Social networking and websites

Create a buzz before, during and after your Children's Commissioner's Takeover Day by tweeting, blogging or posting information on your organisation's website and social networking sites – Facebook, Twitter, YouTube, Flickr etc.

Get involved with the national Children's Commissioner's Takeover Day buzz on Twitter. Follow the Office of the Children's Commissioner @ChildrensComm and use the hashtag #TakeoverDay in all your tweets.

Internal communications

Include information on your school's website, intranet, e-bulletin or newsletter detailing what you're doing, who's involved, when it's happening and where. You can update this afterwards with a post-event report including videos or pictures. It may even inspire others to take part.

Tell us about your event

Remember to tell us about your event so we can help you shout about it. You email us anytime at takeover.day@childrenscommissioner.gsi.gov.uk or call **020 3441 4800**.

Remember to complete our online feedback survey which can be found on our website: www.childrenscommissioner.gov.uk/takeover_day



@ChildrensComm
#TakeoverDay



Children's Commissioner's Takeover Day Resources



Our website has lots of resources to help you make your day a success and promote your good work: www.childrenscommissioner.gov.uk/takeover_day

2014 logo



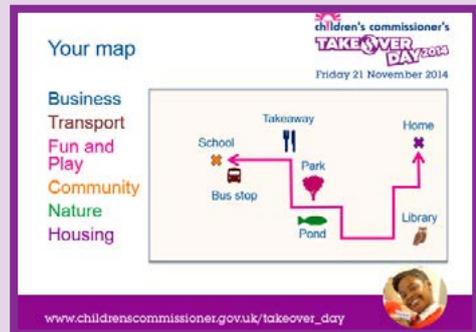
2014 certificate



2014 flyers for young people, schools and organisations



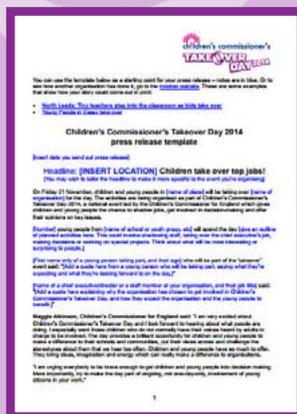
Schemes of work with lesson plans and resources for all key stages



Children and young people pack



Press release template



Letters for schools to send to organisations





FRIDAY 21 NOVEMBER 2014

Children's Commissioner's Takeover Day is a national event that gives children and young people the chance to get involved in decision making and work alongside adults.

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🌐 www.childrenscommissioner.gov.uk/takeover_day

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