



Children and Young People

children's commissioner's

**TAKEOVER DAY 2014**

FRIDAY 21st NOVEMBER

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

**Information for children  
and young people**



Young people taking over Hammersmith and Fulham Council

[www.childrenscommissioner.gov.uk/takeover\\_day](http://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.

Children's Commissioner's Takeover Day- The Rundown	Page 3
Hello from the Children's Commissioner for England	Page 4
What is Children's Commissioner's Takeover Day?	Page 5
What the Children's Commissioner does	Page 7
Examples from previous years	Page 8
Be safe	Page 10
Your Children's Commissioner's Takeover Day in 3 steps	Page 11
Shout about your Children's Commissioner's Takeover Day	Page 14
Wheel of participation game	Page 15
How to make the most out of the day	Page 17
Children's Commissioner's Takeover Day resources	Page 18



**@ChildrensComm**  
**#TakeoverDay**

**"It was great fun and we learnt loads. The little kids were so cute. I wish I could come back every Friday."**  
**Year 6 pupil from Old Bank Junior and Infant School who took over pre-school classes.**

# Children's Commissioner's Takeover Day- The Rundown



**Maggie Atkinson, Children's Commissioner for England** said "The day is all about celebrating young people, and highlighting the brilliant things you do. With the help of an adult, you can 'takeover' someone's job to find out how they make decisions. Whatever you're interested in doing, Children's Commissioner's Takeover Day gives you the chance to make it happen. Anyone can take part whether you're five or 15!

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

## Top 5 reasons to take part

1. It's exciting! For a day you could be a MP, journalist, headteacher, director, police officer or many other things
2. You'll gain some incredible skills and knowledge
3. You see how organisations are run and decisions are made
4. You may even get to be a leader and help make important decisions
5. Your opinions should be valued- you'll get more confidence and ideas for your future!

## Children's Commissioner's Takeover Day in 3 steps

- Step 1- Think of a job or organisation you'd like to take over
- Step 2- Plan what you're going to do on the day
- Step 3- Tell us how your day went

## Examples of what young people have done before

### Blue Peter

The Blue Peter team ran a competition to look for four producers to take over the Blue Peter TV show. There were 1000 applicants and the four lucky young people took over as producers on the 29th November live show. Others also took over backstage including the cameras and website.

### Investigating stories for a local newspaper

Charlie took over as news editor at the Warrington Guardian. He had a full day trying to find the best news stories for the newspaper. He also had to write and edit the articles to make sure that they fit on the page as well as searching for eye-catching photographs too.

### Interested?

Read on to get all the information you need to join Children's Commissioner's Takeover Day 2014.

# Hello from the Children's Commissioner for England



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

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

The day is all about celebrating young people, and highlighting the brilliant things you do. With the help of an adult, you can 'takeover' someone's job to find out how they make decisions. For example, maybe you've always wanted to know what it's like to step into your teacher's shoes, or what it's like to be a businessman, a nurse, policeman, journalist, or perhaps you want to see how your local council is run.

Whatever you're interested in doing, Children's Commissioner's Takeover Day gives you the chance to make it happen. The day can help you to work alongside adults to make decisions and to understand the work that they do.

This year we are celebrating our eighth Children's Commissioner's Takeover Day and we are trying to get more than 50,000 children and young people to take part, so please spread the word and tell all your friends.

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

This pack will give you and your school or youth group all the information you need to plan your activities. Please keep in touch throughout and send us the feedback questionnaire at the back of this pack.

Whatever you do for the day, make sure that a parent, carer, teacher or youth worker helps you to organise it and knows what you're doing! Also, don't forget to tell us about what you get up to!

If you need any further advice or tips, you contact us:

- ☎ **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?



## Anyone and everyone can be part of it!

The day is led by Maggie Atkinson, the Children's Commissioner for England. It gives children and young people across the country the chance to work with adults and get involved in making decisions in all kinds of organisations.

Last year, tens of thousands of children and young people took part. They became teachers, council officers, MPs, journalists, and did lots of other jobs too.

Over the years hundreds of schools, local authorities and police forces have taken part. Other organisations and people who took part included: **Deputy Prime Minister Nick Clegg, CBBC Newsround, Tesco, Blue Peter, BBC School Report, the Department for Education, The Big Lottery Fund, the Royal British Legion and more than 50 museums and galleries.**

Children's Commissioner's Takeover Day also promotes the United Nations Convention on the Rights of the Child (UNCRC). The UNCRC tells Governments how children and young people should be treated. For example, all children should be able to go to school, be healthy and be asked for their opinions on things that are important to them.

We hope that your Children's Commissioner's Takeover Day activities will help you and adults to better understand each other. You can take part whatever size your school is.

## Children's Commissioner's Takeover Day gives children and young people:

- the chance to gain skills, knowledge and inspiration;
- a better understanding of how organisations are run and the decisions which affect them;
- experience of leadership and making decisions; and
- 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?

# What is Children's Commissioner's Takeover Day?



## **If an adult asks what businesses and organisations get, you can say:**

- improved links and understanding with children and young people who use their services;
- fresh ideas, insight, creativity and ways to improve what they do; and
- the chance to show that they listen to children and young people and value the contribution they make.

## **If your teacher asks what schools get, you can say:**

- an opportunity to celebrate the positive contribution young people make to communities and society;
- a fresh insight into what they do;
- the chance to show their commitment by listening to their students;
- the opportunity to showcase the talents of their children and young people; and
- the chance to make better decisions about things that affect their pupils.



**A Taverham  
High School student  
enjoyed a taste of the high  
life as she became boss of  
KLM UK Engineering  
for a day.**

**They took  
over from the  
managing director, ran  
management meetings,  
conducted site tours  
and got up close and  
personal to an  
aircraft.**

# What the Children's Commissioner does



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](http://www.childrenscommissioner.gov.uk)



**Here are some examples of how your imagination, enthusiasm and energy can make the day an exciting and valuable experience for everyone involved.**

## **A busy day running a school**

At Burton School children were selected from an application process and chosen by the head boy and girl. Students were given the chance to act in a variety of roles including assistant head teacher, premises manager, librarian and school business manager. The group of students were given two scenarios to tackle, they had to work out how to reduce littering at the school and deal with a letter from a fake parent complaining about bullying. Deputy Head Teacher Ian McArthur said, the day gave the students a boost to their employability skills because it helped develop their understanding of the workplace and that "The relationships children sometimes see in black and white, they have been able to see from a different perspective."

## **Helping influence future decisions**

Young people from Redhill Academy in Arnold and Blue Bell Hill Primary School took over Nottingham's Galleries of Justice. Roles taken over included: director, senior curator, archivist and the marketing team. The young people got to influence future exhibitions and help with daily activities, such as leaflet design and marketing.



Maryam Jabeer  
shadowed Helen Smith,  
Service Director for Children  
and Families

## **Getting more people involved in decision-making**

The Co-operative Young Members' Board (CYMB) provides insight into the thoughts, views, issues and aspirations of young people. As part of Takeover Day, there was a CYMB meeting held across the Friday, Saturday and Sunday where, as well as helping to design The Co-operative's 2014 chilled pizza offer, they worked on a project to help engage young members online ensuring even more young Co-operative members can have their say.



**Think about:**  
1. What you could do.  
2. What you could learn.  
3. Where you could take over.



## Being a top cop

Two young boys worked and trained with Westminster Police on a special tutor's course. A police sergeant said: "The boys really enjoyed it and it was an insight into what is involved in becoming a police officer and how they think and react to situations. Likewise, the police officers gained a lot of insight into young people, their issues and it was really valuable being able to include them in the training."

## Taking over a major organisation

Tesco's Chief Executive, Phillip Clarke as well as nine senior board members were taken over including some of their departments such as communications where they made videos about various takeovers on the day.

## Shadow important people

Young people had the chance to shadow the Editor and the Managing Director of Metro.

## Providing new ideas at the museum

A 10-year-old school pupil took the reins of the Borough Museum and Art Gallery in Newcastle. She got the chance to plan and work within exhibitions. Museum Assistant Sarah Walker said: "It's really interesting how young people think and it's important we get all of their views."



Members of the London Assembly Darren Johnson and Jenny Jones being taken over in 2013



You should work with an adult you know, such as a teacher, youth worker, parent or carer, to plan and organise your Children's Commissioner's Takeover Day in the safest way possible.

If you are taking over a job outside of your school, make sure an adult is in contact with the organisation you will be working with, and that they know what you're doing at every stage of the day.

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

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



Vari Lambert (Communications Officer)  
with Diana Award Holders Lucy and Mat

How to contact ChildLine:



**0800 1111**

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



# Your Children's Commissioner's Takeover Day in 3 steps



Whatever you do for Children's Commissioner's Takeover Day, you must make sure that a parent, carer, teacher or youth worker helps you to organise your day and knows what you're doing.

We want to make sure that you are safe and well looked after on the day. This pack also has information about who you can talk to if you have any problems or worries on the day.

## Step 1 - Think of a job or organisation you'd like to take over!

Lots of schools take part in Children's Commissioner's Takeover Day and you may want to talk to your teachers about doing their jobs for the day.

Get together with other school children and your teachers so that you can all decide what will happen on the day.



Young person takes over  
the Parks Police

If you want to 'take over' a job in another organisation you should ask a teacher, youth worker, parent or carer to help you contact them to see if they'd like to take part in Children's Commissioner's Takeover Day.

You could try asking your local council, police or fire service, banks, newspapers, radio stations, businesses, theatres, museums... anything you can think of that you'd like to do.

To tell organisations what Children's Commissioner's Takeover Day is all about, you can download lots of things from our website. There's a letter that you can email, a flyer and a pack like this one, written especially for organisations. Just visit:

**[www.childrenscommissioner.gov.uk/takeover\\_day](http://www.childrenscommissioner.gov.uk/takeover_day)**

For help contacting organisations, you can also email us:

**[takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk)**

## Step 2 - Planning what you're going to do on the day

Spend some of your time planning out your day with your friends, other children at your school, teachers, youth workers, parents or carers. Think about what you can do to make a difference to your school and the organisation you work with.

How fully you 'take over' is up to everyone taking part in the day. You may have ideas and suggestions for things you could do, or the school or organisation might have a specific task or project they'd like you to work on.

If there's something you really want to do, make sure you ask in advance so that the organisation can see if it's possible and plan it into the day for you.

Think ahead and  
plan your day.

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



The sorts of things you could do for Children's Commissioner's Takeover Day might include:

## **Job shadowing**

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

## **Work experience**

You're given jobs to do which is part of the work of the organisation. This is to show you what it's like actually doing the job, and hopefully you'll be on a current project.

## **Sharing a challenge**

The organisation shares a challenge it has, and asks you to find some possible solutions to the problem. You will need to discuss the issue, do research and ask questions, before coming up with carefully thought out recommendations.



Young people at the  
Royal British Legion

If you are planning events that are outside of the school building, it is best if a teacher or an adult that you trust goes with you. To make the day as safe and as successful as possible, you must make sure that:

- Your teacher, parent or carer or youth worker has given permission for you to take part in the day outside of the school.
- Your school, your parent or carer or youth worker know exactly what you'll be doing on the day and where you'll be.
- Your school, your parent or carer or youth worker have been given a contact name and number at the organisation in case of any problems.
- The organisation has your school, parent or carer's contact details.
- You know how you will be getting there and back, and who to ask for when you arrive.
- Make sure you have received a plan for the day in advance from the organisation so that you know what to expect, and who to go to if you have any problems or questions on the day.
- If you have any worries about the day before, during or after it happens, the 'Problems or worries' page in this pack gives some advice and contact details.

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

Remember to  
keep in touch!

## Step 3 - After Children's Commissioner's Takeover Day

- Visit the Children's Commissioner's website to tell us what you did for Takeover Day -  
**[www.childrenscommissioner.gov.uk/takeover\\_day](http://www.childrenscommissioner.gov.uk/takeover_day)**
- You might want to let the your school and the organisation know how you found the day. Speak to your teacher or youth worker about the best way to give feedback.
- Encourage the organisation you worked with to let us know how it was for them.
- If you enjoyed the day, why not ask your teacher to help you contact the organisation again to see whether they will agree to take you on for work experience?



Young directors at Involver show their business cards

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



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

Ask your teacher or the organisation where you're spending Children's Commissioner's Takeover Day whether they would be happy for your event to be covered by the media.

They may want to contact a newspaper, magazine, websites, social networking sites, such as Facebook, Twitter or YouTube, or TV and radio stations to tell them all about what you're doing. Don't forget to let us know too.

They can find help on how to do this on the Children's Commissioner's website in our 'Information for organisations' pack, available at:  
**[www.childrenscommissioner.gov.uk/takeover\\_day](http://www.childrenscommissioner.gov.uk/takeover_day)**

## Write an article

The media and social networking sites are always looking for stories showing young people doing positive things. Why not write an article about what you did for Children's Commissioner's Takeover Day and send it to a youth magazine, website or social networking site or local newspaper?

Before you send any information about yourself you must ask a parent, carer teacher or youth worker to read it and offer advice.

You should also show the article to the organisation who you spent your Children's Commissioner's Takeover Day with and check that they're happy for you to send it out.

## Tell the Children's Commissioner what you're doing

We want to know about all Children's Commissioner's Takeover Day events that are happening around the country. We might use your information to help us to plan and publicise the next Children's Commissioner's Takeover Day. You can also add your event to the map on our website, [www.childrenscommissioner.gov.uk/events](http://www.childrenscommissioner.gov.uk/events).

@ChildrensComm  
#TakeoverDay



Contact us at:



**020 3441 4800**

**[takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk)**

**[www.childrenscommissioner.gov.uk/takeover\\_day](http://www.childrenscommissioner.gov.uk/takeover_day)**



You can take part in Children's Commissioner's Takeover Day in many different ways.

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.

It might depend on the organisation or project and also on what you want to do. Children's Commissioner's Takeover Day is about valuing your experience and voice and this projects gives opportunities to have your voice heard.

Think about the Children's Commissioner's Takeover Day opportunities and where they fit on the wheel on the next page. Use the below examples to help you.

- A magazine asks you to write an article, but you must come up with the idea and do the research.
- You have to come up with an idea for a future exhibition at a museum. The adults are there to offer you help but you are in control.
- You must run a meeting to discuss how the council will use their yearly budget. The adults are there to offer help if you need it.
- You are taking over as head teacher for the day and have to run an assembly. The adults have decided this project and you know why you have been chosen.
- You are following a team of police for the day. They decide on the project and you understand the project and know why you're involved.

## Involving children and young people in decision making...

Based on the 'Degrees of Participation' by Phil Treseder

### INVOLVE

#### Children and young people initiated and directed

Children and young people have the initial idea and decide how the project is to be carried out. Adults are available but do not take charge.

#### Children and young people initiated shared decisions with adults

Children have the ideas, set up projects and come to adults for advice, discussion and support. The adults do not direct, but offer their expertise for young people to consider.

#### Assigned but informed

Adults decide on the project and young people volunteer for it. The young people understand the project, they know who decided to involve them and why. Adults respect young people's views.

#### Adult-initiated, shared decisions with children and young people

Adults have the initial idea, but young people are involved in every step of the planning and implementation. Not only are their views considered, but children are also involved in making the decisions.

### INFORM

#### Consulted and informed

The project is designed and run by adults, but children and young people are consulted. They have a full understanding of the process and their opinions are taken seriously.

### CONSULT

# How to make the most out of your Children's Commissioner's Takeover Day



Here are a few questions you can 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?



# Children's Commissioner's Takeover Day resources

2014 logo



Certificate for you to award



2014 flyer to give to your school



2014 flyer to give to organisations



A pack of information for your school



A letter to send to organisations



A letter to give to your school





**FRIDAY 21st 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.

The Office of the Children's Commissioner  
Sanctuary Buildings, 20 Great Smith Street  
London, SW1P 3BT

☎ 020 7250 8380

✉ [takeover.day@childrenscommissioner.gsi.gov.uk](mailto:takeover.day@childrenscommissioner.gsi.gov.uk)

🌐 [www.childrenscommissioner.gov.uk/takeover\\_day](http://www.childrenscommissioner.gov.uk/takeover_day)

© Office of the Children's Commissioner, 2014.