

Takeover Challenge Information Pack



This information pack provides you with
information and ideas to organise a
successful Takeover Challenge

What is Takeover Challenge?



The Takeover Challenge is a fun, hugely successful and exciting activity for children and young people

Takeover Challenge sees organisations across England opening their doors to children and young people to take over adult roles. It puts children and young people into decision-making positions and encourages organisations and businesses to hear their views.

Children gain an insight into the adult world and organisations benefit from a fresh perspective on their work. The Takeover Challenge has grown year on year – in 2016 over 55,000 children and thousands of organisations took part. Children and young people stepped into the shoes of hundreds of high profile figures including: MPs, mayors, TV presenters, teachers, chief executives, senior police officers and other professionals in all walks of life.



When should you run your Takeover?



Takeovers will be taking place on Friday 23 November.

If you can't take the Takeover Challenge on 23 November, you can run a takeover at anytime, don't forget to tell the world about it.

Takeover Challenge is a great springboard to embed children's views into your everyday decision-making at anytime.

Last year more organisations than ever before took their challenges at different times of the year, some of them spreading them over weeks and even months.



Who can take part?



Who's been taken over??



Individuals and organisations of all types can take part. Public, private sector and voluntary organisations, businesses big and small and thousands of schools and museums have all taken part in the past.



Why take part? What's in it for me?



I'm a **YOUNG PERSON**. What do I get out of the Takeover Challenge?



- 1 It's fun and you can be involved in making decisions about things that affect you.
- 2 Have your voice heard.
- 3 Experience the world of work.
- 4 Develop new interests and skills.
- 5 Share your ideas!



Why take part? What's in it for me?



I'm an ADULT. What do I get out of the Takeover Challenge?



- 1 Gain a fresh perspective on and insight into your work and organisation.
- 2 Share a challenge your organisation is facing and ask young people to come up with a solution.
- 3 Inspire children and young people to achieve.
- 4 Develop a relationship with your local community.



Views from past Takeovers



Seeing things from a different perspective by getting a young person's view on what we do and how we can do it better is a real benefit to us. We get a chance to really listen to what young people say and hear what they think. They also get a chance to shape how we work with young people in general. The day is always great fun and often a real eye opener for us and our new young colleagues.

Bill Skelly, Deputy Chief Constable of Devon and Cornwall Police

I've learnt more today than I have in two weeks at school. Something like this really prepares you for what it's like in the workplace. I liked that I got to give my opinion in meetings and really join in with the discussions.

Grace spent the day as Managing Director of the NPS Group, a property design and management company



I'm an organization

How do I get started?



1. **Engaging** Agree with colleagues who will lead activities, approach a local school, college or youth group to invite them to take part.
2. **Develop** your activities for the day - Whatever the size of your organisation, with a little planning, there are always opportunities to incorporate children's ideas and creativity and bring a fresh perspective to your work. Get young people involved in planning the perfect Takeover!
3. **Manage** the practicalities of your day - Advance preparation with your colleagues and children and young people will help ensure that everyone gets the most out of the day.



I'm a young person

How do I get started?



Get together with your friends and teachers/supporting adult to plan your Takeover Challenge.

- 1** Think of a job or organisation you'd like to Takeover! You could try asking your local council, police or fire service, bank, newspapers, radio stations, businesses – anything you would like to do!
- 2** Plan what you are going to do on the day. If there is something you really want to do, make sure you ask in advance so that your organisation can see if it's possible and plan it into the day for you.
- 3** After your Takeover, follow up with some of the decisions you made. See if you can arrange follow up activities with your organisation – are there other challenges you would like to arrange with them?



What have people done in previous Takeovers?



Children and young people have done amazing things like...

- 1 Advising organisations from a young person's perspective
- 2 Trying out top jobs
- 3 Being part of key decisions by giving suggestions for specific tasks or problems
- 4 Working on projects that had an impact on young people
- 5 Job shadowing people for the day and seeing what their work entailed

See our videos below of three young people who spent their Takeover Days at Sky News, Manchester City FC and being the Children's Commissioner for the day.





Look who's been taken over



Emergency Services Police and Crime Commissioners as well as forces all over England have been taken over. In one force, each child was allocated a different department including the roads policing unit, call management department and the tactical dogs and firearms unit.

Business Hundreds of businesses have taken part. Children tell us that they want more opportunities to influence the commercial world so we are on the hunt for businesses all over England to be part of the Challenge.

Heritage Museums and galleries all over England have taken part, led by charity Kids in Museums. These include: The V&A; Tate Liverpool; The National Children's Museum; Birmingham Museums Trust and the Natural History Museum.

Health Huge numbers of health organisations used Takeover as a way to speak with and give voice to young people across the country. This ranged from the Department of Health to NHS England, Public Health England down through NHS trusts, to many local hospitals and clinical commissioning groups.

Politicians and Government Many MP's and government Ministers have taken part in the Takeover Challenge. Young people have shadowed Ministers and MP's in their constituencies, attending important meetings and learning more about decision making in their communities.





Important bits to remember!



The important bits to check when organising a Takeover.

Always ensure when organising your Takeover Challenge that you communicate with children and young people through a school, youth organisation or parent/carer and not directly with a child or young person. Follow the school, organisation or local authority's child protection procedures and also refer to the guidelines provided in this pack.

If are a young person, share this information with your school, youth group or organisation so that the adults can support you to take part in the Takeover Challenge.

Have you given/got permission? - Parents or carers of children under 16 and their school must give permission for children and young people to join external organisations or individuals for Takeover Challenge.

Emergency contact details should be provided for every child attending. Appropriate transport to and from the building must be organised.

Ensure your organisation has carried out an appropriate risk assessment in advance of the day to identify and minimise any potential hazards.

For more guidance on risk assessments visit: www.hse.gov.uk



Safety and welfare



It is critical to ensure the safety and welfare of children who are taking part in your Takeover Challenge. You should do this by making sure:

- >> that you follow your organisation's child protection and health and safety procedures at all times.**
- >> that if your organisation does not have child protection procedures, you do not have direct contact with children but work through an organisation which does, such as a school or youth group and work with their child protection procedures.**
- >> that at all times there is an adult present with the children taking part in the Takeover Challenge who has been DBS (Disclosure and Barring Service) checked.**
- >> that any contact with children and young people taking part in the Takeover Challenge is focused on the event and that you do not exchange personal contact information through social networks or otherwise.**
- >> that you consider your behaviour, conduct and language, remembering to act as a positive role model to the children and young people taking part.**



What to do if you have concerns about a child's welfare or safety?



Follow your child protection reporting procedures or those of the organisation you are working with.

>> If a child tells you something which is worrying, do not agree to keep it confidential and make sure you talk to an appropriate person about it in line with your organisation's child protection procedures or that of the organisation you are working with.

>> Never trivialise child abuse or neglect as you do not know the experiences of the children you are meeting.

>> Should a child or young person seem worried about problems, you should remind them that they can call Childline free 24 hours a day on 0800 1111 for confidential support and advice or via their website at www.childline.org.uk You can discuss any concerns about a child and get advice by calling NSPCC's child protection helpline on **0808 800 5000** or online and go to www.nspcc.org.uk

>> If a child needs urgent help or medical attention call emergency services on 999

