



*"I love Takeover Day
as we are in
charge!"*

*'It was very good and it
was helpful, educational,
fun, strange and differ-
ent, but very good.'*

The logo features a stylized sun with rays above a figure with arms raised. Below this is the text 'children's commissioner's' in blue, followed by 'TAKEOVER DAY 2014' in large, bold, purple letters with a circular arrow graphic around the 'O' in 'TAKEOVER'.

*"It was a great experience
and even though the work
was challenging I really
enjoyed it."*

*"I loved seeing
and doing the
jobs adults do
everyday"*

*"I loved seeing and
doing the jobs
adults do everyday"*

*"The day was a great success
and the students loved it"*



What is it?

Takeover Day is a national event organised by the Children's Commissioner for England, Maggie Atkinson. It gives children and young people the chance to work with adults and to get involved in organisational decision-making. Children and young people benefit from the opportunity to experience the world of work and make their voices heard, while adults and organisations gain a fresh perspective on the work they do.

When it is?

National Takeover Day takes place this on Friday 21st November 2014, however in Leeds we're promoting a '**Takeover Month**' to give organisations like yours more opportunity to participate.

Getting involved

Please take some time to consider how your job / service / organisation could be 'taken over' by children and young people during the month of November.

We have included some examples of previous years' Takeover events to give you some inspiration but please visit: www.takeoverday.org.uk to find out more and see our step-by-step guide at the end of this document.

Information briefing drop in event - 25th September, Merrion House

If you're intending to take part in Takeover Month but would welcome the opportunity to discuss your plans first or would just like to get some further information then why not attend our **free information briefing?**

Thursday 25th September

12pm—2pm, 10th Floor East Conference Room, Merrion House

Call in anytime between 12 and 2 for an informal discussion to help you make the most of this year's Takeover Month.

What makes a successful takeover?

Takeover month is a chance for services and organisations to involve children and young people in decision making.

To ensure your takeover event is a success for everyone involved, you should decide on a meaningful task that will be interesting for children and young people to be involved in.

Examples of some previous takeover activities include:

Before Takeover	During Takeover	After Takeover
School staff send out newsletters to pupils informing them of what is going on in school	Young people took over the writing and designing the newsletter	More students read the newsletter as it was written by students for students
School staff organising and leading assemblies	Students planned and lead assembly	This really boosts the confidence of children who would ordinarily have been too shy to stand in front of an assembly and speak
Staff design campaign to encourage people in Leeds to stop dropping litter	Young people design the communications campaign and takeover the twitter account	New and innovative ideas for future campaigns
Staff planned team away day	Young people planned a team away day	Reinforced to staff that young people need as many opportunities as possible to go and spend quality time in real businesses.
Staff designed consultation activities for gathering the views of young people	Young people designed consultation activities	Out of the box ideas for future interactive consultation activities
Staff plan and deliver school lessons	Students planned and lead classes throughout the school	Students find it interesting to find out what teachers have to do in order to take classes
Staff planned event for families	Young people planned event for families, designed invites etc.	Staff thought the day was fantastic, especially to see the innovative ideas young people had (out of the box ideas)
Staff design webpage for young people	Young people designed new webpage	The website is more accessible and appropriate for the target audience
Staff interview potential volunteers	Young people take over the interview process	Having a young person's opinion in the recruitment interviews is really positive and definitely a must for the future!



Risk Assessment and safeguarding

To ensure the safety of children and young people during takeover, supervising staff responsible for the children and young people must have a current DBS check and a risk assessment must be completed prior to the session. Please also ensure that you have the correct school / parental consent for the children and young people involved. The safeguarding of children and young people is the responsibility of the organisation / service who are being 'taken over'. [More guidance available here.](#)

Example risk assessment:

Consequence	Risk Rating Matrix		LIKELIHOOD			
			Probable (A)	Possible (B)	Remote / Unlikely ©	Improbable / Negligible (D)
	Fatal injuries (4)/ Permanent Environmental Effect	High (4A)	High (4B)	Medium (4C)	Low (4D)	
	Major Injuries (3)/ Major Environmental Effect	High (3A)	High (3B)	Medium (3C)	Low (3D)	
	Minor Injuries (2)/ Minor Environmental Effect	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)	
	Negligible Injuries (1)/ Negligible Environmental Effect	Low (1A)	Low (1B)	Low (1C)	Low (1D)	

HAZARD	EFFECT	RISK RATING	CONTROL	RESPONSIBILITY	RESIDUAL RISK RATING
Behaviours	Physical injury	2B	<p>Ground rules should be established, consideration to be given to the venues generic risk assessment. Involving young persons in developing rules is a good practice.</p> <p>Monitoring of compliance with ground rules is essential with appropriate actions taken.</p> <p>Supervision ratio's to be considered for the session, a minimum of 2 staff present.</p>	Responsible Staff Member	2C

Food and refreshments: Please give consideration to any children or young people who may be coming out of school to take part in your event

For template risk assessments contact the Voice & Influence Team
(vic@leeds.gov.uk)



What next?

Takeover month will take place throughout November so now's the time to:

- Sit down with your colleagues and think about an element of your job(s) or service which could be meaningfully 'taken over' by children and young people.
- Once you have agreed on a takeover activity which will make a lasting difference to your organisation, choose a suitable date and time in November.
- If you need help recruiting children and young people to take part, please complete and return the attached "Form B" by 25th September so we can advertise your opportunity to schools
- If you will be recruiting children and young people yourselves or if you work in a school please complete and return the attached "Form A" to let us know your plans.

Don't forget—if you have any burning questions or if you're struggling for ideas please come along to our free drop-in briefing session anytime from 12pm to 2pm on 25th September in the 10th East Conference Room at Merrion House.

For further information, support and guidance visit the national Takeover Day site:

http://www.childrenscommissioner.gov.uk/takeover_day

Or you can email us:

vic@leeds.gov.uk

Tel: 0113 24 78354