

## Finding a partner for Takeover Day

Takeover Day gives museums a great opportunity to reach out to new partners or work with existing ones in a different way. In this guide we will explore the types of partners you could work with and where to find them.

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### Top tips for partnerships

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**It can take time.** Leave plenty of time to identify, contact and collaborate with your partner. We recommend contacting potential partners as soon as possible in your Takeover Day planning, as sometimes your first partner might fall through.

**Be flexible.** Ensure your event benefits and fits in with both your organisations.

**Go to them.** Partners are often overstretched and may not have worked with museums before. Go and meet them and find out how Takeover Day can fit in with their work. This will save them time and you are more likely to succeed in having a longer-term relationship.

**Communicate the benefits.** Send them our short film or written overview about why to take part and how it can benefit young people. Take a look at our online case studies to find out how what participants have said about taking part.

**Combine your Takeover Day with Arts Award.** Offering young people the opportunity to gain an Arts Award qualification provides another incentive for partners to take part. Check out our guidance about how to link your Takeover Day to Arts Award. Are you or is your partner an Arts Award Centre? The Arts Award map can help you find other places that offer Arts Award near you.

**Use social media.** Contacting organisations or their representatives through direct messaging can be an effective way to get in touch and start building a partnership.

**Make your Takeover Day part of a longer-term project.** Make it more than a day. A longer project could include inviting participants to visit your museum for an introduction, create posters or promotional materials to advertise the day, devise activities or workshops to deliver at the event and undertake training on museum skills, such as leading a tour. This can help participants to prepare and gain confidence in the space before Takeover Day.

## Types of partners

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### 1 Primary Schools

**About:** Key Stage 1 pupils are aged 4-7 and Key Stage 2 pupils are aged 7-11.

**How to get in touch:** Headteachers are a good place to start to contact primary schools. Their contact information can usually be found on school websites. They will be able to pass you onto relevant curriculum leads or class teachers to take things forward.

Alternatively why not try and get a spot at a headteachers' briefing? These are run by local councils several times a year.

**Top tips:** Find out how your Takeover Day can help teachers to achieve or enhance their teaching. A good starting point might be carrying out some curriculum mapping with teachers to identify how Takeover Day could help to deliver specific school topics or curriculum areas.

If you are planning to do a longer-term project with a primary school, ensure this takes place both in the classroom and at the museum. Teachers and museum staff can equally deliver the content for the project to save time and resources on both sides.

Some museums have focused their Takeover Day around enterprise skills, giving pupils the chance to find out about and experience different roles within your museum.

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### 2 Secondary Schools

**About:** Key Stage 3 pupils are aged 11-14, Key Stage 4 pupils are aged 14-16 and Key Stage 5 are aged 16-18.

**How to get in touch:** Secondary schools are more likely to have the contact details of key staff on their websites. This includes heads of departments, so think about which subjects your Takeover Day could fit with.

If you want make your Takeover Day part of a work experience placement, see whether there is an Education Business Partnership in your area that can link schools with host organisations.

**Top tips:** Secondary schools are more likely to get involved in Takeover Day if it links with specific subjects.

As with primary schools, a project-based approach can be an excellent way to help teachers deliver and enhance their work. Ensure the project takes place both in the classroom and at the museum. Teachers and museum staff can equally deliver the content for the project to save time and resources on both sides.

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### 3 SEND schools or groups

**About:** SEND is defined as Special Educational Needs and Disability. This means that additional or different support is required for children and young people with SEND to learn in a school environment.

**How to get in touch:** Key contacts are headteachers of SEND schools or local SEND coordinators. Your local council website may have contact information for specific teachers.

**Top tips:** Takeover Day can be a great opportunity to carry out some consultation with children and young people who have different access needs. Ask them what would make their visit easier.

It also provides a great opportunity for students to build confidence and skills by trying out a variety of job roles for the day.

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## 4 Further Education students

**About:** Further education includes any study after secondary education that's not part of higher education, in particular vocational qualifications.

**How to get in touch:** Look at your local college's website for contact details such as the student engagement or careers teams.

**Top tips:** Many colleges offer vocational subjects courses for 16-18 year olds. Takeover Day can give students an excellent opportunity to try out different job roles within a museum and gain transferrable skills.

Colleges also look for organisations to host work experience or for volunteering opportunities for their students. This can be a good way of working with a small number of young people on a regular basis in the run up to Takeover Day.

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## 5 Higher Education students

**About:** In the UK this mainly refers to individuals who attend university to gain a formal qualification such as a degree.

**How to get in touch:** Public engagement teams can be a good way to make contact with a university. You can find contacts for subject specific academic staff on university websites too.

**Top tips:** Universities look for real life experiences for their students either through project-based work, volunteering opportunities or placements. These can easily be linked to Takeover Day, with the day itself as a celebration of a longer-term body of work. Or why not make a student a Director for the day?

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## 6 NEET groups

**About:** NEETs are young people who are not in education, employment or training. Sometimes organisations also work with individuals who are at risk of becoming NEET.

**How to get in touch:** You could start by contacting your local Pupil Referral Unit (PRU) or look online for youth organisations in your area that specialise in working with NEETs.

**Top tips:** Takeover Day can be a great opportunity for participants to learn new skills and gain confidence away from a formal education environment.

It can also introduce participants to new employment opportunities or to build-up transferrable skills for the future.

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## 7 Youth groups

**About:** Youth groups come in all different shapes and sizes. There are organisations who work with a specific group of young people, such as those with a disability, to venues who focus on a particular activity, such as sport or the arts. Others welcome young people from certain geographical areas only.

**How to get in touch:** Start by looking online to see whether your area has a youth network organisation that supports local groups as they can usually put you in touch with key people. You can also look on your local council youth services pages which often has lists or databases of local groups.

**Top tips:** Working with local youth groups can be a great way to reach young people that you haven't worked with before. Often youth organisations don't naturally think of museums as being a partner, but they tend to be open to new opportunities for the young people they work with.

A good way to start is going out to meet group leaders and finding out what they would like to gain from working with you. Remember that participants will find it difficult to attend sessions during school or work hours so weekends or evenings can be better times to engage with young people from local groups.

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## 8 Uniformed groups

**About:** Uniformed groups include:

- Guides
- Scouts
- Sea cadets
- RAF Air Cadets
- Army Cadets
- Boys' or Girls' Brigade.

**How to get in touch:** Local groups usually have their own website where you can find relevant contact details. You could also ask whether any of your staff or volunteers are involved and ask them to make an introduction for you.

**Top tips:** Takeover Day can be a great opportunity for uniformed groups to gain new experiences and earn badges. A Girlguiding group in Norfolk created their own Takeover Day badge.

Remember that uniformed groups will normally meet after school.

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## Other ways to reach children, young people and families

The groups mentioned above are the most common partners that museums work with on Takeover Day, but this list is not exhaustive. Here are a few more ideas of organisations you could contact:

- **Nurseries** There have been some great Toddler Takeover Days with under 5s. These are a good way for younger children to become confident in museum spaces.
  - **Children's centres** Children's centres often work with early years during the day and older primary school children after school. Their offer can also involve parents or carers, so centres might be a good place to start if you are keen to work with families.
  - **School family learning groups** Some schools offer opportunities for parents or carers to be involved with different activities that help them support their children's learning at home. Takeover Day can be a great way to introduce families to their local museums by coming to watch their children taking over.
  - **Duke of Edinburgh Award** Young people aged 14-24 have to complete a skills placement as part of their Duke of Edinburgh Award. This can be easily linked to Takeover Day. You can find your local award coordinator by looking on the DofE website.
  - **Community organisations** Community organisations include local charities that support young people or children, disability groups and faith organisations. They can be great partners and might help you reach new audiences.
  - **After school clubs** Schools and other local organisations may offer after school provision for children. Leaders are often interested in finding new opportunities and environments to visit with their participants and Takeover Day might be a good way to start a new way of working with these groups.
  - **Supplementary schools** These community-based organisations are often attended by children from ethnic minorities. Their work is focused on learning about cultures and religions and improving language skills.
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