

## Appendix

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The Resident(s)  
<Address Line 1>  
<Address Line 2>  
<Address Line 3>  
<Address Line 4>  
<Address Line 5>

Our ref: 45107425/Q1  
Your ref: xxxxxx

July 2009

## **TAKING PART: ENGLAND'S SURVEY OF LEISURE, CULTURE AND SPORT**

Dear Sir/Madam,

I am writing to ask for your help with our survey called ***Taking Part***.

The survey asks people what they choose to do in their own time and why. The results of the survey will play a vital role in deciding how public money will be spent on sports, arts and other leisure facilities both locally and nationally. Most people enjoy taking part in the survey and more information can be found in the enclosed leaflet.

The Department for Culture, Media and Sport (and its partner organisations) has commissioned BMRB Social Research, an independent research organisation, to conduct the survey on its behalf. An interviewer will call at your address in the next few weeks. They will show you an identification card and will answer any questions you may have about the survey.

Your address has been selected at random from the Post Office's national list of addresses to form part of a sample that represents the population as a whole. Now that your address has been selected we cannot replace it with another.

The interviewer who comes to visit you may need to randomly select somebody from your household to take part. This ensures the survey is representative. You may want to show this letter and leaflet to other members of the household just in case they are selected. **No individual will be identifiable from the results and the information will only be used for genuine research purposes.**

We can only produce good quality official statistics if people like yourself volunteer to take part in these surveys. Without good quality statistics, it is difficult for us to make good decisions about the future so it is very important to us that everyone selected takes part, even if you don't think your experiences are relevant.

If you want to know more about the survey or wish to get a message to an interviewer who has already contacted you, please ring BMRB on 0800 015 2476 (freephone) between 9.30am and 5.30pm Monday to Friday, or email [takingpart@bmr.co.uk](mailto:takingpart@bmr.co.uk).

Thank you in advance. ***As a token of our appreciation for your time, please find enclosed a book of stamps. In addition, all households that take part receive a £5 High Street Voucher.***

Yours faithfully,



Neil Wilson  
**Survey Manager**

45107425 / BMRB Serial Number

Dear Resident(s),

**TAKING PART: ENGLAND'S SURVEY OF LEISURE, CULTURE AND SPORT**

Some weeks ago we sent your household a letter about the **taking part** survey. However, we have been unable to make contact with you since this time. I am writing to ask if you would consider taking part when an interviewer calls again in the next few weeks.

The Government Department for Culture Media and Sport and its partner organisations have commissioned BMRB Social Research, an independent research organisation, to conduct the interviews on its behalf. The results of the survey will play a vital role deciding how public money will be spent on sports, arts and culture both locally and nationally.

The survey asks people what they have chosen to do in their own time recently and what helps or hinders them taking part in various activities. The survey covers a wide range of activities from walking, reading and going to the cinema to visiting historic places or museums. **If you don't take part in these activities your views and experiences are just as important as those people that do.**

Your household has been randomly selected from the Post Office's national address list. We only select a small number of households in each area, so it is very important that you take part to ensure all areas in England are represented.

**The information collected during the interview will be treated in the strictest confidence. No individual will be identifiable from the results and the information will only be used for genuine research purposes.**

I hope that you will help us with this survey. An interviewer will call in the next few weeks to arrange a time convenient to you to carry out the interview. He or she will carry an identification card and will answer any questions you may have about the survey.

If you wish to know more about the survey or tell us not to call, please ring BMRB on 0800 015 2476 (freephone) between 9.30am and 5.30pm Monday to Friday, or email [takingpart@bmr.co.uk](mailto:takingpart@bmr.co.uk).

Thank you in advance for your help. As a token of our appreciation for your time, all households that take part receive a £5 High Street Voucher.

Yours faithfully,



Angela Charlton  
Associate Director  
BMRB Social Research

45107425/ BMRB Serial Number

Dear Resident(s),

**TAKING PART: ENGLAND'S SURVEY OF LEISURE, CULTURE AND SPORT**

An interviewer working on behalf of BMRB Social Research may have recently asked you, or someone else in your household, to take part in England's Survey of Leisure, Culture and Sport. BMRB Social Research is conducting the survey on behalf of the Government Department for Culture, Media and Sport and its partner organisations.

I understand that your household chose not to take part when we last called. I am writing to ask if you *would* reconsider taking part when an interviewer calls again in the next few weeks.

The results of the survey will play a vital role deciding how public money will be spent on sports, arts and culture both locally and nationally.

The survey asks people what they have chosen to do in their own time recently and what helps or hinders them taking part in various activities. The survey covers a wide range of activities from walking, reading and going to the cinema to visiting historic places or museums. **If you don't take part in these activities your views and experiences are just as important as those people that do.**

Your household has been randomly selected from the Post Office's national address list. We only select a small number of households in each area, so it is very important that you take part to ensure all areas in England are represented.

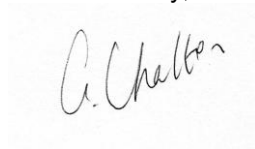
**The information collected during the interview will be treated in the strictest confidence. No individual will be identifiable from the results and the information will only be used for genuine research purposes.**

I hope that you will help us with this survey. An interviewer will call in the next few weeks to arrange a time convenient to you to carry out the interview. He or she will carry an identification card and will answer any questions you may have about the survey.

If you wish to know more about the survey or tell us not to call, please ring BMRB on 0800 015 2476 (freephone) between 9.30am and 5.30pm Monday to Friday, or email [takingpart@bmr.co.uk](mailto:takingpart@bmr.co.uk).

Thank you in advance for your help. As a token of our appreciation for your time, all households that take part receive a £5 High Street Voucher.

Yours faithfully,



Angela Charlton  
Associate Director  
BMRB Social Research

JN: 45107425  
Capi: TP09Q1TAKING PART  
ADDRESS CONTACT SHEET (ACS)

## ADDRESS DETAILS

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## Selection Box

2	3	4	5	6	7	8	9	10	11	12	No. DUs/ adults/children
											SELECT

Police  
Station

--

## Selected Respondent

--

## Telephone No.

--

Area Code :

Serial Number :

CHECK DIGIT :

Screen Number : 0

Incentive Type £5 conditional voucher and stamps

Interviewer Code

Interviewer Name

Supervisor

Date accompanied

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NOTE: IF YOU ARE DOING A REISSUE ASSIGNMENT  
RECORD YOUR DETAILS AT THE TOP OF PAGE 13

## CALLS RECORD (Note all contacts and attempts to contact household &amp; respondent in person or by 'phone, even if no reply)

CALL NO.	DAY	DATE (DD:MM)	TIME (24 HRS)	*Call Status (see below)	CALLS RECORD (AT LEAST 8 CALLS, IF NECESSARY)
1		/			
2		/			
3		/			
4		/			
5		/			
6		/			
7		/			
8		/			

Call Status Codes: 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing Done, 5=Any Other Outcome (describe in calls record)

If you make more than 8 calls please record details of extra calls on page 13.

Total no. calls

0	0
---	---

Date of first contact

DD	MM
----	----

Date of last visit

DD	MM
----	----

Final adult  
outcome:

Original Issue

--

1st Reissue

--

2nd Reissue

--

3rd Reissue

--

## REISSUE

If you believe there is a reason **NOT** to reissue this address please clearly mark this by placing a cross in the box opposite. If you mark an address as unsuitable for reissue you **MUST** give your reasons for this in the Notes Page (page 11)DO NOT  
REISSUE

X
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### 1. Establish whether address is eligible

#### C1. IS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED AS A MAIN RESIDENCE?

Yes	A	GO TO C2
No	B	CODE FINAL OUTCOME (code 1 -13) AT SECTION 6, PAGE 4

IF 'YES' AT C1

### 2. Establish number of Dwelling Units (DUs) occupied

#### C2. Make contact with any adult at address

**IF NECESSARY ASK :** Can I just check, is this house/bungalow/building occupied as a single dwelling or is it split up into separate units?

How many units are occupied at present? (If don't know, treat a dwelling unit as occupied)

**WRITE IN: ENTER TOTAL NO OF OCCUPIED DWELLING UNITS AT ADDRESS**

e.g.: 2



**AND CODE: NO. OF OCCUPIED DWELLING UNITS**      1 only

A	GO TO C4
B	GO TO C3a
C	CODE OUTCOME IN SECTION 6 (code 16 / 17).

2 or more

If no contact made with any adult or information refused

### 3. Multi-DU addresses – select one DU for interview

#### C3a. IF 2 OR MORE OCCUPIED UNITS, LIST ALL IN GRID BELOW:

- in flat/room number order

**OR:**

- from bottom to top of building, left to right, front to back  
(SEE INSTRUCTIONS FOR MORE DETAILS)

OCCUPIED UNIT	DWELLING NO	OCCUPIED UNIT	DWELLING NO
	1		7
	2		8
	3		9
	4		10
	5		11
	6		12

#### C3b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW

- "No. of DUs/people" row – Find number corresponding to total number of dwelling units
- "SELECT" row – number beneath total number of dwelling units is SELECTED DWELLING UNIT.
- RING ON GRID ABOVE.

**ENTER DWELLING NO. OF SELECTED DWELLING UNIT:**

**RECORD FLAT OR ROOM NUMBER/DETAILS OF LOCATION OF SELECTED UNIT BELOW:**

**NOW GO TO C4**

## 4. Establish number of eligible persons at (selected) DU

### C4. CONTACT RESPONSIBLE ADULT AT DWELLING UNIT AND INTRODUCE SURVEY

Good afternoon/evening. My name is ..... and I'm calling on behalf of BMRB Social Research. I'm carrying out the 'Taking Part' survey for the government. It's about the kinds of activities you choose to do in your own time and about how you feel about facilities in your local area.

You should have received a letter about this survey from the Department for Culture, Media and Sport explaining that we would be contacting you.

**SHOW COPY OF ADVANCE LETTER AND MENTION £5 VOUCHER**

For this survey we are only interviewing people aged 16 or over. Including yourself, how many people aged 16 or over live in this household?

**WRITE IN: ENTER NUMBER OF PEOPLE AGED 16+ (e.g. TWO = 2)**

#### INCLUDE

- People who normally live at address who are away for under 6 months
- Boarders and lodgers living as part of household

#### EXCLUDE

- People aged 16+ who live elsewhere to study or work but who come home for holidays
- Spouses who are separated and no longer resident
- People away continuously for 6 months or more

**AND CODE: NO. OF PERSONS ELIGIBLE**

1 only

A

**GO TO C5b**

2 or more

B

**GO TO C5a**

If no. of persons in household not obtained

C

**CODE OUTCOME AT SECTION 6 ON PAGE 4 (Code 16 or 17)**

## 5. Select one person for interview

### C5a. ASK FOR FIRST NAME OF EACH PERSON AGED 16+. LIST IN ALPHABETICAL ORDER IN GRID BELOW

FIRST NAME	PERSON NUMBER
	1
	2
	3
	4
	5

FIRST NAME	PERSON NUMBER
	6
	7
	8
	9
	10

**LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW.**

- "No. of DUs/people" row - Find number corresponding to total number of persons
- "SELECT" row - number beneath total number of dwelling units is SELECTED PERSON.
- RING ON GRID ABOVE.

ENTER "PERSON NUMBER" OF SELECTED PERSON

### C5b. Is selected person aged 16 or 17 AND living with parents? (circle code)

Yes	1	GO TO C5c
No	2	GO TO C6

### C5c. If yes, has parental permission been obtained? (circle code)

Yes	1	GO TO C6
No - parents/guardians not contacted	2	GO TO SECTION 6
No - parents/guardians refused	3	GO TO SECTION 6

### C6. ENTER NAME OF SELECTED RESPONDENT AND, IF POSSIBLE, TELEPHONE NUMBER ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE IF PARENTAL PERMISSION OBTAINED PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION IN BRACKETS AFTER THE RESPONDENT'S NAME.

- ### C7.
- If there are one or more 5-10 year olds in the household and the main interview is with their parent/guardian you will need to do an additional interview about the 5-10 year old - SEE SECTION 8
  - If there are one or more 11-15 year olds within the household you will be prompted at the end of the interview to enquire about obtaining a child interview with the 11-15 year old - SEE SECTION 10
  - If you are unable to establish this information during your visits, you should report an outcome code 84.

## 6. Final outcome for main adult interview

<i>(Ring relevant outcome codes)</i>  <b><u>ADDRESS INELIGIBLE (DEADWOOD)</u></b> 1. Not yet built/under construction 2. Derelict / demolished 3. Vacant/empty housing unit 4. Non-residential address (e.g. business, school) – no private dwellings 5. Communal establishment / institution – no private dwellings 6. Address residential and occupied but not main residence (e.g. second home/holiday home) 10. Other ineligible (record details on notes page) 12. Inaccessible – <b>OFFICE APPROVAL ONLY</b> 13. Unable to locate address  <b><u>NO CONTACT</u></b> 16. Residential address but no contact with anyone at address/DU (after 8+ calls) 33. Selected person needed parental permission but <b>no contact with parent</b> 35. Person selected but <b>no contact with selected person</b> (after 8+ calls)  <b><u>REFUSAL (CODE HERE THEN COMPLETE SECTION 7 ON PAGE 5)</u></b> 17. Contact made at residential address but information about DU / occupants refused 31. Office refusal – OFFICE APPROVAL ONLY 34. Selected person needed parental permission but <b>parental permission refused</b> 36. <b>Refusal by selected person</b> before interview 37. <b>Proxy refusal</b> (other than by parent/guardian)  <b><u>OTHER UNPRODUCTIVE (COMPLETE SECTION 14 ON PAGE 11)</u></b> 39. <b>Broken appointment</b> with selected person 40. Selected person <b>ill at home</b> during survey period 41. Selected person <b>away or in hospital</b> all survey period 42. Selected person <b>physically or mentally unable</b> to be interviewed 43. Selected person has <b>inadequate English</b> 44. <b>Other</b> unproductive  <b>25. INTERIM CODE</b>  <b><u>PRODUCTIVE OUTCOME</u></b> 51. <b>Full</b> interview 52. <b>Partial</b> interview	Main Adult Interview Final Outcome – screen 0			
	Final Outcome	For Re-Issues <u>ONLY</u>		
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>
<b>1</b>	1	1	1	
<b>2</b>	2	2	2	
<b>3</b>	3	3	3	
<b>4</b>	4	4	4	
<b>5</b>	5	5	5	
<b>6</b>	6	6	6	
<b>10</b>	10	10	10	
<b>12</b>	12	12	12	
<b>13</b>	13	13	13	
<b>16</b>	16	16	16	
<b>33</b>	33	33	33	
<b>35</b>	35	35	35	
<b>17</b>	17	17	17	
<b>31</b>	31	31	31	
<b>34</b>	34	34	34	
<b>36</b>	36	36	36	
<b>37</b>	37	37	37	
<b>39</b>	39	39	39	
<b>40</b>	40	40	40	
<b>41</b>	41	41	41	
<b>42</b>	42	42	42	
<b>43</b>	43	43	43	
<b>44</b>	44	44	44	
<b>25</b>	25	25	25	
<b>51</b>	51	51	51	
<b>52</b>	52	52	52	

**Electronic  
Report sent**

(Date box)

Original  
1<sup>st</sup> re-issue  
2<sup>nd</sup> re-issue  
3<sup>rd</sup> re-issue

**Main Screen Code 0**


Please record any other details of non-contact, refusals or other unsuccessful outcomes on page 11 of the ACS. This will help with re-issues.



## 7. Reasons for refusal - main adult interview

R1	Reason for refusal - <u>CODE ALL THAT APPLY</u> (CODE IF FINAL OUTCOME IS 17, 34, 36 OR 37)	Final outcome	For Re-Issues <u>ONLY</u>		
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
	1. Bad timing (e.g. sick children), otherwise engaged (e.g. visit) 2. Not interested 3. Don't know enough / anything about the subject, too difficult for me 4. Waste of time 5. Waste of money 6. Interferes with my privacy / I give no personal information 7. Never do surveys 8. Co-operated too often 9. Do not trust surveys 10. Previous bad experience 11. Don't like subject 12. Survey not relevant - too old 13. Survey not relevant - don't do any activities 14. Refuses because partner / family / HH gives no approval to co-operate 15. Office Refusal (not informed by the office) 16. Other (WRITE REASON IN SECTION 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. Under 20 2. 20 - 39 3. 40 - 59 4. 60 or over 5. Don't know, never saw respondent , no selected respondent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 14 ON PAGE 11</b>					

## 8. Screening for proxy interview with parent of child aged 5-10

PROXY 5-10 INTERVIEW SCREEN NUMBER

8

If you obtain an adult interview with a parent/guardian of a child aged 5-10 years, you will be prompted at the end of the adult questionnaire to obtain an additional interview about the child. If anyone in the household mentions the 5-10 proxy interview before this stage you should conduct the screening at this point.

There are several situations when you will be unable to do the screening to identify whether there is a child aged 5-10 in the household:

- The main address is deadwood (codes 1-13)
- You have not made contact with anyone at the address (code 16)
- You have made contact, but all household information has been refused (code 17)
- An office refusal (code 31)

**IN ALL THESE CASES YOU SHOULD REPORT AN OUTCOME CODE 84 FOR THE CHILD 5-10 SCREENING.**

If you are reporting an unproductive outcome code (33-44) on the main survey and have been unable to establish a definite child 5-10 screening outcome (80, 81, 82), you should report outcome 84. Outcome code 83 should only be used if you have had a direct refusal to answer Y1.

**P1** How many children aged 5-10 live in this household (include all 5-10 year olds)?

**WRITE IN: NUMBER OF CHILDREN AGED 5-10**  
(e.g. TWO = 2)



IF 0 CODE 81 AT P3

IF ONE OR MORE - GO TO P2

**P2** Is the main adult interview (screen 0) with the parent or guardian of the child aged 5-10?

YES

NO

	CODE 82 AT P3 AND ATTEMPT PARENT 5-10 PROXY INTERVIEW
	CODE 81 AT P3

### P3 CHILD 5-10 SCREENING OUTCOME

No children aged 5-10 or adult respondent is NOT the parent/ guardian of child(ren) aged 5-10	81	NO EXTRA INTERVIEW	
One or more and main adult respondent is parent / guardian of child(ren) aged 5-10	82	IF ONE CHILD AGED 5-10, WRITE NAME OF CHILD AT P5 IF TWO OR MORE CHILDREN 5-10, GO TO P4 AND COMPLETE SELECTION GRID	
Information refused	83	NO EXTRA INTERVIEW	DO NOT REPORT A CODE 83 UNLESS YOU HAVE HAD A SPECIFIC REFUSAL TO P1.
No 5-10 proxy interview screening	84	IF YOU HAVE BEEN UNABLE TO COMPLETE THIS SCREENING YOU MUST REPORT THIS CODE.  YOU DO NOT NEED TO REPORT AN 84 IF YOU ARE DOING A REISSUE AND CODE 81 IS CODED ABOVE.	

- In all cases the proxy 5-10 interview with the main adult respondent should be carried out directly after the main interview.

		<b>Child 5-10 screening outcome (Screen 8)</b>
Electronic Report sent	Original	
(Date box)	1 <sup>st</sup> re-issue	
	2 <sup>nd</sup> re-issue	
	3 <sup>rd</sup> re-issue	

### 9. Select one child aged 5-10 for the parent/guardian proxy interview

**P4. ASK FOR FIRST NAME OF EACH CHILD AGED 5-10.  
LIST IN ALPHABETICAL ORDER IN GRID BELOW.**

FIRST NAME	CHILD 5-10 NUMBER	FIRST NAME	CHILD 5-10 NUMBER
	<b>1</b>		<b>5</b>
	<b>2</b>		<b>6</b>
	<b>3</b>		<b>7</b>
	<b>4</b>		<b>8</b>

**LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW**

- "No. of children" row - Find number corresponding to total number of 5-10 year olds
- "SELECT" row - number beneath total number of children is SELECTED PERSON.
- RING ON GRID ABOVE.

**ENTER "CHILD 5-10 NUMBER" OF SELECTED 5-10 YEAR OLD:**

**P5. NAME OF SELECTED 5-10  
YEAR OLD TO ASK ABOUT  
(WRITE IN FULL NAME)**

**\*\*REMEMBER TO USE SCREEN CODE 8 AT THE BEGINNING OF THE PROXY INTERVIEW  
WITH THE PARENT/GUARDIAN OF THE CHILD AGED 5-10\*\***

## 10. Screening for interview with 11-15 year olds

CHILD 11-15 INTERVIEW SCREEN NUMBER

9

If you obtain an adult interview at the end of the questionnaire where one or more 11-15 year old has been identified as part of the household you will be prompted to enquire about obtaining a 11-15 child interview. If anyone in the household mentions the 11-15 child interview before this stage you should conduct the screening at this point.

There are several situations when you will be unable to do the child screening:

- The main address is deadwood (codes 1-13)
- You have not made contact with anyone at the address (code 16)
- You have made contact, but all household information has been refused (code 17)
- An office refusal (code 31)

**IN ALL THESE CASES YOU SHOULD REPORT AN OUTCOME CODE 84 FOR THE CHILD SCREENING.**

If you are reporting an unproductive outcome code (33-44) on the main survey and have been unable to establish a definite child screening outcome (80, 81, 82), you should report outcome 84. Outcome code 83 should only be used if you have had a direct refusal to answer Y1.

**Y1** How many children aged 11-15 live in this household?

WRITE IN: NUMBER OF CHILDREN AGED 11-15 (e.g. TWO = 2)

AND CODE NUMBER OF CHILDREN AGED 11-15 BELOW:

None	81	NO EXTRA INTERVIEW
One or more	82	IF ONE CHILD AGED 11-15, WRITE NAME OF CHILD AT Y3 IF TWO OR MORE CHILDREN 11-15, GO TO Y2 AND COMPLETE SELECTION GRID
Information refused	83	NO EXTRA INTERVIEW <span style="float: right;">DO NOT REPORT A CODE 83 UNLESS YOU HAVE HAD A SPECIFIC REFUSAL TO Y1.</span>
No child screening	84	IF YOU HAVE BEEN UNABLE TO COMPLETE THE CHILD SCREENING YOU MUST REPORT THIS CODE. YOU DO NOT NEED TO REPORT AN 84 IF YOU ARE DOING A REISSUE AND CODE 81 IS CODED ABOVE.

- If you have recorded a code 82, you will need to go to section 12, ask for parental permission and then attempt an interview.
- In most cases you should only carry out a child interview after interviewing the main selected respondent. The only exception to this is if you have a firm appointment to interview the main respondent.

**Electronic Report sent**

(Date box)

Original

1<sup>st</sup> re-issue

2<sup>nd</sup> re-issue

3<sup>rd</sup> re-issue

**11-15 child  
Screening  
(Screen 9)**


### 11. Select one child aged 11-15 for interview

Y2. ASK FOR FIRST NAME OF EACH CHILD AGED 11-15.  
LIST IN ALPHABETICAL ORDER IN GRID BELOW.

FIRST NAME	CHILD NUMBER	FIRST NAME	CHILD NUMBER
	1		5
	2		6
	3		7
	4		8

LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW

- "No. of children" row - Find number corresponding to total number of 11-15 year olds
- "SELECT" row - number beneath total number of children is SELECTED PERSON.
- RING ON GRID ABOVE.

ENTER "CHILD NUMBER" OF SELECTED 11-15 YEAR OLD:

Y3. NAME OF SELECTED CHILD  
(WRITE IN FULL NAME)

### 12. Parental/guardian permission

Y4a ASK PARENT/GUARDIAN FOR CONSENT AND ASK THEM TO SIGN IN THE BOX BELOW  
BEFORE APPROACHING THE CHILD FOR INTERVIEW

SHOW PARENTAL PERMISSION CARD

The nature and purpose of the research has been explained to me and as the parent or guardian of  
..... (enter name), I give permission for him/her to be approached to  
take part in the survey.

Signature ..... Print Name .....

Relationship to child ..... Date .....

Y4b HAS PARENTAL PERMISSION BEEN OBTAINED?

Yes	A	APPROACH CHILD AND ATTEMPT INTERVIEW
No - parent(s) not contacted	B	CODE OUTCOME AT SECTION 13 (CODE 33)
No - parents(s) refused	C	CODE OUTCOME AT SECTION 13 (CODE 34)

**\*\*REMEMBER TO USE SCREEN CODE 9 AT THE BEGINNING  
OF THE 11-15 CHILD INTERVIEW\*\***

### 13. Final outcome for 5-10 parent proxy interview and 11-15 child interview

(Ring relevant outcome codes)	Parent interview about the child aged 5-10 Final Outcome - SCREEN 8			11-15 Child Interview Final Outcome - SCREEN 9				
	Final Outcome	For Re-Issues ONLY			Final Outcome	For Re-Issues ONLY		
		1st	2nd	3rd		1st	2nd	3rd
<b><u>NO CONTACT</u></b>								
33. Selected person needed parental permission but <b>no contact with parent</b>	-	-	-	-	33	33	33	
35. Person selected but <b>no contact with selected person</b> (after 8+ calls)	35	35	35	35	35	35	35	
<b><u>REFUSAL (CODE HERE THEN COMPLETE REASONS AT SECTION 14 ON PAGE 11)</u></b>								
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17	17	17	17	
31. Office refusal - OFFICE APPROVAL ONLY	31	31	31	31	31	31	31	
34. Selected person needed parental permission but <b>parental permission refused</b>	-	-	-	-	34	34	34	
36. <b>Refusal by selected person</b> before interview	36	36	36	36	36	36	36	
37. <b>Proxy refusal</b> (other than by parent/guardian)	37	37	37	37	37	37	37	
<b><u>OTHER UNPRODUCTIVE (COMPLETE SECTION 14 ON PAGE 11)</u></b>								
39. <b>Broken appointment</b> with selected person	39	39	39	39	39	39	39	
40. Selected person <b>ill at home</b> during survey period	40	40	40	40	40	40	40	
41. Selected person <b>away or in hospital</b> all survey period	41	41	41	41	41	41	41	
42. Selected person <b>physically or mentally unable</b> to be interviewed	42	42	42	42	42	42	42	
43. Selected person has <b>inadequate English</b>	43	43	43	43	43	43	43	
44. <b>Other unproductive</b>	44	44	44	44	44	44	44	
<b>25. INTERIM CODE</b>								
<b><u>PRODUCTIVE OUTCOME</u></b>								
51. <b>Full</b> interview	51	51	51	51	51	51	51	
52. <b>Partial</b> interview	52	52	52	52	52	52	52	

**Electronic Report sent**  
(Date box)

Original  
1<sup>st</sup> re-issue  
2<sup>nd</sup> re-issue  
3<sup>rd</sup> re-issue

	Main Screen 8	Main Screen 9
Original		
1 <sup>st</sup> re-issue		
2 <sup>nd</sup> re-issue		
3 <sup>rd</sup> re-issue		

Please record any other details of non-contact, refusals or other unsuccessful outcomes on page 11 of the ACS. This will help with re-issues.





**Leave blank**



### 15. Re-issue Information

<b>REISSUE 1</b>	Interviewer Name <input style="width: 90%;" type="text"/>	Int. No. <input style="width: 90%;" type="text"/>	Total no. Calls <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">0</td><td style="width: 50%;">0</td></tr></table>	0	0	Date of final visit <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">D</td><td style="width: 50%;">D</td><td style="width: 50%;">M</td><td style="width: 50%;">M</td></tr><tr><td colspan="2" style="text-align: center;">(01-31)</td><td colspan="2" style="text-align: center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												
<b>REISSUE 2</b>	Interviewer Name <input style="width: 90%;" type="text"/>	Int. No. <input style="width: 90%;" type="text"/>	Total no. Calls <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">0</td><td style="width: 50%;">0</td></tr></table>	0	0	Date of final visit <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">D</td><td style="width: 50%;">D</td><td style="width: 50%;">M</td><td style="width: 50%;">M</td></tr><tr><td colspan="2" style="text-align: center;">(01-31)</td><td colspan="2" style="text-align: center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												
<b>REISSUE 3</b>	Interviewer Name <input style="width: 90%;" type="text"/>	Int. No. <input style="width: 90%;" type="text"/>	Total no. Calls <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">0</td><td style="width: 50%;">0</td></tr></table>	0	0	Date of final visit <table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 50%;">D</td><td style="width: 50%;">D</td><td style="width: 50%;">M</td><td style="width: 50%;">M</td></tr><tr><td colspan="2" style="text-align: center;">(01-31)</td><td colspan="2" style="text-align: center;">(01-12)</td></tr></table>	D	D	M	M	(01-31)		(01-12)	
0	0													
D	D	M	M											
(01-31)		(01-12)												

### 16. Additional calls record

Note **all contacts and attempts to contact** household & respondent in person or by phone even if no reply)

CALL NO.	DAY	DATE (DD:MM)	TIME (24 HRS)	*Call Status (see below)	CALLS RECORD
9		/	:		
10		/	:		
11		/	:		
12		/	:		
13		/	:		
14		/	:		
15		/	:		
16		/	:		
17		/	:		
18		/	:		
19		/	:		

**Call Status Codes:** 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing Done, 5=Any Other Outcome (describe in calls record)

## **PARENTAL PERMISSION CARD**

### **QUESTION TOPICS**

The Department for Culture, Media and Sport and its partner organisations are also interested in the experiences and views of children aged 11-15. DCMS need to understand how much time children spend doing sports and cultural activities – both in and out of school – so that they can improve the opportunities available to them.

The interviewer will ask your child questions about the following:

- Taking part in arts activities and going to arts events
- Visiting the library and archives
- Visiting historical places
- Visiting museums
- Taking part in sports activities

The interview asks about doing these activities in the last 12 months (4 weeks for sport) and in the last 7 days (by completing a 7-day diary).

The interview will take around 20 minutes.

At your child's request, the interviewer will stop the interview at any time or skip any question they do not want to answer.

Everything your child says will be recorded in the strictest confidence.

## Who are BMRB?

BMRB are an independent agency specialising in social research. Here are some examples of their work:

**The British Crime Survey** – this is a high profile survey on behalf of the Home Office. 51,000 interviews are completed per year asking people about their experiences of crime over the previous 12 months.

**National Survey of Parents and Children** – BMRB conducted a major survey on behalf of the Department for Children, Schools and Families to understand how to help parents and children engage more with the education system, in line with the recommendation of the Every Parent Matters publication. 2,500 parents and 1,150 10-19 year olds were interviewed.

For more information about BMRB and taking part in a BMRB survey, visit [www.mybmrbsurvey.co.uk](http://www.mybmrbsurvey.co.uk)

## How can I check that the interviewer is genuine?

All interviewers work for Kantar Operations on behalf of



BMRB and carry the Market Research Society Interviewer Identity card (as shown).

You can also contact Kantar Operations or BMRB directly to check that the interviewer is

one of our interviewers working in your area.

If you would like to check the identity of an

interviewer or get some further information on the survey, please call:

### **BMRB Survey Information Line:**

Freephone 0800 015 2476

### **Kantar Operations:**

Felina De Cruz, 020 8433 4133

### **Interviewer ID check** (office hours):

020 8433 4214

## DCMS partner organisations



department for  
culture, media  
and sport

2-4 Cockspur Street  
London SW1Y 5DH  
[www.culture.gov.uk](http://www.culture.gov.uk)

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NMPFT, Geoff Wilson



department for  
culture, media  
and sport

# Taking Part

## England's Survey of Culture, Leisure and Sport



improving  
the quality  
of life for all

## Why have I been contacted?

Your household has been selected for the 2009/10 Taking Part survey. This important survey is being conducted by BMRB Social Research on behalf of the Department for Culture, Media and Sport (DCMS) and its partner organisations.

Its aim is to find out how people choose to spend their time, and their views on the leisure activities and facilities available to them.

This leaflet contains more information about the survey and why we are carrying it out. We hope that you will take part and find the survey interesting.

## What is the Taking Part survey?

DCMS is the Government department which aims to improve the quality of life for all through sporting and cultural activities.

We have asked BMRB Social Research to talk to you to find out what you do in your own time and what you think of local facilities.

The results of the survey will help DCMS and its partners understand what helps or hinders people taking part in these activities.

The survey covers a variety of topics such as:

- Sport and active recreation
- Visits to museums, galleries and heritage sites
- Use of libraries and archives
- Arts events and activities

Everyone's views and experiences are valuable. It is important to interview you even if you don't participate in any activities or you don't think your views are relevant. The results need to be representative of everyone in England.

2,500 adults and over 500 children will be interviewed for the 2009/10 survey. Further information about the survey is available at:

[http://www.culture.gov.uk/reference\\_library/research\\_and\\_statistics/4828.aspx](http://www.culture.gov.uk/reference_library/research_and_statistics/4828.aspx)

## Why has my address been chosen?

Your address has been randomly selected from the Post Office's list of addresses in England. It is important to have a strictly random selection, so that the results reflect the experiences and views of the whole population.

## Who will be interviewed?

The interviewer does not know anything in advance about you or your household but he/she will need to randomly select one adult (aged 16 or over) from each address. Once selected, the interviewer is not allowed to interview another adult.

As part of this survey we are also talking to children. We need to understand how much time they spend doing sports and cultural activities – both in and out of school – so that we can improve the opportunities available to them.

If the selected adult is the parent or guardian of a child aged 5-10, we would like to ask them about their child's

interests. If there is a child aged 11-15 at the address, we would like them to take part in their own short interview. The interviewer will ask for written permission from the parent or guardian before conducting the interview.

## What happens next?

An interviewer will call at your home within the next couple of weeks. He/she will show you an identification card and will be able to answer any questions you have.

If the selected person is unable to do the interview at the time, the interviewer will be happy to arrange a more convenient time.

## Is the information I give confidential?

It is **entirely confidential**:

- Your name and address details are kept separate from your answers and will not be passed to any other organisation, including DCMS and its partner organisations, without your expressed permission.
- No individual will be identifiable from the results. Your answers will be combined with others who take part in the survey.

## Will I be contacted again?

A small proportion of interviews are checked to ensure that the interviewer acted in a professional manner and that the information you gave was recorded accurately. You may receive a phone call or letter to confirm this.

# taking part

## England's Survey of Leisure, Culture and Sport

Interviewer Instructions  
Year 5

45107425

Year 5 Q1 – there are no changes to the questionnaire from Y4Q4.

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# Taking Part Interviewer Instructions 45107425

## 1. BACKGROUND

This survey is being carried out for the Department for Culture, Media and Sport and its partner organisations – Sport England, English Heritage, Arts Council England and the Museums, Libraries and Archives Council (MLA). One of the government's aims is to improve the quality of life for everyone, by providing people with the chance to get involved with a variety of sports, arts and cultural activities.

DCMS commissioned BMRB to do this survey in 2005 and re-commissioned the survey for a further 3 years in May 2008. The aim of the survey is to deliver robust quantitative data to measure progress towards DCMS targets (set out in the 2007 Comprehensive Spending Review) and to help understand the users and non-users of its services by finding out what encourages or discourages the public to engage in its sectors.

For this three year period (2008-2011) the survey will measure:

1. The percentage of the adult (16+) population who have recently been involved in at least two different cultural or sporting sectors. This forms part of the **Building Cohesive, Empowered and Active Communities** PSA (Public Service Agreement) which is owned by Communities and Local Government.

2. Departmental Strategic Objectives (DSOs)

The new Departmental Strategic Objectives (DSOs) which are:

- Opportunity – encourage more widespread enjoyment of culture, media and sport
- Excellence – support talent and excellence in culture, media and sport
- Economic impact – realise the economic benefits of the Department's sectors
- Olympics – deliver a successful and inspirational Olympic and Paralympic Games with a sustainable legacy

Success on these will be measured by a number of indicators, such as:

- Increasing adult engagement in culture and sport.
- Increasing child engagement in culture and sport.
- Measuring excellence of the cultural and sporting offer defined as the quality of experience had, number of repeat visits or similar.

3. The **five-hour-a-week ‘cultural offer’** which is being developed by DCMS and its partners – DCSF, Museums, Libraries and Archives Council, Arts Council England, UK Film Council, Specialist Schools and Academies Trust and Creative Partnerships. The ‘cultural offer’ encompasses opportunities for young people aged 0-19. Taking Part will be a key tool in measuring the number of hours children aged 5-15 spend doing cultural activities which are part of the offer. The 0-4 and 16-19 age groups will be measured using other means.

4. The **five-hour-a-week ‘sporting offer’** which is jointly led by DCMS and DCSF in order to offer every young person aged 5-19 the opportunity to participate in 5 hours of PE and sport. Taking Part will be a key tool in measuring the number of hours children aged 5-15 spend doing sporting activities which are part of the offer. The 16-19 age groups will be measured using other means.

This survey aims to interview at a representative sample of households chosen from the Post Office’s national list of addresses. In 2009-2010 we aim to achieve 2,500 interviews with adults, approx. 335 interviews by proxy with parents of children aged 5-10 and approx. 230 interviews with children aged 11-15 from the sampled addresses.

In April the questionnaire was cut to 20 minutes and this will continue until Y6. Year 5 will consist of only three quarters and Year 6 will begin in April 2010 as we want to align the survey years with the period the survey is measuring (reporting period is March – April).

In Year 6 the questionnaire will return to 40 minutes, and we will aim to achieve 14,000 interviews with adults, approx. 1,800 interviews by proxy with parents of children aged 5-10 and approx. 1,300 interviews with children aged 11-15 from sampled addresses.



Throughout these instructions, we have noted where elements and rules of the survey are similar to the British Crime Survey. In these cases, we have referred you to the relevant section of the BCS manual, rather than repeating the same information here. However, **there are some key differences where the survey is different to the BCS:**

- Incentive - each household receives an unconditional book of stamps and conditional £5 voucher if takes part in the interview
- 8 minimum calls at all non-contacts – 2 in the evening and 1 at the weekend.
- Child survey – additional interview if address contains a child aged 11-15 years.
- Survey of children aged 5-10 conducted by the adult on behalf of the child - additional interview if address contains a child aged 5-10 years.

## 2. EXECUTIVES AT HEAD OFFICE

The Executives at Head Office are Angela Charlton, Michael Potter and Stephen McGinival. However, if problems arise please contact the Manchester Office in the usual way.

## 3. KIT LIST

Along with these instructions you should also receive the following:

### **ALL ASSIGNMENTS WILL RECEIVE ALL DOCUMENTS:**

Update Memo - Changes to the Taking Part in Q1 Year 5

Results Summary Sheet

Advance letter pack containing 1 pre-printed address per address, 1 book of stamps per addresses, OHMS envelopes, and *Taking Part* survey leaflets (V9 July 2009)

Assignment sheet

Map of assignment area

Set of pre-printed Address Contact Sheets for sample

Advance Letters – “Q1 – July 2009”

DCMS Survey leaflets – “V9 July 2009” (spares)

DCMS ‘About Us’ leaflet

Definitions show card A-C (use for adult and child surveys)

### **Adult interview documents:**

Set of Show Cards (1-5)

White sort board

Set of white shuffles (A-E)

### **Proxy 5-10 interview documents:**

Set of Showcards (P1-P12)

Weekly grid

### **11-15 interview documents:**

Set of Showcards (C1-C13)

Child sports activities prompt pack (yellow)

Diary to use for the interviews with children aged 11-15

Parental permission card

CD – containing child survey video briefing (only for those who have not worked since the child/youth survey was introduced in Sept 08)

Social Research Leaflets

Police Forms

Set of Calling Cards

Set of Appointments Cards

Pay Chart

Pre-paid envelopes (addressed to Warwick)

Return Slips & Final Sheet

Incentives - £5 High Street Vouchers + 1 book of 6 x 1<sup>st</sup> class stamps per address

Confirmation of Vouchers Received Book

Copies of General Advanced Letter

MASTER General Advanced Letter Laminated

Calendar

Also available on request – Tips on Countering Respondent Objections (feedback from previous interviewer briefings)

If anything is missing from your work pack or you need additional documents to use on reissues, please call your Field Coordinator IMMEDIATELY. Whilst doing this check it is important that you check the serial numbers of the addresses against the list on your assignment sheet to ensure the correct number of contact sheets are included in your pack.

Please note that the number of copies of leaflets, letters and other documents you are provided with is based on a standard assignment. Since there is a lot of variation in the types of areas we cover, it is impossible to provide a standard number of copies that will meet everyone's requirements. If during your assignment you run out of leaflets or letters or any other documents please call your Field Coordinator and we will arrange to send you more supplies.

#### 4. SUMMARY OF YOUR ASSIGNMENT

The following is a brief summary of your assignment:

- You will be assigned 28 addresses outside of London or 38 addresses if you are working in London. You will be expected to get a minimum of 16-17 adult interviews from your assignment. The number of proxy interviews with parents of children aged 5-10 and interviews with children aged 11-15 will differ in each assignment.
- Before starting your assignment you will need to post an advance letter, survey leaflet and 1 book of stamps to each address in the OHMS envelopes provided.
- You **must** account for every address that is issued to you, whether you achieve an interview or not. Accounting for an address means giving a full record of all calls made, the final outcome achieved on each **Address Contact Sheet** (ACS). Some of the information you collect on the ACS will have to be reported back to us electronically on a regular basis. Having a complete account of every address that is issued to you is vital for us in terms of tracking the progress of the survey over the whole country. Details of how to use the Address Contact Sheet can be found in Section 8.
- At every address that you establish as being eligible for the survey, you will aim to interview only ONE adult (aged 16 or over) in the household. Where there are two or more adults in the household, you will have to randomly select one for interview using standardised selection procedures. Once you have selected someone in a household for interview this is the only adult you can interview – no substitution is allowed under any circumstances.
- At all addresses you will need to carry out screening to identify any children in the household aged 5 – 10 years and any aged 11-15 years.
- **Children aged 5-10** - This screening should take place after the adult interview. The screening will identify whether the adult respondent is the parent/guardian of any children in the household aged 5-10. If so, where two or more children aged 5-10 years have been identified, you will need to randomly select one for interview using standardised selection procedures. Once you have selected the 5-10 year old for interview this is the only child you can refer to when doing the child interview by proxy – no substitution is allowed under any circumstances. This interview by proxy must follow on straight after you have conducted the adult interview with the parent. This process is explained in more detail in section 9.
- **Children aged 11-15** - This screening should take place after the adult interview. Where two or more children aged 11-15 years have been identified in the household, you will need to randomly select one for interview using standardised selection procedures. Once you have selected the 11-15

year old for interview this is the only child you can interview – no substitution is allowed under any circumstances. Ideally the interview with the child must take place after you have conducted an adult interview in the household. This process is also explained in more detail in section 9.

- From the addresses (those with screen 0) we expect a **minimum response rate of 62%**, which means that for a typical assignment of 28 addresses we expect you to carry out a minimum of **16 adult interviews** (assuming c.2-3 addresses are ‘deadwood’). The number of 5-10 child by proxy interviews and 11-15 interviews will vary by assignment. We expect almost all parents who have already been interviewed as part of the adult survey to do the 5-10 child by proxy interview and a minimum response rate of 70% for the 11-15 child survey.

## 5. PLANNING YOUR ASSIGNMENT

### 5.1 The Sample

The addresses in your assignment have been selected from within one or more postcode sectors. Assignments outside of London consist of 28 addresses, and in London of 38 addresses.

Postcode sectors vary enormously in size. As a general rule, sectors in inner city and urban areas tend to be fairly compact, while sectors in rural areas can cover large geographical areas. Your addresses will have been randomly selected from across the whole sector(s). Therefore you may have to travel a considerable distance between addresses. However, this can vary a lot from assignment to assignment. When we select the addresses from PAF we cannot tell how the addresses actually appear on the ground. Therefore, you may find that they are fairly spread out across the whole area, or you may find that they occur in small clusters. Whatever area they cover, you should not assume that the addresses you receive will be in a logical geographical order that you can follow around (i.e. from address 1, to address 2, to address 3, etc.)

**It is absolutely essential that, before you set out on your first day, you spend some time organising and planning your addresses into a logical route and into manageable groups.** To help you do this we have provided a map in your work pack highlighting each address. Providing a map like this will hopefully make planning your assignment easier and will help to reduce the amount of work you have to do before the start of an assignment. The map should help give you some idea of your assignment area, how your addresses are spread throughout it, and how the addresses are clustered together. It should help you to plan and prepare your assignment and may also help you to find some addresses more easily in the field.

## 5.2 Fieldwork dates

Fieldwork starts on **Monday 20<sup>th</sup> July 2009**. Please see the Request to Work email sent by your Field Coordinator for the final end of fieldwork date.

Your assignment will take 5 or 6.5 days (see your Request to Work email). You should NOT expect to work **full** days. Instead, your workload is likely to be spread over several weeks and your assignment may be made up of some full (6 hour) days, some half days, and some days when you only spend a couple of hours in the field. As a general rule we would expect you to work longer days at the start of your assignment and to spend shorter periods of time towards the end of your assignment.

## 5.3 When to Interview

All fieldwork should take place during the hours 12.30 – 9.00pm on weekdays (unless it is your first day - 10am start) and after 10am on a weekend unless a respondent requests an earlier or later appointment. These times have been found to be the most productive in terms of making contact and achieving interviews. However, all areas are different and we would not stop you from working in the morning on a weekday if you felt this would be a productive use of your time. Examples of different types of area include those with a high elderly population, commuter areas where people are not home until relatively late in the evening, areas where a lot of people work shifts, and high unemployment areas where many people are at home during the day. In each of these areas your working pattern is likely to be very different. Apart from the first day or at the weekend, if you are planning to work in the morning please let your Field Coordinator know.

To help maximise contact with households we would also expect you to spread your working days over the full fieldwork period or a minimum of 3 weeks and vary your calling pattern in terms of the days and times you call at particular addresses.

## 5.4 Number of calls

A **MINIMUM** of 8 calls must be made at all addresses before regarding it as a non-contact and a minimum of 2 calls must be after 7pm and 1 call on a weekend. Even once you have called at an address 8 times, you should continue to make calls if you happen to be in the area and are passing close to an address on your way to another address.

Any addresses which are returned to Warwick non-contact but which do not meet the criteria of eight calls, at least two of which are on a weekday evening and one at a weekend, will be returned to you so you can complete the assignment.

**Please note you should only make a maximum of 10 visits to the area you are working to complete your assignment - if you need to make further visits please contact the Manchester Office.**

### 5.5 Your 1<sup>st</sup> Working Day

As on most random probability surveys your first working day is crucial to the success of your assignment. We recommend the following on this survey:

- Try to make your 1<sup>st</sup> day as early as possible in the fieldwork period. You should try to send the advance letters 2-3 days before you plan to start work.
- We recommend that you start as early as 10am and try to work a longer day on your 1<sup>st</sup> day.
- Try to get around as many of your addresses as possible. If you are unfamiliar with the area it is always useful to get your bearings and actually find all your addresses early on. If you have any difficulty finding an address you should make full notes of where it is so you don't have any problems on subsequent visits. Finding addresses in the dark is much more difficult than finding them in the daylight. This is a good reason (especially in winter) for making an early start on your first day.
- Try to identify ineligible or deadwood addresses as early as possible in your assignment. Once you have done this you will not need to visit these addresses again.
- Try to make contact with someone at as many addresses as possible and complete the person selection.
- If the selected person is not in, try to establish the best day and time to catch them. If the selected person cannot do the interview straight away, arrange an appointment to call back.
- If possible, do some interviews!

If you have got around all (or most) of your addresses, made contact with people at some addresses, and perhaps made a few appointments, it would be a highly successful first day.

You should not necessarily judge the success of your first day in terms of the number of interviews you achieve. If you do manage to get a few interviews on your first day this would be a good start.

However, you can still have an extremely successful first day even if you don't actually achieve any interviews.

## **5.6 Notifying the Police**

If you are working on an original issue assignment you must notify the police before you start working in your area. Hand in a copy of the Police Form and a copy of the survey advance letter. You should make a note of the name and number of the person you spoke to and ask them, if possible, to rubber-stamp your copy of the Police Form and sign it with their name. This will give you some proof of having notified the police.

You should write the name of police station you have registered with on the front page of the Address Contact Sheet.

NB. It is not essential to notify the police if you are working on a reissue assignment.

If the police would like further information about the survey, they may contact any of the BMRB research team or Kantar Operations (see numbers on the leaflet).



## 6. RESPONSE RATE

Overall, we expect to achieve a **62%** response rate for the survey. However, this is the **minimum** response rate and we would expect you to make every effort to achieve the highest response rate and maximum number of interviews possible. The number of interviews depends on the number of addresses in your assignment:

### Assignments:

- Outside London = 28 addresses to achieve a minimum of 16 interviews
- London = 38 addresses to achieve a minimum of 16 interviews

We have issued a higher number of addresses in London as experience from other surveys suggests that a lower response rate will be achieved in London.

Procedures and Tips for achieving a high response rate can be found in the BCS Manual – chapter 2.6 and 2.7 and appendix A.

## 7. INTRODUCING THE SURVEY

As with other Government surveys there is no obligation to take part. However, it is very important, and you should use every technique to get respondents to take part.

The suggested introduction on page 3 of the contact sheet is:

Good afternoon/evening. My name is ..... and I'm calling on behalf of BMRB Social Research. I'm carrying out the 'Taking Part' survey for the government. It's about the kinds of activities you choose to do in your own time and about how you feel about facilities in your local area.

You should have received a letter about this survey from the Department for Culture, Media and Sport explaining that we would be contacting you.

It is important that you are flexible and adaptable, as the introduction will be critical on this survey. Please adapt your introduction depending on the situation on the doorstep. For example there will be times when you may need to stress that activities such as just walking the dog or walking to the shops are of interest.

Stress to respondents that this is social research. The leaflet explains that BMRB specialise in social research.

Introducing the survey and the selection procedure is covered in more detail in chapter 8.

### **7.1 Advance letter, Survey Leaflet and Unconditional Incentives**

Since April 2006 you have been responsible for sending the advance letter to all addresses in your assignment.

In your workpack you should find a pre-addressed letter for each address, a copy of the Taking Part survey leaflet for each address, a book of stamps for each address and a batch of OHMS envelopes. The letters, leaflets and stamps need to be put into the envelopes and posted before starting your assignment. Please try to stagger the posting of the advance letters to fit your pattern of visits. You should allow 2-3 days between sending the letters and calling round in person. You should avoid as far as possible lengthy gaps between sending the letters and first calling at the address.

The letter explains the reasons for the survey, its importance and its confidentiality, and the leaflet contains additional information about the survey and contact details for the DCMS (and its partner organisations), BMRB and Kantar Operations. Letters must be sent in OHMS (On Her Majesty's Service) envelopes.

Make sure that you are fully aware of the content of the letter and leaflet and have spare copies in case some households do not remember receiving them. In some cases (e.g. the elderly) you may want to leave a copy of the letter and leaflet and suggest you will call back at a later time. The advance letter does not mention the child surveys, in case this deters respondents to answer the adult survey, although the survey leaflet does mention the child surveys.

### **7.2 Incentives**

Findings from the most recent incentive experiment suggest that the best incentive (in terms of response rate) is the conditional £5 voucher + unconditional stamps. So from Year 3 fieldwork (July 2007 onwards), we have been using this incentive type.

#### **Summary of incentives**

**- All households should be sent a book of 6 x 1<sup>st</sup> class stamps with the advance letter**

**- All respondents aged 16+ that take part in the survey should receive a £5 High Street voucher at the end of the interview. There is no separate incentive for the child interview.**

You may mention the £5 voucher incentive when introducing the survey, however do not refer to the stamps on the doorstep or to the respondent, unless they mention them first.

### **7.3 When to give the £5 voucher incentive**

This should be given to the respondent only **after** they have completed the interview. There will be a reminder on screen at the very end of the interview. Note that you will need to get the respondent to **acknowledge receipt of the incentive in the Confirmation of Vouchers Received Book**. A written signature must be obtained.

If the respondent does not complete the entire interview, use your judgement as to whether it would be appropriate to still give them the incentive. If they have given you at least 15 minutes of their time, then it would probably be appropriate to still give them the incentive.

For details on the administration of the incentives, see chapter 10.

### **7.4 Conducting the interview in privacy**

Ideally the whole interview should be conducted in privacy, without others present. However, we do realise that this is often unavoidable, and therefore you should still complete the interview even if others are present. There are no ‘sensitive’ questions in the survey.

### **7.5 Timing Appointments**

We would suggest allowing at least **60 minutes** for appointments. The adult questionnaire should, on average, last approximately 20 minutes, the 5-10 interview by proxy should, on average, last approximately 10 minutes and the 11-15 child interview should, on average, last approximately 20 minutes. However, these timings will vary depending on the respondent’s individual experiences.

Do not start any interviews after 8.15pm in the evening, unless the respondent has indicated that they are happy to continue beyond 9pm if necessary.

## 7.6 Respondents with Limited English

If the selected respondent does not have a sufficiently good command of English to conduct the interview, please note that you can use another person as an interpreter for the interview, provided that the interpreter is aged 12 or over.

If you have got as far as selecting a respondent, but this person has insufficient English to continue with the interview, and an interpreter is not available, code final outcome code 43 "*Selected person has inadequate English*".

## 8. ADDRESS CONTACT SHEET

There is only one type of contact sheet used on this survey. The contact sheet includes the contact procedure, interview process and outcome record for the adult survey and both child surveys. Please note that we have added interim code 27 to the contact sheet – details are below.

### 8.1 Address Details and calls record (page 1)

- **Address:** The first page of the contact sheet provides you with the sampled address you have to visit.
- **Serial Number:** there are several components here:
  - Area code – 4 digits
  - Serial number - 6 digits
  - Check number - 2 digits
  - Screen number – always 0 for the adult interview

All of these need to be keyed into your CAPI machine at the start of the interview..

- **Selection Box:** there is a selection box that you will use if you need to select a dwelling unit or respondent for the survey. The 'select row' of digits in the selection box is a randomly generated set of numbers and will vary between different addresses, to ensure that the selection is random.
- **Police Station Box:** Just under the selection box there is a box for the original interviewer to write the name of the police station they registered at before starting the assignment. If the

contact sheet is reissued at a later stage in fieldwork, this information will be needed by the interviewer working on the reissues to pass on to respondents if necessary.

- **Selected Respondent name:** There is a space for you to write in the name and phone number of the selected respondent once you have managed to establish this information. If you are conducting an interview with a 16 or 17 year old please also write in the name of the person you have obtained parental permission from.
- **Telephone number:** Wherever possible try to get a telephone number for the respondent as soon as possible after making contact. Ideally you should try to get a telephone number at your first contact and after you have done the person selection. **DO NOT WAIT UNTIL** after you have actually conducted an interview to get a number, if at all possible. You may get a landline number or a mobile number.
- **Interviewer Details:** On the front page of the ACS you should also write in your name and interviewer code, if this is not already printed onto the form. If you are doing a reissue assignment you should record these details on page 13 of the contact sheet.
- **Calls Record:** Please record all contacts or attempts to contact the address in the calls record box. If you run out of space, there are additional boxes to make note of calls on page 13 of the contact sheet.
- Once you have finished with an address, please write in at the bottom of page 1 of the contact sheet the total number of calls made, and also the date of the final visit. These are two important bits of information that you will need to report back electronically. If you are doing a re-issue assignment the total number of calls you have made (at that reissue) and the date of last visit should be recorded on page 13. If you have managed to make contact with someone at the issued address please also record the date of the first contact on the front of the ACS.

Once you have finished your assignment please copy over the adult final outcome code from page 4 onto the box on the front of the ACS. If you are doing a re-issue assignment you will also need to copy over the final outcome at each re-issue.

If there is a strong reason why you think an address should not be re-issued to another interviewer please tick the 'do not re-issue' box on the front of the ACS and state in detail your reasons why the

address should not be re-issued on the notes page. This box should only be used in a small number of cases, as a different interviewer might be more successful in gaining a respondents co-operation.

## 8.2 Establishing address eligibility and selecting the dwelling (page 2)

The list of addresses you have been given has been randomly selected from the Post Office Address File (PAF) which is the Post Office's list of all delivery points in England. Most of these addresses will be private, residential addresses, but some of them may be small businesses or institutions such as shops, schools or hotels. Also, some of the addresses may cover two dwellings as the address may have recently been converted into 2 flats for example. Therefore at each address, you will need to establish whether the address is traceable, residential and occupied and whether the address covers more than one dwelling unit.

Section 1-3 of the contact sheet will take you through this procedure step by step.

### ➤ Is the address traceable, residential and occupied? ( Section 1)

At C1 you are asked whether the address is traceable, residential and occupied as a main residence. Some addresses may be difficult to find. Before you code the address as 'no' for not traced you must do all you can do to track it down. You could try:

- asking local people;
- asking at a Post Office or a Sorting Office, or asking a postman;
- asking the police; or
- asking at an estate agents or a newsagents

Before coding as non-residential – check that no one lives on the property e.g. is there a flat above the shop that has the same postal address, is there a caretaker that lives in a school, etc.

Addresses should not be classed as empty just because you can never get hold of anyone or because you have been told that the occupiers are away for the whole of the fieldwork period. The property must be obviously empty or vacant (e.g. boarded up council flats, properties with no furniture or no sign of occupation) or you must have been told it is unoccupied by a close neighbour.

If after such efforts you find it is definitely not residential, traceable or a main address code 'no' and record the appropriate deadwood final outcome in section 6 on page 4 .

Reference to BCS – see section 3.3 of the BCS Manual for additional guidance on establishing eligibility

➤ **Dwelling Unit Selection (Section 2 and 3)**

A dwelling unit is a structurally separate accommodation unit, for example a bedsit, flat or a house. In most cases there will only be one dwelling unit at an address. However, sometimes an address can conceal a number of dwelling units. For instance, 1 Shirley Road may look from the outside like a large detached house, but it may have been converted into three flats. In such a case, you will need to do a selection.

Reference to BCS – The details of how to select dwelling units in these cases are identical to BCS, so please refer to section 3.4 of the BCS Manual

**8.3 Establish number of eligible persons at Dwelling Unit and respondent selection (page 3)**

Once you are able to make contact with a responsible adult at the selected dwelling unit, introduce the survey following the introduction at the top of page 3. As mentioned in chapter 7, the introduction provided in the contact sheet is only a guide and it should be adapted depending on the person who opens the door. Once you have introduced the survey you may need to randomly select one adult aged 16+ to take part in the interview. The only situation where you would not have to do a person selection is where there is only one adult living in the household. The person selection is done in a very similar way to the dwelling unit selection.

Firstly, at C5a list all the first names of all people aged 16+ in the household in alphabetical order (the contact sheet outlines who to include and exclude from the list). Then using the selection grid on the front page, you should randomly select one of these individuals to interview.

Reference to BCS – refer to chapter 3.5 of the BCS manual for detailed instructions on selection of the respondent

- **Parental permission** - Anyone over the age of 16 is eligible to take part in the survey. However, should you select a 16 or 17 year old who still lives with their parents, you **MUST** obtain parental/guardian permission to speak to them about taking part in the survey. Permission just needs to be given verbally, but you need to code C5c on the contact sheet (page 3) to show that parental/guardian permission has been given and you need to record the name of the adult who gave permission on the front page of the contact sheet.





#### 8.4 Final outcome codes (page 4)

On page 4 of the Address Contact Sheet you must record the Final Outcome Code for the address. Remember you must report a Final Outcome Code for each of the addresses that have been issued to you – whether or not you have actually achieved an interview. Please ensure you circle the correct outcome in the correct column. The final outcomes for addresses must be circled in the column ‘Adult Interview – Final Outcome – Screen 0’.

Reference to BCS - the final outcome codes are the same as BCS. They have been grouped into deadwood, non-contacts, refusals, other unproductive codes and productive codes. See BCS manual chapter 3.8 for further details.

- **Interim Code 25** - This code is to be used once you have made **8** or more calls to an address, but decide to continue to make calls at the address rather than coding a final outcome at this stage.
- **Interim Code 27** - This code is to be used when you have arranged a fixed appointment with the selected respondent.

These codes will highlight that you are actively working a particular contact despite not having reported a final outcome and will allow us to gain a more accurate view of coverage levels. It should also ensure that you get chased less for a final outcome by your Field Coordinator, however you will need to keep them informed of your work progress/dates. Particularly as there is obviously a limit to how long you can keep hold of your contact sheets, so it is imperative that you regularly communicate with your Field Coordinator.

For example the interim code (code **25**) should be used....

- If you feel that you have a good chance of gaining an interview if you make additional calls, having completed the standard 8 calls.
- If you know the respondent is away during the normal survey period

For example the interim code (code **27**) should be used....

- If you make an appointment after several attempts to contact a particular respondent

- **Definition of full / usable interviews**

- Definition of a full/usable interview - in order to use the interview we need you to **complete the full interview** (up until you take the name of the respondent at the end of the demographics). Please note that due to the reduced interview length, only fully complete interviews will be usable - i.e. **we will not be able to accept any partially complete interviews** (as such, there will be no outcome code 52) .

### 8.5 Reason for Refusal (page 5)

If you achieve a final outcome 17, 34, 36 or 37 for the issued address, code the reason for refusal in section 10 of the contact sheet. This section will help the office prioritise refusals for reissue.

There is also a question that asks you to code the age of the respondent (best guess as we don't want you to ask the age on the doorstep) and this, along with the reason for refusal, may help those interviewers working on reissues.

Once you have coded this page, write full details of refusal on the notes page (see below).

### 8.6 Notes Page (page 11)

If you do not manage to get an interview, we want as much information as possible about why. Therefore, if you get a refusal, please also give as much information as possible on reasons for refusal on the Notes page of the ACS, as this is extremely useful for those working on re-issues. If you are working on a re-issued address that you really think should not have been re-issued and you think it would be inappropriate to return, call your Field Coordinator to discuss it.

Please also enter further details of the reason for other types of non-response, such as non-contact. For example, if you are unable to get an interview because the selected respondent is away in hospital or on business, enter the date they are expected to return. We may re-issue a certain number of unproductive addresses, and therefore it is important that the interviewer who is sent back to these addresses has as much information as possible about what happened when you made contact.

## 9. CHILD SURVEYS

The aims of the child surveys are outlined in the introduction. In 2008/2009 we are aiming to achieve approximately 335 interviews with parents/guardians about their 5-10 year old and approximately 230

interviews with children aged 11-15 from the sampled addresses. The contact procedure (screening, interview and final outcome) for the child surveys are included on the contact sheets.

**We have also provided a video briefing which outlined the child survey procedures and questionnaire. This should be viewed before starting work on your assignment.**

## 9.1 Child Screening Process

The child screening is carried out at all addresses in the sample. Where an eligible 5-10 year old and an eligible 11-15 year old are identified we want you to try and carry out both extra interviews (a “child interview by proxy” for 5-10 year olds and a “child interview” for 11-15 year olds) at that household. This means that at some addresses you will be carrying out interviews with TWO people in the same household (this could be three interviews, if the adult has done both the adult and child by proxy interviews).

Because you are carrying out the child screening at the same address as the sample address (see later) it is important to understand how the two parts fit together. **The most important thing to remember about child screening is that the adult interview always takes priority. Conducting the child screening should never jeopardise the adult interview.**

## 9.2 General Rules for doing Child Screening

In households that you visit, whether or not you have to do the child screening will depend upon the outcome code that you achieve for the adult interview. The procedures for doing child screening are on pages 6, 7, 8 and 9 of the contact sheet.

As we don't want to jeopardise the adult interview, we would like you to leave the child screening for both child surveys until the end of the adult interview. If someone at the address mentions the child interviews before the completion of the adult interview (the child interviews are mentioned in the survey leaflet), you may do the child screening at that point.

There are some clear situations where it will be impossible to do any child screening. Even if this is the case we still want you to report the child screening outcomes. This is important because we need to

keep track of the number of addresses where child screening has been done in order to ensure that we meet our target number of interviews.

Situations where no child screening is possible are as follows:

- Where the sample address is a deadwood outcome (i.e. outcome codes 1-13)
- Where you have never made contact with anyone at the address across all your calls (outcome code 16)
- Where you have made contact with someone at the address, but all information has been refused (outcome code 17)
- Where it is an office refusal (code 31)

**In all these situations if you are reporting one of the above outcomes on the sample, you should report a code 84 for the child screening.**

An outcome 84 also needs to be reported if you do contact someone at the address, you are unable to do the adult interview, and the person contacted does not (unprompted) tell you about the presence of children in the household.

**IN SUMMARY, IF YOU ACHIEVE AN OUTCOME CODE 1-31 AT THE ADDRESS, YOU WILL NOT BE ABLE TO CARRY OUT THE CHILD SCREENING PROCEDURES. IN ALL SUCH CASES YOU SIMPLY NEED TO REPORT CODE 84 (NO CHILD SCREENING REQUIRED).**

Remember that if you are doing a reissue assignment you may need to do the child screening if the interviewer has not done it for legitimate reasons at the original issue.

Screen code 8 should be used for reporting the 5-10 'child by proxy' screening and screen code 9 for the 11-15 child screening.

### **9.3 Identification and Selection**

The child screening should be done after the adult interview and noted on pages 6, 7, 8 and 9 of the contact sheet. If there is a child aged 5-10 or a child aged 11-15 in the household, the adult questionnaire will prompt you to do the child screening. We ask you to do the screening after the adult interview as some respondents may be less inclined to participate in the survey if they know in advance

that you wish to interview more than one person in the household. As the child interview is mentioned in the survey leaflet, the child survey may be mentioned by the respondent (or someone else in the household) before the interview takes place. If this happens you should do the child screening at this point. Most households will not contain anyone aged 5-10 or anyone aged 11-15 and that is all you will need to establish. **The key consideration is that you do not jeopardise the adult interview.**

### Child aged 5 – 10

You should ask the person you have made contact with how many children aged 5-10 live in the household and whether the main adult selected to take part in the interview is the parent/guardian of the 5-10 year old (in most cases you will know this information from the interview). Record these details on page 6 of the contact sheet in the box provided and code as appropriate:

- If you establish that there is no-one in the household aged 5-10 OR the adult respondent is not the parent/guardian of the child(ren) aged 5-10 then you should use code 81;
- If you establish that there is one or more 5-10 year olds AND the adult respondent is the parent/guardian of the child(ren) then you should use code 82 and complete the 5-10 child selection at section 9 on the contact sheet.
- If the person you have made contact with refuses to give you the information about the children who live in the household you should use code 83. Please note that code 83 should ONLY be used if you have received a direct refusal to Y1 from an otherwise co-operating household. It should not be used for a more general refusal to take part in the survey. As a rule of thumb, we would not expect a code 83 to be reporting in conjunction with an outcome code of 36 or 37 (i.e. a refusal). If you are reporting a refusal outcome on the survey and have not been able to definitely establish an 5-10 child screening outcome at the same time (that is a code 81 or 83), you should report an 5-10 child screening outcome of 84. This means that if the address is reissued, the interviewer doing the reissue will also have the opportunity to establish a definite 5-10 child screening outcome.
- The same rule of thumb should be applied to all other unproductive outcomes for the same reason. This means that if you are returning an outcome code of 39-44, you should only return a code 83 if

you have had a direct refusal to Y1. If you are unable to establish a definite 5-10 child screening outcome (81 or 83) then you should report an outcome of 84.

- If you have already established that you do not need to do the 5-10 child screening as outlined above you should use code 84. Please note that you do **not** need to record code 84 on the Address Contact Sheet, but you will need to report this electronically. You should not record code 84 on the paper ACS because at a reissue stage, the sample outcome may change, in which case the interviewer doing the reissue will need to record a different screening outcome (81-83).

### **Child aged 11 – 15**

You should ask the person you have made contact with how many children aged 11-15 live in the household (in most cases you will know this information from the interview). Record the number of 11-15 year olds in the box provided and code as appropriate:

- If you establish that there is no-one in the household aged 11-15 then you should use code 81;
- If you establish that there is one or more 11-15 year old then you should use code 82 and complete the 11-15 child selection at section 11 on the contact sheet.
- If the person you have made contact with refuses to give you the information about the children who live in the household you should use code 83. Please note that code 83 should **ONLY** be used if you have received a direct refusal to Y1 from an otherwise co-operating household. It should not be used for a more general refusal to take part in the survey. As a rule of thumb, we would not expect a code 83 to be reporting in conjunction with an outcome code of 34, 36 or 37 (i.e. a refusal). If you are reporting a refusal outcome on the survey and have not been able to definitely establish an 11-15 child screening outcome at the same time (that is a code 81 or 83), you should report an 11-15 child screening outcome of 84. This means that if the address is reissued, the interviewer doing the reissue will also have the opportunity to establish a definite 11-15 child screening outcome.
- The same rule of thumb should be applied to all other unproductive outcomes for the same reason. This means that if you are returning an outcome code of 39-44, you should only return a code 83 if

you have had a direct refusal to Y1. If you are unable to establish a definite 11-15 child screening outcome (81 or 83) then you should report an outcome of 84.

- If you have already established that you do not need to do the 11-15 child screening as outlined above you should use code 84. Please note that you do **not** need to record code 84 on the Address Contact Sheet, but you will need to report this electronically. You should not record code 84 on the paper ACS because at a reissue stage, the sample outcome may change, in which case the interviewer doing the reissue will need to record a different screening outcome (81-83).

#### **9.4 Completing the Contact Sheet**

Unlike the youth boost on BCS, the contacting procedures for the child survey are included in the adult contact sheet. There is no separate contact sheet for the child survey.

##### **Child aged 5 – 10**

- For every address where you have identified a child aged 5-10 and the adult respondent is the parent/guardian you will need to complete section 8 and 9. If there is more than one child aged 5-10 living in the household, you will need to select one of them at random for interview. This is done in exactly the same way as on the adult sample. The first names of those children aged 5-10 are listed in alphabetical order in the grid at P4. The selection box on the front page of the contact sheet is then used to select one. As with the adult selection, once a child has been selected, there is no substitution allowed. You will need to write the name of the selected 5-10 year old in the box at P5.
- Record the outcome of the parent/guardian interview about the child on page 10 of the contact sheet, ensuring it is circled in the correct column (Child Interview - Final Outcome Screen 8).

##### **Child aged 11 – 15**

- For every address where you have identified a child aged 11-15 you will need to complete section 11 and 12. If there is more than one child aged 11-15 living in the household, you will need to select one of them at random for interview. Again, this is done in exactly the same way as on the adult sample. The first names of those people aged 11-15 are listed in alphabetical order in the grid at Y2. The selection box on the front page of the contact sheet is then used to select one. As with



the adult selection, once a child has been selected, there is no substitution allowed. You will need to write the name of the selected 11-15 year old in the box at Y3.

- Before approaching the selected child, you must get parental/guardian permission. To ensure they give informed consent you must show them the parental permission card and ask them to sign the parental permission section of the contact sheet at Y4a. **You may need to reassure the parent that the questionnaire only asks about the activities on the parental permission card – it does not ask about the licensing laws or any sensitive demographic information such as income.** You must only go ahead and do the 11-15 child interview if the child wants to do the interview (we don't want the child to feel coerced into taking part in the survey by their parent).
- Record the outcome of the child interview on page 10 of the contact sheet, ensuring it is circled in the correct column (Child Interview - Final Outcome Screen 9).

### 9.5 Conducting the child interviews

In the majority of cases the child screening processes will establish that there is no 5-10 or 11-15 year old in the household and you will therefore not need to conduct a 5-10 proxy interview or an interview with a 11-15 year old.

Ideally you will conduct the adult interview (followed by the child by proxy interview) and then the 11-15 child interview during the same visit. However, if you end up conducting three interviews at a household **on separate visits**, you should always try to carry out the adult interview followed by the child by proxy interview on your first visit, and the 11-15 child interview at a later visit. Although it is possible to return to the house to do the child by proxy interview, this should be avoided if possible.

#### Child aged 5 – 10

The 5-10 proxy interview with the parent/guardian should not be done before the adult interview under any circumstances, as it should follow directly after the adult interview.

#### Child aged 11 – 15

The 11-15 child interview should be done after the adult interview because we do not want to jeopardise the main interview. We do not want the main respondent to feel that because one interview has already been carried out in their home, their interview is thus less important. Nor do we want the main respondent to be put off by the fact that the “shorter” interview lasted a long time. Clearly, if the

respondent insists on doing the 11-15 child interview before the adult interview you should fit in with their wishes, but you should try to avoid this situation.

The only exception to interviewing the adult interview before the 11-15 child interview is where the main respondent seems happy to do the interview but makes a firm appointment to do the interview at a later date. If the selected 11-15 year old child respondent is available and willing to do the interview on your current visit it is all right to carry out the child interview there and then and to return to do the adult interview and the adult interview by proxy at a later visit.

It is important that we conduct both the adult interview and 11-15 child interview as the child interview only collects a small amount of household information at the beginning of the interview. This is the minimum amount of information required to use the interview. Ideally we also need to use the classification information from the adult interview in the analysis of the 11-15 child interviews.

## **9.6 Administration of the child surveys**

### **Child aged 5 – 10**

You must complete the child screening, selection and final outcome page of the contact sheet as instructed. If you achieve a final outcome for the child by proxy interview, ensure the outcome is circled in the correct column on page 10 of the contact sheet (Parent Interview about the child aged 5-10 – Final Outcome – screen 8).

You must remember that each serial number **MUST** have an electronically reported final screening and/or outcome for its screen code 8. So even if you do not need to attempt an interview with the parent of a child aged 5-10 years, you must still do an electronic report e.g. if no eligible 5 – 10yr old in household, you would need to report an outcome 81. The **ONLY** interim outcome code for the child screening is 82 – these should be treated in the same way and be followed by a final outcome once achieved.

### **Child aged of 11-15**

You must complete the child screening, selection, parental permission and final outcome page of the contact sheet as instructed. If you achieve a final outcome for the child interview, ensure the outcome is circled in the correct column on page 10 of the contact sheet (11-15 Child Interview – Final Outcome – screen 9).

You must remember that each serial number MUST have an electronically reported final screening and/or outcome for its screen code 9. So even if you do not need to attempt an interview with a child aged 11-15 years, you must still do an electronic report e.g. if no eligible 11 – 15yr old in household, you would need to report an outcome 81. The ONLY interim outcome code for the child screening is 82 – these should be treated in the same way and be followed by a final outcome once achieved.

## 10. QUESTIONNAIRE

### 10.1 Getting the questionnaire

The questionnaire should be available after 6pm on **Friday 17<sup>th</sup> July**. The questionnaire for quarter 4 fieldwork is called **TP09Q1**.

If you have problems getting the questionnaire, wait 10 minutes and try again - try this a couple of times. Standard instructions on using CAPI are contained in your Interviewer Manual. If problems persist, please call the CAPI Helpline.

### 10.2 Practice Interviews

It is vital that you conduct a minimum of 2 practice interviews on the adult survey (use screen code 0), a minimum of one 5-10 interview by proxy (use screen code 8) and one 11-15 child interview (use screen code 9) before beginning your assignment – taking note of the questionnaire instructions below.

To do the practice interviews, you can enter the serial numbers and check digits from any of your contact sheets, however make sure you code that you are completing a practice interview, not a real one.

### 10.3 Conducting the Interview

The adult questionnaire should take on average 20 minutes to complete (+ additional 10 minutes for the 5-10 interview by proxy) and the 11-15 child interview should take approximately 20 minutes, however as usual the timings will depend on the answers given and the respondent.

It is crucial that the correct serial number, check sum and screen number is entered into the questionnaire at the beginning of the interview (0 for an adult interview, 8 for 5-10 interview by proxy and 9 for a 11-15 child interview).

Once you have entered the serial number and screen number the sampled address will appear in the questionnaire. If the address is incorrect you must go back and change the serial number and/or screen number.

The relationship you build up with the respondent and the manner in which you conduct the interview will be crucial to the quality of data we get back. Through much of the interview you will be required to **show your screen** to the respondent. This is because the survey is about uptake of certain activities and you will be required to show respondents lists of these activities.

Some of the people you speak to may have trouble reading, and so in these instances, please read out the show screen lists to them.

Throughout the adult and child questionnaires some of the ‘other specify’ responses have been split into 3 separate responses, allowing you to type in up to 3 ‘Other’ answers on 3 separate screens. Please note that you should never type more than 1 response per screen (examples of this are in sports frequency questions in the interview).

There is **no** geographic restriction on where the respondent could have taken part in an activity.

#### 10.4 Overview of the Adult Questionnaire

The following sections are covered in the questionnaire:

##### ➤ **Household**

Questions about household members i.e. names, sex, ages, relationship to respondent.

##### ➤ **Screeners and Frequency**

This section is where we establish what activities respondents have taken part in over the last twelve months. DCMS has a wide range of activities they want to measure and these activities have been grouped together to form a number of “show screen” questions. The activities are grouped as follows: arts participation; arts visits; visiting libraries; attending archives; sites of historic interest; museums and galleries and sports/physical recreation.

There is **no** geographic restriction on where the respondent could have taken part in an activity.

For all activities except sport, respondents are asked whether they participated in the activity or attended the event/place in the **last twelve months**. There are no exclusions at this question (which is a change from the 2005 to 2008 survey). Of the things the respondent has done we ask

whether they did it in their own-time, for paid work, for academic study, as part of voluntary work or for some other reason.

If they have done an activity in their own time and/or for the purposes of voluntary work they are asked how often they have done the activity in their own time, or as voluntary work, and reminded **not to include** times when they may have done it as part of their **paid work, academic study or as part of a school organised activity** (except for Heritage as academic study and school organised activities should be included in follow up questions). If the respondent is unsure whether or not to include an activity - for example, they get paid on a casual basis to play in a band, but don't know if they should count this as paid work or not - please show them the **definitions card** which offers definitions of 'own time', 'paid work', 'academic study', 'school organised activities' and 'voluntary work'.

For the sports/physical recreation questions, respondents will be asked if they have done such activities in the last **4 weeks**, and how many days in the last four weeks they have done it. We have added a calendar so that you can show the respondent what period is covered in the last 4 weeks. We have also added guidance at these questions as follows:

If the respondent says 'every day', input 28 days

Every weekday = 20 days

Every other day = 14 days

Every day at the weekend = 8 days

For the sports activities, respondents are asked to state (unprompted) what sports they have done, this question is then asked as a prompted (show card) question. The code list for this question comprises of 62 sports. It will appear in alphabetical order on your screen, making it easier to code, for example, if a person says they played badminton, you'll know to look near the top of the code list! For the prompted question (ScSpMB1) you will need to show the respondent SHOWCARD 1. This shows the list of sports in the order they have been shown in previous surveys. This is not alphabetical.

Despite the long sports code list, respondents could well mention sports that aren't listed. We have added 3 separate 'other specify' codes at the sports activities questions. Please enter no more than one sport at each 'other specify' option.

Please see Appendix 1 for further definitions of the activities listed at SCAAN (Arts Attendance Activities) and SCAPN (Arts Participation). Appendix 1 also provides some extra guidance about WalkRec and CycleRec – where the respondent is asked to say how many days they have walked/cycled in the last month for health or recreation (excluding just for getting from place to place).

#### ➤ **Details of Participation**

If the respondent has participated in any arts activities and/or attended any arts events, they will be asked some follow up questions about one randomly selected activity they have done in each. Respondents will be asked to think back to the last time they did the activity.

The respondent is asked how much they enjoyed the selected activity, how likely is it that they'll do the activity again and whether they have recommended it to family or friends. Obviously if respondents haven't done any of the activities listed, they won't be asked any follow up questions about it.

#### ➤ **Arts attitudinal questions**

All respondents are asked a set of attitudinal questions about the arts. The white shuffles and white sort board will need to be used for this section.

#### ➤ **Classification**

This is the last section and includes more questions about the respondent and their household.

This comprises standard questioning about: car ownership; internet access; general health; education; employment; ethnicity and religion.

### **10.5 Overview of the 5-10 child by proxy questionnaire**

This questionnaire should directly follow the adult survey.

The questionnaire asks the parent of the 5-10 year old about the activities the child participates in **outside of school**. We will not record anything that they did whilst at school. Activities organised by the school but done outside the 'usual' school hours should be included.

The introduction to the child by proxy interview is very important. You will need to make it clear to the parent/guardian that we are collecting information to get accurate data on what children do so that the government can improve provision and facilities for certain activities. It therefore does not matter if their child has not been very active – most parents in the pilot seemed to be embarrassed if their child did not do many of the activities and would therefore try to add in activities that were outside of the timeframe.

For example, for the questions that ask about the 7 days before the interview, we do not want parents to add in activities which their child did 8 or 9 days ago. It is very important that we are strict with the timescales for the last 7 days so that we can get accurate data. You can also remind the parents that even if the last 7 days were not a typical week for their child, across the country and across the year, we will get an average 7 days for children of this age.

The following sections are covered in the questionnaire:

➤ **Household**

Questions about the household i.e. dwelling units, number of adults and number of children aged 11-15 and the name, sex and age of the 5-10 year old we're asking about. These questions are 'ask or record'. You may already know the answer from the contact sheet or the adult interview. If not then you will need to ask the respondent.

➤ **Questions about the last 12 months**

The questionnaire starts by asking the parent what the child has done or places that the child may have visited in the last 12 months. The activities asked about are all cultural activities as sport is asked about later in the questionnaire in its own section.

For each activity, there is a showcard that must be shown to the respondents for them to see what we are including (and excluding) in the each activity. On the showcards you will see that we are including 'helping with' activities as taking part in an activity – as DCMS are interested to know whether people have helped out with activities within each of the cultural sectors, so this should not be excluded. If the respondent needs to know what we mean by 'helping out', please show them DEFINITIONS SHOWCARD C which lists the types of activities we are interested in.



The list of activities we ask about is slightly shorter than for the children aged 11-15, and the examples of activities included on the showcards are more appropriate for 5-10 year olds. Here is the list of cultural activities:

<i>Activity Group</i>	<i>Showcard</i>
Dance activities	White showcard P1
Music activities	White showcard P2
Theatre and drama activities	White showcard P3
Reading and writing activities	White showcard P4
Arts, crafts and design	White showcard P5
Street arts, circus, carnival or festival activities	White showcard P6
Film and video activities	White showcard P7
Other Media activities (Radio and computer activities)	White showcard P8
Visited a library	Blue showcard P9
Visited a museum	Blue showcard P10
Visited any historic or important modern places, buildings or public spaces	Green showcard P11

If a parent (particularly those of 5-7 year olds) comments that some of the activities on the cards are age-inappropriate, explain that we are interviewing about children aged 5-10 and the types of activities we cover need to be suitable for this wide age range.

The activities are grouped into 3 categories:

- Arts
- Libraries and museums
- Heritage

The 3 groups of activities are rotated in the questionnaire – the showcards have been colour coded so you are able to quickly find the relevant set of showcards when required.

➤ **Questions about the last 7 days**

After each activity has been asked about for 12 months, the parent/guardian is then given a list of all of the activities that their child has done in the 12 months, and asked which ones they have done in the last 7 days.

The parent is also asked to only include activities that the child has done for at least 30 minutes, but there is no maximum time.

For some but not all of the activities, there will then be a question which is being asked to find out whether the child participates or attends the activities which they have said they have done (or whether they do both). The reason for asking this is that DCMS have found that children learn more by participating in activities rather than attending activities. Therefore DCMS want to know how much, over time, people are taking part in more (or less) activities and how much they are just watching/ attending more (or less) activities.

### ➤ **Questions about sport**

The questionnaire then focuses on what sport the child has done, and starts by asking about the last 4 weeks instead of the last 12 months – this is because, on average, sport is done more frequently than the cultural activities.

The list of sports is shorter than the adult survey and shorter than the 11-15 year old child survey, although it is still a long list. In case respondents mention sports that aren't listed, we have 3 separate 'other specify' codes at this question. Please enter no more than one sport at each 'other specify' option.

As the child aged 5-10 years questionnaire is conducted by their parent or guardian, the questionnaire does not have to be as simple as the 11-15 year old questionnaire. For this reason, the sports section will be carried out using a list of sports on one showcard instead of a pack of sports cards where the sports appear over 3 cards (which will be the case for the 11-15 year old child survey).

The respondent will then be asked which of the sports they have done in the last 4 weeks were done in the last 7 days.

➤ **Diary/weekly grid section**

Also because we are interviewing parents instead of the child, we will not use the same paper diary document that we will be for the 11-15 year olds. We will instead use a weekly grid, which can be filled in if you think it will help the parent remember the activities their child has done in the last 7 days.

The parents or guardians will be asked about the amount of time (in hours and minutes) that their child has spent on the activities that they have said they have done in the last 7 days. This is collected using the weekly grid as an aid.

Here is a summary of the process:

- You will need to tick which activities the respondent has said that they have done on the weekly grid (this list of activities will show on your screen). You will also need to write the day of the week, for each of the 7 days before the interview, at the top row of the grid.
- You will then need to ask the parent how long their child spent doing the activity outside of school. (Outside of school is before school and after school during weekdays, at weekends and during holidays. Activities organised by the school but outside of the ‘usual’ school hours should be included.)
- If an activity is done more than once during a day, all sessions should be noted.
- As in the previous questions, please ask the parents to only include activities that their child has done for at least 30 minutes. The time they have spent on the activity should be recorded to the nearest minute. If they had to travel somewhere to do the activity, we do not want to include this travel time.
- The questionnaire will ask you which activities were done on each day, and then to record the amount of time that the child did the activity for out of school. The weekly grid has been provided as an aid to help the respondent focus on the last 7 days. You can use the grid to note

the hours spent doing each activity during the 7 days prior to the interview before typing this into the computer, but this may not be necessary if the parent is able to remember clearly the last 7 days.

- The respondent is also asked who they did the activity with. We have 3 separate ‘someone else’ codes at this question, in case respondents mention someone or an organisation that is not listed. Please enter no more than one type of person or organisation at each ‘someone else’ option.
  
- At the end of this section there is a final soft check to ensure all activities coded as done in the last 7 days (at the earlier frequency section) have been included.

#### ➤ **Classification**

This is the last section and includes just a few standard questioning about the general health and ethnicity of the child.

### **10.6 Overview of the 11-15 questionnaire**

The structure of the 11-15 child questionnaire is very similar to the 5-10 proxy questionnaire. The key part of the questionnaire focuses on a 7-day diary to collect information on the amount of time the child has spent on various cultural activities and on sport in the 7 days prior to the interview.

A key difference between this questionnaire and the proxy 5-10 questionnaire is that we want to know about activities which the respondent did both **in school lessons and in their spare time**. We are therefore including activities that have been done at any time – this could be in school including during breaks and lunchtimes, before or after school on weekdays, at weekends or during the holidays. We are also including any activities which they did whilst on holiday.

The following sections are covered in the questionnaire:

#### ➤ **Household**

Questions about the household i.e. dwelling units, number of adults and number of children aged 11-15, sex and age of respondent. These questions are ‘ask or record’. You may already know the

answer from the contact sheet or the adult interview. If not then you will need to ask the respondent.

➤ **Questions about the last 12 months**

The questionnaire starts by asking the child about things that they may have done or places that they may have visited in the last 12 months. The activities asked about are all cultural activities as sport is asked about later in the questionnaire in its own section.

For each activity, there is a showcard that must be shown to the respondents for them to see what we are including (and excluding) in the each activity. On the showcards you will see that we are including volunteering ('or helping with') as taking part in each activity – as DCMS are interested to know whether people have taken part in any volunteering activities within each of the cultural sectors, so this should not be excluded. If the respondent needs to know what we mean by volunteering, please show them DEFINITIONS SHOWCARD C which lists the types of activities we are interested in.

Below is the list of cultural activities we ask about in the 11-15 questionnaire, along with the associated showcard:

<i>Activity Group</i>	<i>Showcard</i>
Dance activities	White showcard C1
Music activities	White showcard C2
Theatre and drama activities	White showcard C3
Reading and writing activities	White showcard C4
Arts, crafts and design	White showcard C5
Street arts, circus, carnival or festival activities	White showcard C6
Film and video activities	White showcard C7
Radio activities	White showcard C8
Computer based activities	White showcard C9
Visited a library	Blue showcard C10
Visited an archive	Blue showcard C11
Visited a museum	Blue showcard C12
Visited any historic or important modern places,	Green showcard C13

buildings or public spaces	
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The activities are grouped into 3 categories:

- Arts
- Libraries, archives and museums
- Heritage

The 3 groups of activities are rotated in the questionnaire – the showcards have been colour coded so you are able to quickly find the relevant set of showcards when required.

#### ➤ **Questions about the last 7 days**

After each activity has been asked about for 12 months, the respondent is then given a list of all of the activities that they have done in the 12 months, and asked which ones they have done in the last 7 days.

The child is also asked to only include activities they have done for at least 30 minutes, but there is no maximum time.

For some but not all of the activities, there will then be a question which is being asked to find out whether the respondent participates or attends the activities which they have said they have done (or whether they do both). The reason for asking this is that DCMS have found that children learn more by participating in activities rather than attending activities. Therefore DCMS want to know how much, over time, people are taking part in more (or less) activities and how much they are just watching/ attending more (or less) activities.

#### ➤ **Questions about sport**

The questionnaire then focuses on what sport the child has done, and starts by asking about the last 4 weeks instead of the last 12 months – this is because, on average, sport is done more frequently than the cultural activities. There is a yellow sports prompt pack which should be used for this question – the respondent should read through the 3 cards listing the activities, reading out the number next to each sport they have done.

The list of sports is shorter than the adult survey, although it is still a long list. In case respondents mention sports that aren't listed, we have 3 separate 'other specify' codes at this question. Please enter no more than one sport at each 'other specify' option.

The respondent will then be asked which of the sports they have done in the last 4 weeks were done in the last 7 days.

➤ **Diary section**

The respondent will then be asked about the amount of time (in hours and minutes) that they have spent on the activities that they have said they have done in the last 7 days. This is collected using a diary.

The questionnaire and diary should guide you through the administration of the diary. Here is a summary:

- You will need to tick which activities the respondent has said that they have done on the inside of the front cover of the paper diary (this list of activities will show on your screen). You will also need to write the day of the week, for each of the 7 days before the interview, at the top of each page in the diary.
- You will then need to ask the respondent how long they spent doing the activity during school lessons and in their spare time (spare time includes school breaks and lunchtimes, before or after school on weekdays, at weekends or during the holidays) and this should be written in the diary.
- If an activity is done more than once during a day, all sessions should be noted.
- As in the previous questions, please ask the respondents to only include activities that have been done for at least 30 minutes. The time they have spent on the activity should be recorded to the nearest minute. If they had to travel somewhere to do the activity, we do not want to include this travel time.
- After recording time spent on activities in the paper diary for a particular day, the questionnaire will ask you which activities were done on that day, and then to record whether each activity was done during school lessons or in their spare time. The script will then ask you the amount of time that the child did the activity for separately for in-school and spare time.

The questionnaire is set up for you to record the information on the computer from the paper diary after each day. However, if you feel it would be better to complete all seven days of the paper diary first and then enter it into the computer, you can use this method instead.

- If the activity was done in their spare time, the respondent is asked who they did the activity with. In case respondents mention someone or an organisation that is not listed, we have 3 separate ‘someone else’ codes at this question. Please enter no more than one type of person or organisation at each ‘someone else’ option.
- Although the respondents have been provided with definitions of the activities on showcards in the first section of the questionnaire, some may forget what is included. If this is the case, you can show the necessary show cards that describe each type of activity to them again – but this should only be done if it is necessary as it will add time to the questionnaire.
- At the end of the diary section there is a final soft check to ensure all activities coded as done in the last 7 days (at the earlier frequency section) have been included.

#### ➤ **Classification**

This is the last section and includes just a few standard questioning about the general health and ethnicity of the respondent.

## **11. REPORTING, RETURN OF WORK AND PAYMENT**

### **11.1 Results Summary Sheet**

In your workpack you should find a Results Summary Sheet. This document is for you to record the final outcome that you achieve at each address and the date these were reported electronically, and the date you completed and sent the observation questions for each address. You should also record the date the Address Contact Sheet was posted to the Warwick Office. It can also be used to make note of any comments you may have about each address.

We need you to keep this form at home in a safe place as a Field Co-ordinator may need to ask you for information about your addresses. **It is not a form to be sent to Ealing Head Office/Warwick/Manchester Office.**



## 11.2 Electronic Reporting and Reporting to the Manchester Office

Electronic reporting is a process that must be done whenever a final outcome for an address has been achieved (this will probably be at the end of every day you work on this survey) and **MUST** be done for **EVERY** address visited.

All entered information will then be returned to Kantar Operations electronically once you connect with your modem.

It is important to report **ALL** final outcomes – this includes the outcomes of the child screening. For every contact sheet you will need to electronically report 3 **final outcomes**....1 for the adult contact, 1 for the 5-10 by proxy survey and 1 for the 11-15 child survey.

**You will also be asked to confirm that you have completed a Youth Diary if you are reporting an interview outcome on Screen 9.**

Full instructions on using the electronic system can be found in BCS Manual.

**If this is the first time that you are working on a pre-selected job please check with your Field Coordinator after you have electronically reported your 1<sup>st</sup> set of final outcomes, to make sure that everything is being sent correctly.**

If you are having any problems with your assignment or have 3 refusals, please call your Field Coordinator **IMMEDIATELY** for advice.

## 11.3 Return of Work

- All CAPI questionnaires should be returned as usual via your modem, overnight. **It is VITAL that you also complete a dayrec**, including how many hours you have worked that day. A dayrec should be completed each time you work on the survey, even if you have not completed any interviews but spent all your day trying to make contact at the addresses (this is also true if you have been working on re-issues).

If you have any incomplete interviews which you are planning to go back and finish, do **NOT** log in until you have done so, as this will automatically send back the incomplete interview as well. Let your Field Coordinator know what is happening.

- Each time you achieve a final outcome at an address, you must send back an electronic report of that final outcome (and any respondent details for any interviews completed) for that address.

- Please return the paper Address Contact Sheets when a final outcome has been achieved. The Address Contact Sheets, along with a return slip need to be returned to Warwick in the prepaid envelopes provided. **Before returning contact sheets, please check the final outcome details have been noted on your Results Summary Sheet (NB. This document should not be returned to Ealing/Warwick/Manchester Office).**

When you return your final contact sheets, please include the final sheet to indicate that you have returned all your contact sheets and your assignment is completed.

- Please return all completed child 11-15 diaries, in the pre-paid envelopes provided. (Your workpack will contain a strong polylope envelope for the return of the diaries). A percentage of diaries will be quality checked against the interview CAPI data.

**PLEASE KEEP HOLD OF ALL FIELDWORK DOCUMENTS, AS YOU MAY NEED TO USE THEM ON FUTURE WAVES OR REISSUES.**

#### **11.4 Incentive Administration**

Your work pack will contain 20 x £5 High Street Vouchers. If you require any additional vouchers please contact your point of contact in the Manchester Office in the normal way. On the other hand please return any unused vouchers to the Warwick Office, using the *Confirmation of Vouchers Received Book* provided as soon as you have completed your assignment.

## Appendix 1

**SCREENERS & FREQUENCY IN ADULT QUESTIONNAIRE**

**SCAPN1-25**  
(taking part in  
arts activity)

**Reading for pleasure**

Reading for relaxation and leisure is of interest but reading newspapers, magazines and comics are excluded, as is reading education text books or reading conducted as part of job.

**Include:** literature in all languages, it does not have to be in English.

**Sang to an audience**

**Include:** performing rap.

**Exclude:** karaoke

**Play musical instrument**

**Include:** all kinds of musical instruments, including instruments played for South Asian music. Indian classical music instruments can be grouped into five categories

- Ghan                      non-membranous percussion instruments, specifically those with solid resonators
- Sushir                    blown air instruments
- Tat                        plucked stringed instruments
- Vitat                      bowed stringed instruments
- Avanaddh                membranous percussion instruments

The instruments most commonly taught in England are

- Sitar                      plucked, stringed, with frets
- Sarod                     plucked, stringed, with a fretless fingerboard
- Santoor                  stringed, plucked with wooden hammers
- Tabla                     percussion, a pair of drums
- Mridangam                one piece drum, South Indian
- Veena                     plucked, stringed (South Indian) or Saraswati Veena
- Violin

**Textile crafts**

**Include:** activities such as embroidery, crocheting or knitting but not sewing to 'mend.'

**Wood crafts**

**Include:** activities such as wood turning, carving, furniture making but not DIY.

**Other crafts**

**Include:** activities such as calligraphy, pottery or jewellery making.

## SCAAN1-21

### Film at the cinema or other venue

(attending  
activity)

**arts** Films or videos watched at home are not of interest.  
Examples of 'other venues' are arts centres, film societies or outdoor screenings in parks.

### Exhibition or collection of art, photography or sculpture

Interest is not only in exhibition and collections in art galleries but also other venues such as community halls, theatre foyers, arts centres etc.

### Events including video or electronic art

This covers art that is based on, or which uses, electronic images or video.  
**Include:** video installations at art galleries, club venue projections, internet-based art and outdoors events with video or projected images.  
**Exclude:** outdoor screenings of films (which would be categorised under film at cinema or other venue).

### Event connected with books or writing

This includes events such as book and poetry readings, performance poetry, story tellers.  
**Include:** attendance at mushairas (Urdu poetry readings popular within some Pakistani communities), performance poetry (popular in Black Caribbean communities).  
**Exclude:** readings of religious texts.

### Carnival

The Arts Council provides funding for a range of carnival activities. Carnival arts combine music, literature, drama, dance, performance, live and visual arts in a participatory event that usually occurs in the street. 'Carnival' involves live performance, calypso, masquerade, soca, steel pan and sound systems as well as costume design  
**Include:** all types of carnival.

### Circus

Circus refers to a 'people' circus, and can involve acrobatics, magical illusions, clowning, physical comedy, dance, music, aerial and balancing skills. It does not necessarily have to take place in a tent.

**Include:** for example, performances by Cirque du Soleil.

**Exclude:** circuses using animals.

### Street arts

Street Arts include dance, music, circus, pyrotechnics, theatre, comedy and spectacle which take place out of doors, often in sites not traditionally

associated with performance, such as squares, streets, shopping centres and parks.

### **Culturally specific festival**

The Arts Council is particularly interested in activities organised by Black and Minority Ethnic groups. Interest is in cultural festivals that include an element of performance such as music or dance. These may be primarily religious events, but include considerable artistic content. Events of interest would include:

**Mela** – An Asian-based open air fair.

**Baisakhi** – North Indian spring festival

**Navratri** – North Indian autumn festival preceding Dussehra. It is a festival of 9 days and nights remembering the war of Rama and Ravana. Navaratri is a very big festival for Leicester's Gujarati community.

**Dussehra** – Festival commemorating Rama's victory over Ravana in the battle at Lanka and the rescue of his abducted wife Sita. It is celebrated in India with terrifying fireworks and huge effigies of Ravana and his brother that are burned. All houses are outlined in pinpricks of tiny oil lamps. It takes place shortly before Diwali.

### **Chinese Moon festival**

**Chinese New Year** – celebrations start on the first day of the lunar new year and end on the full moon 15 days later when people celebrate the Lantern Festival

**Diwali** – A Hindu festival of light marking the beginning of the Hindu New Year.

### **Classical music concert**

**Include:** All types of classical music, including music from other cultures, such as classical Indian, Persian or Turkish music.

### **Other live music event**

**Include:** contemporary Black and Asian music.

**WalkRec**  
**CycleRec**

/ WalkRec ...how many days you walked for the purpose of health or recreation (not to get to place to place)? INTERVIEWER NOTE: EXCLUDE WALKING TO WORK, SHOPS ETC.

CycleRec ... how many days did you cycle for the purpose of health or recreation (not to get to place to place)? INTERVIEWER NOTE: EXCLUDE CYCLING TO WORK, SHOPS ETC.

For walking and cycling we are keen to get accurate measures of how much activity was done for recreation and how much was for utility purposes. Recreational walking/ cycling would be done for health or enjoyment reasons. Whereas walking round the shops or walking/ cycling to work would be classed as utility.

## TAKING PART: ENGLAND'S SURVEY OF LEISURE, CULTURE AND SPORT 2009-10

### Year 5 code frames – adult survey

#### ftimot1 / ftimot2 / ftimot3

I would now like to ask you about the things you do in any free time you have. Please look at this list and tell me the number next to each of the things you do in your free time.

1. Spend time with friends/family
2. Read
3. Listen to music
4. Watch TV
5. Days out or visits to places
6. Eat out at restaurants
7. Go to pubs/bars/clubs
8. DIY
9. Gardening
10. Shopping
11. Sport/exercise
12. Arts and crafts
13. Play a musical instrument
14. Go to cinema
15. Visit museums/galleries
16. Theatre/music concerts
17. Play computer games
18. Internet/emailing
19. Visits to historic sites
20. Other 1 (specify)
21. Other 2 (specify)
22. Other 3 (specify)
  
30. Academic Study
31. Puzzles and games
32. Attend/member of a society/club
33. Gambling
34. Religious activities, going to place of worship, prayer
35. Voluntary work/charity work

#### ScspoN1 / ScspotN12 / ScspoN13/ ScspoN2/ ScspoN22/ ScspoN23

Which ones have you done?

1. Swimming or diving [INDOORS]
2. Swimming or diving [OUTDOORS]
3. BMX, cyclo-cross, mountain biking
4. Cycling [HEALTH, RECREATION, TRAINING, COMPETITION] [SOFT CHECK]
5. Cycling [TO GET TO PLACES I.E WORK, SHOPS] [SOFT CHECK]
6. Bowls [INDOORS]
7. Bowls (lawn) [OUTDOORS]
8. Tenpin bowling
9. Health, fitness, gym or conditioning activities
10. Keepfit, aerobics, dance exercise (include exercise bike)

11. Judo
12. Karate
13. Taekwando
14. Other Martial Arts (include self defence, tai chi)
15. Weight training (include body building)
16. Weightlifting
17. Gymnastics
18. Snooker, pool, billiards (exclude bar billiards)
19. Darts
20. Rugby League
21. Rugby Union
22. American football
23. Football (include 5-a-side and 6-a-side) [INDOORS]
24. Football (include 5-a-side and 6-a-side) [OUTDOORS]
25. Gaelic sports (e.g. camogie, Gaelic football, hurling, Irish handball and shinty)
26. Cricket
27. Hockey (exclude ice, roller and street hockey, but include in 'other')
28. Archery
29. Baseball/softball
30. Netball
31. Tennis
32. Badminton
33. Squash
34. Basketball
35. Table tennis
36. Track and field athletics
37. Jogging, cross-country, road running
38. Angling or fishing
39. Yachting or dingy sailing
40. Canoeing
41. Windsurfing or boardsailing
42. Ice skating
43. Curling
44. Golf, pitch and putt, putting
45. Skiing (on snow or an artificial surface; on slopes or grass)
46. Horse riding
47. Climbing/mountaineering (include indoor climbing)
48. Hill trekking or backpacking
49. Motor sports
50. Shooting
51. Volleyball
52. Orienteering
53. Rounders
54. Rowing
55. Triathlon
56. Boxing
57. Waterskiing
58. Lacrosse
59. Yoga
60. Fencing
61. Pilates
62. Croquet
63. Other type of sport for example roller-blading, street hockey, skateboarding, water polo, surfing, scuba diving, gliding, hang/ paragliding, parachuting or parascending
  
80. Frisbee
81. Trampolining
82. Rambling / walking for pleasure/recreation
83. Any other water sports (i.e. not including yachting/sailing/canoeing/windsurfing/board sailing/rowing)
84. Skittles



99. Miscellaneous hobbies that involve some physical effort (e.g. playing musical instrument, gardening, bird watching, metal detecting, photography)

## ETHNIC

Please look at this list and choose one letter to indicate your cultural background

1. A White – British
2. B White - Irish
3. C White – Other White Background
4. D Mixed – White and Black Caribbean
5. E Mixed – White and Black African
6. F Mixed – White and Asian
7. G Mixed – Any Other Mixed Background
8. H Asian or Asian British – Indian
9. I Asian or Asian British – Pakistani
10. J Asian or Asian British – Bangladeshi
11. K Asian or Asian British – Other Asian Background
12. L Black or Black British – Caribbean
13. M Black or Black British – African
14. N Black or Black British – Other Black Background
15. O Chinese
16. P Other
17. U Other – please specify
18. V Refused

## Religion

What is your religion, if any?

1. No religion
2. Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)
3. Buddhist
4. Hindu
5. Judaism
6. Muslim
7. Sikh
8. Any other religion (Please specify)
9. SPONTANEOUS: Atheist/Agnostic
10. Don't know
11. Refused