Taking Part Child Boost: 2014/2015 Technical Note

Appendix C– Child Boost Address Contact Sheet

ADDRESS CONTACT SHEET

Name and Address

Full Name: <RESPNAME>

Respondent is due to turn 16 within the next 3 months

Address: <Add1>
     <Add2>
     <Add3>
     <Add4>
     <Postcode>

Respondent Telephone Number		Area Code	<AreaCode>	Screen number	**0**
Police Station		Serial	<CSerial>	Check Sum	<Check Sum>

Final Outcome

Original Issue	1st Reissue	2nd Reissue	3rd Reissue

Interviewer ID

Interviewer Name

CALLS RECORD - All visits to HH and Call Status Code to be updated after each visit							
Call No	Day of Week	Date 01 - 31	Month 01 - 12	Issue 0=Orig 1=1st RI	Time (24 hr) 00 - 23	00 - 59	Comments
1						:	
2						:	
3						:	
4						:	
5						:	
6						:	
7						:	
8						:	

Please record any additional visits above 8 on the Additional Calls Record page 7

DO NOT REISSUE

If you believe there is a reason NOT to reissue this address please place an 'X' in the box and give your reasons in the Notes Page.

1. Establish whether or not named child resident at address

1a	Is the NAMED CHILD resident at this address?			
		Yes	**A**	**GO TO 3**
		No	**B**	**GO TO 1b**
		Don't know	**C**	**GO TO 1c**

1b	Please code the reason the named CHILD is NOT resident at this address.			
		Address demolished/derelict	**A**	**GO TO 5 AND REPORT FINAL OUTCOME**
		Address vacant/empty	**B**	
		Sampled child has moved (including institutions)	**C**	
		He/she has died	**D**	

1c	Please code the reason why you are unable to establish whether the named child is resident at this address.			
		OFFICE APPROVAL ONLY - Address not attempted		**GO TO 5 AND REPORT FINAL OUTCOME**
		OFFICE APPROVAL ONLY - Address inaccessible		
		OFFICE APPROVAL ONLY – Unable to locate address	**A**	
		No contact with anyone at address		
		Complete refusal of information about occupants of address		

3. Survey introduction with named respondent

3. **CONTACT PARENT/GUARDIAN AND INTRODUCE SURVEY**

> Good afternoon / evening. My name is .... and I'm calling on behalf of TNS BMRB. I'm carrying out the 'Taking Part' survey for the government. You should have received a letter from the Department for Culture, Media and Sport explaining that we would be contacting you to ask permission to speak to your child.
>
> The survey is about the types of activities your child does in school and in their spare time.

SHOW COPY OF ADVANCE LETTER AND MENTION £5 VOUCHER

Parent / guardian is available to give consent	A	**GO TO 4a**
Parent / guardian is not available	B	**CALLBACK AT LATER DATE OR GO TO SECTION 5**
Parent / guardian refuses to co-operate	C	**CODE OUTCOME AT SECTION 6**

4. 11-15 age check

4a. Is named child respondent still aged 11-15?

Yes	A	**GO TO 5a AND OBTAIN PARENTAL PERMISSION BEFORE APPROACHING CHILD**
Yes, but child is currently not home	B	**MAKE APPOINTMENT AND CODE INTERIM OUTCOME AT SECTION 6**
No – named child is now 16 or over	C	**CODE OUTCOME AT SECTION 6**

5. Parental/guardian permission

5a **ASK PARENT/GUARDIAN FOR CONSENT AND ASK THEM TO SIGN IN THE BOX BELOW <u>BEFORE</u> APPROACHING THE 11-15 YEAR OLD YOUTH FOR INTERVIEW**

SHOW BOOST 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.

Parent Signature - **Print Name** -

Relationship to child - **Date** -

Y5b **HAS PARENTAL PERMISSION BEEN OBTAINED?**

Yes	A	**APPROACH CHILD AND ATTEMPT INTERVIEW**
No – parent(s) not contacted	B	**CODE OUTCOME AT SECTION 6 (CODE 33)**
No - parents(s) refused	C	**CODE OUTCOME AT SECTION 6 (CODE 34)**

6. Final outcome

(Ring relevant outcome codes)

	Final Outcome	Child Boost Interview Final Outcome – screen 99		
		For Re-Issues **ONLY**		
		1st	**2nd**	**3rd**
INELIGIBLE (DEADWOOD)				
7. Named respondent has died	**7**	7	7	7
10. Other ineligible (record details on notes page)	**10**	10	10	10
11. Address not attempted/Inaccessible – OFFICE APPROVAL ONLY	**11**	11	11	11
13. Unable to locate address – OFFICE APPROVAL ONLY	**13**	13	13	13
80. Named respondent has moved from England	**80**	80	80	80
92. MOVED– Respondent has moved	**92**	92	92	92
14. Child is now age 16 or over	**14**	14	14	14
NO CONTACT				
16. Residential address but no contact with anyone at address/DU (after 8+ calls)	**16**	16	16	16
33. Named respondent needed parental permission but **no contact with parent**	**33**	33	33	33
35. No **contact with named respondent** (after 8+ calls)	**35**	35	35	35
REFUSAL (CODE HERE THEN COMPLETE SECTION 6)				
17. Contact made at residential address but information about occupants refused	**17**	17	17	17
31. Office refusal – OFFICE APPROVAL ONLY	**31**	31	31	31
34. Named respondent needed parental permission but **parental permission refused**	**34**	34	34	34
36. Refusal by named child respondent before interview	**36**	36	36	36
37. Proxy refusal (other than by parent/guardian)	**37**	37	37	37
OTHER UNPRODUCTIVE (COMPLETE SECTION 8)				
38. Contact made with named respondent but **no specific appointment made**	**38**	38	38	38
39. Broken appointment with named respondent	**39**	39	39	39
40. Named respondent is **ill at home** during survey period	**40**	40	40	40
41. Named respondent is **away or in hospital** all survey period	**41**	41	41	41
42. Named respondent is **physically or mentally unable** to be interviewed	**42**	42	42	42
43. Named respondent has **inadequate English**	**43**	43	43	43
44. Other unproductive	**44**	44	44	44
25. INTERIM CODE	**-**	**-**	**-**	**-**
27. INTERIM APPOINTMENT CODE – appointment made with named respondent	**-**	**-**	**-**	**-**
PRODUCTVE OUTCOME				
51. Full interview	**51**	51	51	51
52. Partial interview	**52**	52	52	52

Electronic Report sent
(Date box)

Screen 99	
Original	
1st re-issue	
2nd re-issue	
3rd re-issue	

Please record any other details of non-contact, refusals or other unsuccessful outcomes at section 8 of the ACS. This will help with re-issues.

7. Reasons for refusal

R1	Reason for refusal – **CODE ALL THAT APPLY** **(CODE IF FINAL OUTCOME IS 17, 34, 36 OR 37)**	Final outcome	For Re-Issues ONLY		
		Original	1st	2nd	3rd
	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	☐	☐	☐	☐
	9. Do not trust surveys	☐	☐	☐	☐
	10. Previous bad experience	☐	☐	☐	☐
	11. Don't like subject	☐	☐	☐	☐
	13. Survey not relevant – don't do any activities	☐	☐	☐	☐
	14. Refuses because parent / guardian / HH gives no approval to co-operate	☐	☐	☐	☐
	15. Office Refusal (not informed by the office)	☐	☐	☐	☐
	16. Other (WRITE REASON IN SECTION 7)	☐	☐	☐	☐

PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 8

8. Notes Page

For any unproductive interviews, please give us as much information as you can about the reason no interview was obtained. This information will help if the address is re-issued. For example:

• If refusal, or other unsuccessful, please give full explanation for outcome	• If the address was difficult to find, any helpful directions and any methods used to find address
• Best time to call to get someone in	• Information on respondent e.g. disabilities, whether work shifts
• Any other reasons why you haven't got an interview yet	• If unable to locate address you MUST record methods used to try and find the address.

REASONS FOR NOT REISSUING: If you have indicated on the front page of the contact sheet that this address should not be reissued please give your reasons here. **If no reasons are given, the address may be reissued.**

9. Re-issue Information

	Interviewer Name	Int. No.	Total no. Calls	Date of final visit
REISSUE 1			0 | 0	D | D (01-31) | M | M (01-12)
REISSUE 2			0 | 0	D | D (01-31) | M | M (01-12)
REISSUE 3			0 | 0	D | D (01-31) | M | M (01-12)

10. ADDITIONAL CALLS RECORD

Call No	Day of Week	Date 01 - 31	Month 01 - 12	Issue 0=Orig 1=1st RI	Time (24 hr) 00 - 23 : 00 - 59	Comments
9					:	
10					:	
11					:	
12					:	
13					:	
14					:	
15					:	
16					:	