

Appendix B – Respondent letters

1. Core address sample advance letter
2. BME boost letter
3. Reissue letter – refusals
4. Reissue letter – non-contacts

Our ref: 45105060/Q2

December 2006



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 of 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.

Thank you in advance.

Yours faithfully,

Rebecca Aust
Survey Manager



improving
the quality
of life for all



department for
**culture, media
and sport**

45105060 Q2 / Boost

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

Dear Sir/Madam,

The purpose of the Department of Culture, Media and Sport (and its partner organisations) is to give everyone the chance to get involved in sports, arts or cultural activities. To do this well, we need to know what people want to do and what helps them or prevents them from taking part in these activities. In order to continue improving facilities available nationally and in local areas we are conducting a survey of around 29,000 households across England.

To make sure all communities have a say, we need to carry out additional interviews in households where one or more adults are black, Asian, Chinese or from another minority ethnic group. At each of these addresses we want to talk to one adult (aged 16 or over), selected at random, about what they have chosen to do in their own time and what they thought of the experience. **Everybody's views are relevant.**

We have commissioned BMRB Social Research, a highly respected research organisation, to conduct the interviews on our behalf. An interviewer will call on your household and explain the survey in more detail. He or she will show you an identification card, which includes their photograph and interviewer identification number. You may want to show this letter to other members of the household just in case the interviewer calls when you are not at home.

I hope that you will be able to help us with this important survey. It is important that everyone selected takes part so that the survey reflects the experiences of the whole population.

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.

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.

Thank you in advance for your help.

Yours faithfully,

Rebecca Aust
Survey Manager



improving
the quality
of life for all

NW



45105060 / 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.

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

British Market
Research Bureau
Ealing Gateway
26-30 Uxbridge Road
Ealing London W5 2BP

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BMRB Limited
Registered in England
Number 275304
Registered office as above



Cert. No. 0417

Cert. No. 0438



45105060 / 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.**

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Appendix C – Address Contact Sheets

1. Core address sample contact sheet (with screening)
2. Core address sample contact sheet (no screening)
3. BME boost contact sheet
4. BME boost card

**TAKING PART
ADDRESS CONTACT SHEET (ACS)
Main Sample - (with screening)**

JN 45105060

DCMS?

ADDRESS DETAILS

Selection Box

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

Police Station

Selected Respondent Name

Telephone No.

Area Code

Serial Number

CHECK DIGIT

Screen Number 0

Incentive Type £5 conditional voucher

Interviewer Code _____

Interviewer Name _____

Supervisor _____

Date accompanied

--	--	--	--

NOTE: IF YOU ARE DOING A REISSUE ASSIGNMENT
RECORD YOUR DETAILS ON PAGE 11 OF THE ACS

CALLS RECORD (note all contacts and attempts to contact household & respondent in person or by 'phone even if no reply)

CALL NO.	DAY	DATE	TIME	R E S U L T
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If more than 10 calls please record details on page 11

Total no. calls

--	--

Date of final visit

--	--

--	--

Day Day

Mth Mth

(01 - 31)

(01 - 12)

1. Establish whether address is eligible

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

Yes	A	GO TO C1a
No	B	CODE FINAL OUTCOME (code 1 -13) AT SECTION 9 & THEN GO TO SECTION 11 (page 8) REMEMBER non-white screening at ALL addresses except non-traceable

C1a Before attempting contact at main address, identify screening addresses and follow instructions on pages 8 and 9. **ASK E2 (page 8) AT CONVENIENT POINT 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
	2 or more	B	GO TO C3a
If no contact made with any adult or information refused		C	CODE OUTCOME IN SECTION 9 (code 16/17).

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

2 or more

If no. of persons in household not obtained

A		GO TO C5b
B		GO TO C5a
C		CODE OUTCOME AT SECTION 9 ON PAGE 6 (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 9
No - parents/guardians refused		3	GO TO SECTION 9

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 is one or more 11-15 year old within the household you will be prompted at the end of the interview to enquire about obtaining a child interview. If you are unable to establish this information during your visits, you should report an outcome code 84.

6. Screening for 11-15 year olds

CHILD 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 child interview. If anyone in the household mentions the 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 (include all 11-15 year olds, both white and non-white)?

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 DO NOT REPORT A CODE 83 UNLESS YOU HAVE HAD A SPECIFIC REFUSAL TO Y1.
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 7, 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
1st re-issue
2nd re-issue
3rd re-issue

Child Screening (Screen 9)

7. Select one child 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)**

8. 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 No - parent(s) not contacted No - parents(s) refused	A	APPROACH CHILD AND ATTEMPT INTERVIEW
	B	CODE OUTCOME AT SECTION 9 (CODE 33)
	C	CODE OUTCOME AT SECTION 9 (CODE 34)

****REMEMBER TO USE SCREEN CODE 9 AT THE BEGINNING OF THE CHILD INTERVIEW****

9. Final outcome for main adult interview and child interview

<i>(Ring relevant outcome codes)</i>	Main Adult Interview Final Outcome - screen 0			Child Interview Final Outcome - screen 9				
	Final Outcome	For Re-Issues ONLY			Final Outcome	For Re-Issues ONLY		
		1st	2nd	3rd		1st	2nd	3rd
<u>ADDRESS INELIGIBLE (DEADWOOD)</u>								
1. Not yet built/under construction	1	1	1					
2. Derelict / demolished	2	2	2					
3. Vacant/empty housing unit	3	3	3					
4. Non-residential address (e.g. business, school) – no private dwellings	4	4	4					
5. Communal establishment / institution – no private dwellings	5	5	5					
6. Address residential and occupied but not main residence (e.g. second home/holiday home)	6	6	6					
10. Other ineligible (record details on notes page)	10	10	10					
12. Inaccessible – OFFICE APPROVAL ONLY	12	12	12					
13. Unable to locate address	13	13	13					
<u>NO CONTACT</u>								
16. Residential address but no contact with anyone at address/DU (after 5+ calls)	16	16	16					
33. Selected person needed parental permission but no contact with parent	33	33	33	33	33	33	33	33
35. Person selected but no contact with selected person (after 5+ calls)	35	35	35	35	35	35	35	35
<u>REFUSAL (CODE HERE THEN COMPLETE SECTION 10 ON PAGE 7)</u>								
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17	17	17	17	17
31. Office refusal – OFFICE APPROVAL ONLY	31	31	31	31	31	31	31	31
34. Selected person needed parental permission but parental permission refused	34	34	34	34	34	34	34	34
36. Refusal by selected person before interview	36	36	36	36	36	36	36	36
37. Proxy refusal (other than by parent/guardian)	37	37	37	37	37	37	37	37
<u>OTHER UNPRODUCTIVE (COMPLETE SECTION 12 ON PAGE 10)</u>								
39. Broken appointment with selected person	39	39	39	39	39	39	39	39
40. Selected person ill at home during survey period	40	40	40	40	40	40	40	40
41. Selected person away or in hospital all survey period	41	41	41	41	41	41	41	41
42. Selected person physically or mentally unable to be interviewed	42	42	42	42	42	42	42	42
43. Selected person has inadequate English	43	43	43	43	43	43	43	43
44. Other unproductive	44	44	44	44	44	44	44	44
25. INTERIM CODE	25	25	25					
<u>PRODUCTIVE OUTCOME</u>								
51. Full interview	51	51	51	51	51	51	51	51
52. Partial interview	52	52	52	52	52	52	52	52

Electronic Report sent
(Date box)

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

Main Screen Code 0

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

Child Screen Code 9

Please record any other details of non-contact, refusals or other unsuccessful outcomes on page 10 of the ACS. This will help with re-issues.

10. 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 st	2 nd	3 rd
	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 12)	<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"/>

PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 12

11. Non-white screening

E1 WAS THE MAIN ADDRESS TRACEABLE?

YES (main outcome at SECTION 9 not coded as 1, 12 or 13)	A	GO TO E1a
NO (main outcome at SECTION 9 coded as 1, 12 or 13)	B	END

E1a IDENTIFY ADDRESSES TO BE SCREENED **BEFORE** CALLING AT MAIN SAMPLE ADDRESS

Use the rules provided to identify 1 adjacent address to the left and 1 adjacent address to the right of the main sample address (as you look at it). Write each address in at E5 overleaf, giving them screen numbers 1 (for address to the LEFT of the main sample address) and 2 (for the address to the RIGHT of the main sample address) respectively.

ONCE YOU HAVE IDENTIFIED ADDRESSES RETURN TO C2 ON PAGE 2 AND CONTINUE.

E2 IF YOU MAKE CONTACT WITH THE MAIN SAMPLE ADDRESS, **EVEN IF YOU DO NOT GET AN INTERVIEW THERE**, READ OUT THE FOLLOWING EXPLANATION:

“We need to know about **all** groups of the population, especially people who are black, Asian, Chinese or from other non-white groups.”

THEN USE SHOWCARD X1:

“The address immediately to the LEFT of this one is (DESCRIBE ADDRESS). Is there anyone aged 16 or over living at this address who is black, Asian, Chinese or from another non-white group?”

IF DEFINITE OUTCOME (‘YES’ OR ‘NO’) ESTABLISHED FOR THE ADDRESS TO THE LEFT, CODE AT E5 OVERLEAF.

THEN USE SHOWCARD X1:

“The address immediately to the RIGHT of this one is (DESCRIBE ADDRESS). Is there anyone aged 16 or over living at this address who is black, Asian, Chinese or from another non-white group?”

IF DEFINITE OUTCOME (‘YES’ OR ‘NO’) ESTABLISHED FOR ADDRESS TO THE RIGHT, CODE AT E5 OVERLEAF.

E3 IF YOU ARE UNABLE TO ESTABLISH A DEFINITE OUTCOME (YES OR NO) AT THE MAIN SAMPLE ADDRESS BECAUSE:

- you have not made contact at the main sample address
- the information is refused at the main sample address
- the respondent at the main sample address does not know
- the main sample address is traceable BUT is empty, derelict, demolished, etc

THEN YOU SHOULD CONTINUE SCREENING TO SEEK THE INFORMATION YOU NEED EITHER:

- at the identified address itself
- or at adjacent addresses (up to 3 addresses away from the identified address)

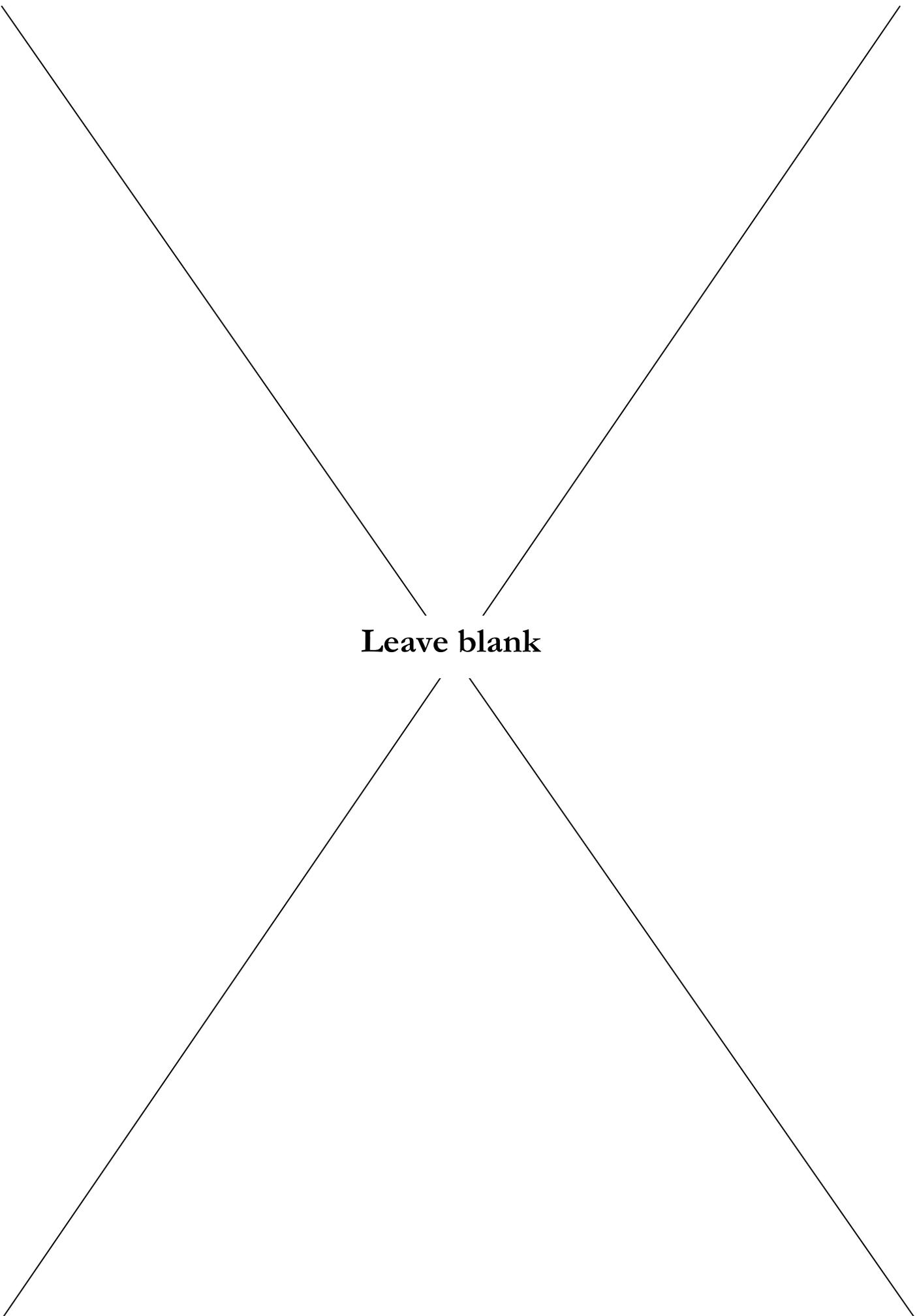
12. Notes page

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:

<ul style="list-style-type: none"> • If refusal, or other unsuccessful, please give full explanation for outcome 	<ul style="list-style-type: none"> • If the address was difficult to find, any helpful directions and any methods used to find address
<ul style="list-style-type: none"> • Best time to call to get someone in 	<ul style="list-style-type: none"> • Information on respondent e.g. disabilities, whether work shifts
<ul style="list-style-type: none"> • Any other reasons why you haven't got an interview yet 	<ul style="list-style-type: none"> • If unable to locate address you MUST record methods used to try and find the address.

13. Re-issue information																	
RE-ISSUE 1	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit													
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px;"></td> <td style="width: 50%; height: 30px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Day</td> <td style="text-align: center;">Mth</td> <td style="text-align: center;">Mth</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>					Day	Day	Mth	Mth	(01 - 31)		(01 - 12)
Day	Day	Mth	Mth														
(01 - 31)		(01 - 12)															
RE-ISSUE 2	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit													
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Day	Day	Mth	Mth														
(01 - 31)		(01 - 12)															
RE-ISSUE 3	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit													
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px;"></td> <td style="width: 50%; height: 30px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Day</td> <td style="text-align: center;">Mth</td> <td style="text-align: center;">Mth</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>					Day	Day	Mth	Mth	(01 - 31)		(01 - 12)
Day	Day	Mth	Mth														
(01 - 31)		(01 - 12)															

14. 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	TIME	R E S U L T
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



Leave blank

9. Incentive receipt

I, (name) _____ (**PLEASE WRITE IN BLOCK CAPITALS**) confirm that I have received a £5 voucher as a token of appreciation for my participation in the Taking Part Survey.

Signed:

Date:

**TAKING PART
ADDRESS CONTACT SHEET (ACS)
Main Sample - (No screen)**

JN 45105060

DCMS?

ADDRESS DETAILS

Selection Box

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

Police
Station

Selected Respondent Name

Telephone No.

Area Code

Interviewer Code

Serial Number

Interviewer Name

CHECK DIGIT

Supervisor

Screen Number 0

Date accompanied

Incentive Type £5 conditional voucher

NOTE: IF YOU ARE DOING A REISSUE ASSIGNMENT
RECORD YOUR DETAILS ON PAGE 9 OF THE ACS

CALLS RECORD (note **all contacts and attempts to contact** household & respondent in person or by 'phone even if no reply)

CALL NO.	DAY	DATE	TIME	R E S U L T
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If more than 10 calls please record details on page 9

Total no. calls

--	--

Date of final visit

Day	Day

(01 - 31)

Mth	Mth

(01 - 12)

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 9, PAGE 6

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

2	
---	--

AND CODE: NO. OF OCCUPIED DWELLING UNITS 1 only

2 or more

If no contact made with any adult or information refused

A	GO TO C4
B	GO TO C3a
C	CODE OUTCOME IN SECTION 9 (code 16 / 17).

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

2 or more

If no. of persons in household not obtained

A	GO TO C5b
B	GO TO C5a
C	CODE OUTCOME AT SECTION 9 ON PAGE 6 (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 9
No - parents/guardians refused	3	GO TO SECTION 9

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 is one or more 11-15 year old within the household you will be prompted at the end of the interview to enquire about obtaining a child interview. If you are unable to establish this information during your visits, you should report an outcome code 84.

6. Screening for 11-15 year olds

CHILD 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 child interview. If anyone in the household mentions the 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 (include all 11-15 year olds, both white and non-white)?

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 DO NOT REPORT A CODE 83 UNLESS YOU HAVE HAD A SPECIFIC REFUSAL TO Y1.
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 7, 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
1st re-issue
2nd re-issue
3rd re-issue

Child Screening (Screen 9)

7. Select one child 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)**

8. 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 9 (CODE 33)
No - parents(s) refused	C	CODE OUTCOME AT SECTION 9 (CODE 34)

****REMEMBER TO USE SCREEN CODE 9 AT THE BEGINNING OF THE CHILD INTERVIEW****

9. Final outcome for main adult interview and child interview

(Ring relevant outcome codes)	Main Adult Interview Final Outcome - screen 0			Child Interview Final Outcome - screen 9				
	Final Outcome	For Re-Issues ONLY			Final Outcome	For Re-Issues ONLY		
		1st	2nd	3rd		1st	2nd	3rd
<u>ADDRESS INELIGIBLE (DEADWOOD)</u>								
1. Not yet built/under construction	1	1	1	1				
2. Derelict / demolished	2	2	2	2				
3. Vacant/empty housing unit	3	3	3	3				
4. Non-residential address (e.g. business, school) – no private dwellings	4	4	4	4				
5. Communal establishment / institution – no private dwellings	5	5	5	5				
6. Address residential and occupied but not main residence (e.g. second home/holiday home)	6	6	6	6				
10. Other ineligible (record details on notes page)	10	10	10	10				
12. Inaccessible – OFFICE APPROVAL ONLY	12	12	12	12				
13. Unable to locate address	13	13	13	13				
<u>NO CONTACT</u>								
16. Residential address but no contact with anyone at address/DU (after 5+ calls)	16	16	16	16				
33. Selected person needed parental permission but no contact with parent	33	33	33	33	33	33	33	33
35. Person selected but no contact with selected person (after 5+ calls)	35	35	35	35	35	35	35	35
<u>REFUSAL (CODE HERE THEN COMPLETE SECTION 10 ON PAGE 7)</u>								
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17	17	17	17	17
31. Office refusal – OFFICE APPROVAL ONLY	31	31	31	31	31	31	31	31
34. Selected person needed parental permission but parental permission refused	34	34	34	34	34	34	34	34
36. Refusal by selected person before interview	36	36	36	36	36	36	36	36
37. Proxy refusal (other than by parent/guardian)	37	37	37	37	37	37	37	37
<u>OTHER UNPRODUCTIVE (COMPLETE SECTION 11 ON PAGE 8)</u>								
39. Broken appointment with selected person	39	39	39	39	39	39	39	39
40. Selected person ill at home during survey period	40	40	40	40	40	40	40	40
41. Selected person away or in hospital all survey period	41	41	41	41	41	41	41	41
42. Selected person physically or mentally unable to be interviewed	42	42	42	42	42	42	42	42
43. Selected person has inadequate English	43	43	43	43	43	43	43	43
44. Other unproductive	44	44	44	44	44	44	44	44
25. INTERIM CODE	25	25	25	25				
<u>PRODUCTIVE OUTCOME</u>								
51. Full interview	51	51	51	51	51	51	51	51
52. Partial interview	52	52	52	52	52	52	52	52

Electronic Report sent (Date box)	Original	Main Screen Code 0	Original	Child Screen Code 9
	1 st re-issue			1 st re-issue
	2 nd re-issue			2 nd re-issue
	3 rd re-issue			3 rd re-issue

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

10. 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 st	2 nd	3 rd
	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 11)	<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"/>

PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 11

11. 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:

- | | |
|---|---|
| <ul style="list-style-type: none"> • If refusal, or other unsuccessful, please give full explanation for outcome | <ul style="list-style-type: none"> • If the address was difficult to find, any helpful directions and any methods used to find address |
| <ul style="list-style-type: none"> • Best time to call to get someone in | <ul style="list-style-type: none"> • Information on respondent e.g. disabilities, whether work shifts |
| <ul style="list-style-type: none"> • Any other reasons why you haven't got an interview yet | <ul style="list-style-type: none"> • If unable to locate address you MUST record methods used to try and find the address. |

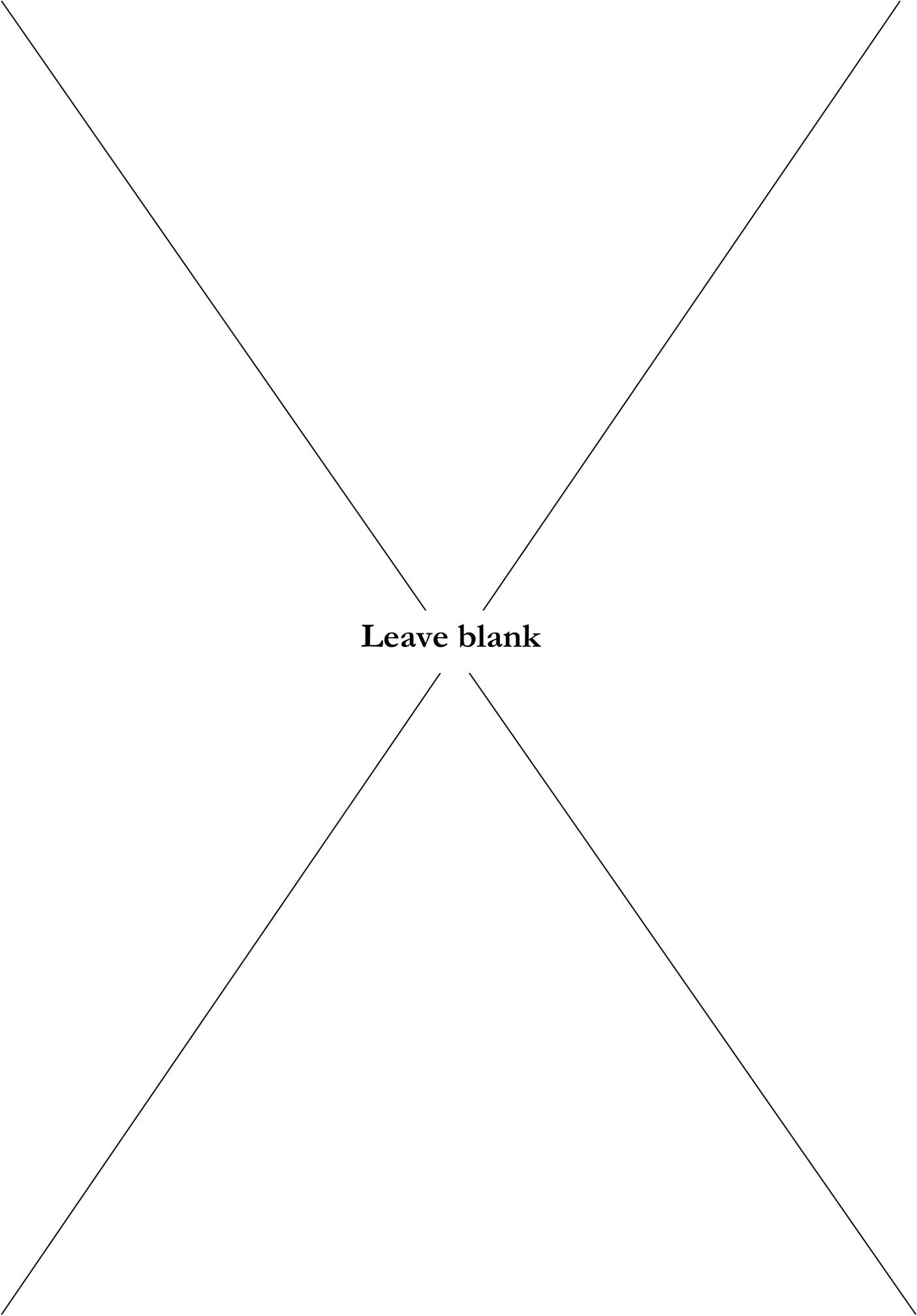
12. Re-issue information

RE-ISSUE 1	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											
RE-ISSUE 2	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											
RE-ISSUE 3	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											

13. 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	TIME	R E S U L T
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



Leave blank

14. Incentive receipt

I, (name) _____ (PLEASE WRITE IN BLOCK CAPITALS) confirm that I have received a £5 voucher as a token of appreciation for my participation in the Taking Part Survey.

Signed:

Date:

**Taking Part
ADDRESS CONTACT SHEET (ACS)
Non-White Sample**

**JN 45105060
DCMS?**

ADDRESS DETAILS

Selection Box

2	3	4	5	6	7	8	9	10	11	12	No of DUs/ non-white adults/ children
											SELECT

Police Station

Selected Respondent Name

Telephone No.

Area Code

Interviewer Code

Serial Number

Interviewer Name

CHECK DIGIT

Supervisor

Screen Number

Date accompanied

Screen Number must be 1 or 2

Incentive Type: £5 conditional voucher

NOTE: IF YOU ARE DOING A REISSUE ASSIGNMENT
RECORD YOUR DETAILS ON PAGE 9 OF THE ACS

CALLS RECORD (note all contacts and attempts to contact household & respondent in person or by 'phone even if no reply)

CALL NO.	DAY	DATE	TIME	R E S U L T
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If more than 10 calls please record details on page 9.

Total no. calls

Date of final visit

Day Day

Mth Mth

(01 - 31)

(01 - 12)

1. Establish number of Dwelling Units (DUs)

C1. ESTABLISH NO. OF DWELLING UNITS COVERED BY ADDRESS WHICH ARE OCCUPIED BY NON-WHITE ADULTS

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 by anyone who is black, Asian, Chinese or from another non-white group? (If don't know, treat a dwelling unit as occupied by a non-white adult)

WRITE IN: ENTER TOTAL NO OF OCCUPIED DWELLING UNITS OCCUPIED BY NON-WHITE ADULT(S) AT ADDRESS

e.g.: 2

AND CODE: NO. OF DWELLING UNITS OCCUPIED BY NON-WHITE ADULTS

1 only

2 or more

If no contact made with any adult or information refused

None occupied by non-white adult(s)

A	GO TO C3
B	GO TO C2a
C	CODE OUTCOME AT SECTION 8 ON PAGE 6 (code 16 or 17).
D	CODE OUTCOME AT SECTION 8 (code 22/10)

2. Multi-DU addresses - select one DU for interview

C2a. IF 2 OR MORE UNITS OCCUPIED BY NON-WHITE ADULTS, 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

C2b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW

- "No. of DUs/non-white adults" 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 C3

3. Establish number of eligible persons at (selected) DU

C3. 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 Department for Culture, Media and Sport. 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.

SHOW COPY OF LETTER & MENTION £5 VOUCHER

For this survey we are only interviewing people aged 16 or over who are black, Asian, Chinese or from another non-white group. Can I just check, how many non-white people aged 16 or over live in this household?

WRITE IN: ENTER NUMBER OF NON-WHITE 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

2 or more

If no. of persons in household not obtained

A	GO TO C4b
B	GO TO C4a
C	CODE OUTCOME AT SECTION 8 (Code 16 or 17)

4. Select one person for interview

C4a. ASK FOR FIRST NAME OF EACH NON-WHITE 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/ non-white adults" 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

C4b. Is selected person aged 16 or 17 AND living with parents? (circle code)

Yes	1	GO TO C4c
No	2	GO TO C5

C4c. If yes, has parental permission been obtained? (circle code)

Yes	1	GO TO C5
No - parents/guardians not contacted	2	GO TO SECTION 8
No - parents/guardians refused	3	GO TO SECTION 8

C5. 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.

C6. If there is one or more 11-15 year old within the household you will be prompted at the end of the interview to enquire about obtaining a child interview. If you are unable to establish this information during your visits, you should report an outcome code 84.

5. Screening for 11-15 year olds

CHILD INTERVIEW SCREEN NUMBER (WRITE IN)



If address is screen code 1 (see front page) , child screen number should be 7
 If address is screen code 2 (see front page), child screen number should be 8

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 child interview with a **non-white 11-15 year old**. If anyone in the household mentions the 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:

- There is no non-white adult aged 16+ at the address (code 22)
- 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 non-white boost 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** and **non-white** 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 DO NOT REPORT A CODE 83 UNLESS YOU HAVE HAD A SPECIFIC REFUSAL TO Y1.
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 6, 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
 1st re-issue
 2nd re-issue
 3rd re-issue

Child Screening (screen 7 or 8)

6. Select one child for interview

Y2. ASK FOR FIRST NAME OF EACH CHILD AGED 11-15 (ONLY INCLUDE NON-WHITE 11-15 YEAR OLDS).

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)

7. 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 8 (CODE 33)
No - parents(s) refused	C	CODE OUTCOME AT SECTION 8 (CODE 34)

****REMEMBER TO USE THE CORRECT SCREEN CODE AT THE BEGINNING OF THE CHILD INTERVIEW****

8. Final Outcome for non-white adult interview and child interview

(Ring relevant outcome codes)	Non-white Adult Interview Final Outcome			Non-white Child Interview Final Outcome				
	Final Outcome	For Re-Issues ONLY			Final Outcome	For Re-Issues ONLY		
		1st	2nd	3rd		1st	2nd	3rd
<u>ADDRESS INELIGIBLE (DEADWOOD)</u>								
22. No non-white adult at address	22	22	22	22				
10. Other ineligible (record details on notes page)	10	10	10	10	10	10	10	10
<u>NO CONTACT</u>								
16. Residential address but no contact with anyone at address/DU (after 5+ calls)	16	16	16	16				
33. Selected person needed parental permission but no contact with parent	33	33	33	33	33	33	33	33
35. Person selected but no contact with selected person (after 5+ calls)	35	35	35	35	35	35	35	35
<u>REFUSAL (CODE HERE THEN COMPLETE SECTION 9 ON PAGE 7)</u>								
17. Contact made at residential address but information about DU / occupants refused	17	17	17	17	17	17	17	17
31. Office refusal - OFFICE APPROVAL ONLY	31	31	31	31	31	31	31	31
34. Selected person needed parental permission but parental permission refused	34	34	34	34	34	34	34	34
36. Refusal by selected person before interview	36	36	36	36	36	36	36	36
37. Proxy refusal (other than by parent/guardian)	37	37	37	37	37	37	37	37
<u>OTHER UNPRODUCTIVE (COMPLETE SECTION 10 ON PAGE 8)</u>								
39. Broken appointment with selected person	39	39	39	39	39	39	39	39
40. Selected person ill at home during survey period	40	40	40	40	40	40	40	40
41. Selected person away or in hospital all survey period	41	41	41	41	41	41	41	41
42. Selected person physically or mentally unable to be interviewed	42	42	42	42	42	42	42	42
43. Selected person has inadequate English	43	43	43	43	43	43	43	43
44. Other unproductive	44	44	44	44	44	44	44	44
25. INTERIM CODE	25	25	25	25				
<u>PRODUCTIVE OUTCOME</u>								
51. Full interview	51	51	51	51	51	51	51	51
52. Partial interview	52	52	52	52	52	52	52	52

Electronic Report sent
(Date box)

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

Main

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

Child

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

9. Reasons for refusal

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 st	2 nd	3 rd
	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 10)	<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"/>

PLEASE WRITE FULL DETAILS OF REFUSALS IN SECTION 10

10. 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:

<ul style="list-style-type: none"> • If refusal, or other unsuccessful, please give full explanation for outcome 	<ul style="list-style-type: none"> • If the address was difficult to find, any helpful directions and any methods used to find address
<ul style="list-style-type: none"> • Best time to call to get someone in 	<ul style="list-style-type: none"> • Information on respondent e.g. disabilities, whether work shifts
<ul style="list-style-type: none"> • Any other reasons why you haven't got an interview yet 	<ul style="list-style-type: none"> • If unable to locate address you MUST record methods used to try and find the address.

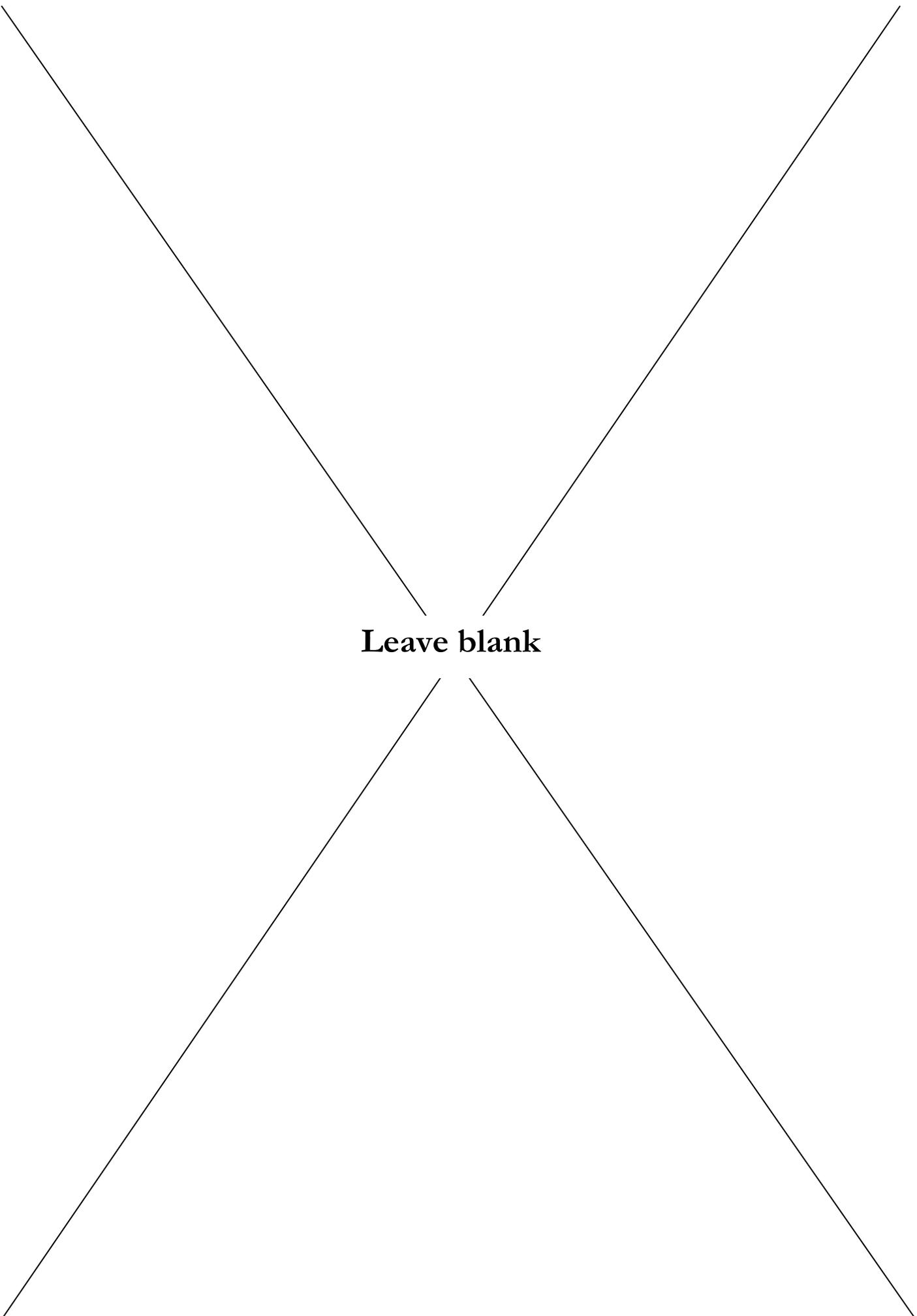
11. Re-issue information

RE-ISSUE 1	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											
RE-ISSUE 2	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											
RE-ISSUE 3	Name of interviewer	Interviewer No.	Total no. calls	Date of final visit									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	
(01 - 31)		(01 - 12)											

12. 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	TIME	R E S U L T
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



Leave blank

13. Incentive receipt

I, _____ (name) (PLEASE WRITE IN BLOCK CAPITALS) confirm that I have received a £5 voucher as a token of appreciation for my participation in the Taking Part Survey.

Signed:

Date:

Is there anyone aged 16 or over living at the addresses mentioned who is black, Asian, Chinese or from other non-white groups?

If you are unsure, please use the categories below as a guide.

White

- A. British
- B. Irish
- C. Any other White background

Mixed

- D. White and Black Caribbean
- E. White and Black African
- F. White and Asian
- G. Any other mixed background

Asian or Asian British

- H. Indian
- I. Pakistani
- J. Bangladeshi
- K. Any other Asian background

Black or Black British

- L. Caribbean
- M. African
- N. Any other Black background

Chinese or other ethnic group

- O. Chinese
- P. Any other

SHOWCARD X1

45105060

Is there anyone aged 16 or over living at this address who is black, Asian, Chinese or from other non-white groups?

If you are unsure, please use the categories below as a guide.

White

- A. British
- B. Irish
- C. Any other White background

Mixed

- D. White and Black Caribbean
- E. White and Black African
- F. White and Asian
- G. Any other mixed background

Asian or Asian British

- H. Indian
- I. Pakistani
- J. Bangladeshi
- K. Any other Asian background

Black or Black British

- L. Caribbean
- M. African
- N. Any other Black background

Chinese or other ethnic group

- O. Chinese
- P. Any other

SHOWCARD X2

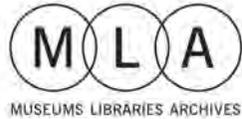
45105060

Appendix D – Respondent Leaflet

DCMS Partner Organisations



www.sportengland.org
Tel: 08458 508 508



www.mla.gov.uk
Tel: 020 7273 1444



www.english-heritage.org.uk
Tel: 0870 333 1181



www.artscouncil.org.uk
Tel: 0845 300 6200

Further information about the Department for Culture, Media and Sport is available from:

www.culture.gov.uk

What is BMRB?



BMRB is an independent agency specialising in social research. Here are some examples of our 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.

Adult Basic Skills – BMRB recently conducted a major survey on behalf of the Department for Education and Skills to measure adult basic skills, specifically literacy and numeracy. This involved over 8,000 interviews in England.

For more information about BMRB and the work we do, please refer to our website: www.bmrb.co.uk

How can you check that it is one of our interviewers?

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 The 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: Sean Dixon – 020 8433 4220
Interviewer ID check (office hours) - 020 8433 4214



taking part

England's Survey of Leisure, Culture and Sport



Hythe School - 07.04.04

Your household has been selected for the 2006/07 **taking part** survey. This important survey is being conducted by BMRB Social Research on behalf of the Department for Culture, Media and Sport and its partner organisations.

Its aim is to find out how people choose to spend their own 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?

The Department for Culture, Media and Sport (DCMS) is the Government department which aims to improve the quality of life for all through sporting and cultural activities.

DCMS and its partner organisations 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
- Arts
- Museums and galleries
- Heritage
- Archives and libraries

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.

Nearly 28,000 adults and 3,000 children will be interviewed for the 2006/07 survey.

Further information about the survey is available from: www.culture.gov.uk/Reference_library/Research/taking_part_survey



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.

The interviewer does not know anything in advance about you or your household but he or she will need to randomly select from each address one adult (aged 16 or over) and if applicable, one child aged 11-15 to take part in the interview. Once selected, the interviewer is not allowed to interview anyone else.

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 about the survey.

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

If a child is selected to take part, the interviewer will ask for written permission from the parent or guardian before conducting the interview.

Is the information you give confidential?

It is **entirely confidential**:

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

Will you 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.



Appendix E – Interviewer Instructions

taking part

England's Survey of Leisure, Culture and Sport

Interviewer Instructions Year 2

RECENT CHANGES:

- Change of incentive from April 2007
- Change to survey name (from December 2006)
- Revisions to the questionnaire (from January 2007)

Full details of the above are included in the update memo in your work pack.

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Appendix 1305

Taking Part Interviewer Instructions 45105825

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 and 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 this survey to make sure they are meeting their Public Service Agreements (PSAs). PSAs are set for each government department and set out each department’s aims, objectives and key outcomes. Moreover they form an integral part of the spending plans. The main aim of the survey is to measure the performance of the DCMS against these targets as well as to set strategic priorities for the delivery of culture and sport in the future.

This survey aims to interview a representative sample of the adult population chosen from the Post Office’s national list of addresses. In 2006-2007 we aim to achieve 27,000 main interviews, 780 non-white boost interviews and 3000 children aged 11-15 years.

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 household receives 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.
- Non-white boost:
 - Non-white screening in only half of the assignments issued each month
 - If screening assignment, screen at half of addresses
 - Screen only 2 adjacent addresses, one address either side of the main address
- Child survey – additional interview if address contains a child aged 11-15 years.
- No collection of Observational data

2. EXECUTIVES AT HEAD OFFICE

The Executives at Head Office are Angela Charlton, Jonathan Cooper and Jo Mason. 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:

* New for Q4 April

ALL ASSIGNMENTS:

* Update Memo

Results Summary Sheet

Advance letter pack containing 1 pre-printed address per main address, 1 book of stamps per main addresses, OHMS envelopes, and *Taking Part* survey leaflets (V2 – Dec)

Assignment sheet

Map of assignment area

Set of pre-printed Address Contact Sheets for main sample – no non-white screening (white)

SCREENING ASSIGNMENTS ONLY:

Set of pre-printed Address Contact Sheets for main sample with non-white screening (green)

Address Contact Sheets for non-white boost sample (yellow)

Non-white Letters - “Q4 April/Boost”

A5 Show Card (screening question – X1 & X2)

Incentive Receipt

ALL ASSIGNMENTS:

Advance Letters – “Q4 – May 2007”

DCMS Survey leaflets – “V2 Dec” (spares)

DCMS ‘About Us’ leaflets

Set of Show Cards

Definitions showcard

Calendar

Sports Card Pack

Parental Permission Card

Weekly Grid (1 per respondent)
 Life Events Calendar (1 per respondent)
 Social Research Leaflets
 Police Forms
 Set of Calling Cards
 Set of Appointments Cards
 Pay Chart
 Pre-paid envelopes (addressed to Spa Park)
 Return Slips & Final Sheet

Incentives -20 x £5 High Street Vouchers + 1 book of 6 x 1st class stamps per address
 Incentive Return Slip
 Copy of No Contact Re-Issue Letter
 Copy of Refusal Re-Issue Letter

Also available on request – Tips on Countering Respondent Objections (feedback from July 2005 interviewer briefings)

If anything is missing from your work pack or you need additional documents to use on reissues, please call your Team Leader 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 Team Leader and we will arrange to send you more supplies.

4. SUMMARY OF YOUR ASSIGNMENT

The following is a brief summary of your assignment:

- There are 2 types of assignment – assignments with no non-white screening and assignments with non-white screening.
 - No non-white screening – 30 (outside London) or 42 (London) addresses
 - Non-white screening – 36 (outside London) or 50 (London) addresses

- Only 18 (outside London) or 25 (London) addresses are issued in areas with a high incidence of non-white households as we would expect you to do a higher number of non-white boost interviews.

These addresses represent the **Main Issued Sample**.

- On the Main Issued Sample you may **ONLY** interview at the addresses you have been issued with. 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** main addresses printed on a ‘with screening’ contact sheet (**green**) you will need to carry out non-white screening. This involves identifying one address on either side of the main sample address and screening each address for non-white adults. Where you make a positive identification of a household with one or more non-white adults at any of these addresses, you will start a new yellow Address Contact Sheet (ACS) and attempt to conduct an interview. This process is explained in more detail in section 10. **PLEASE NOTE THAT SOME ASSIGNMENTS HAVE NO SCREENING AT ALL AND IN ASSIGNMENTS WITH SCREENING THERE IS ONLY SCREENING AT HALF OF THE MAIN ADDRESSES.**
- At all main and non-white boost addresses you will need to carry out screening to identify any children in the household aged 11-15 years. The screening should take place after the main 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 a main or non-white adult interview in the household. This process is explained in more detail in section 9.

- From the main addresses (those with screen 0) we expect a **minimum response rate of 55%**, which means that for assignments with 30 addresses we expect you to carry out a minimum of **15 adult interviews** (assuming c.2-3 addresses are ‘deadwood’) and in assignments with 36 addresses we expect you to carry out a minimum of **18 adult interviews** (assuming c.3-4 addresses are ‘deadwood’). If you’re working an assignment with non-white screening, the number of interviews you achieve on the non-white boost will vary considerably depending on your area of work. We expect a minimum of **50% response rate** at all eligible households. The number of child interviews will also depend on your area of work.

5. PLANNING YOUR ASSIGNMENT

5.1 The Sample

The addresses in your assignment have been selected from within a **postcode sector**. The number of addresses in your assignment will vary. Generally assignments outside of London consist of 36 or 30 addresses and in London 50 or 42 addresses. However, in assignments with non-white screening **and** with over 40% ethnic minority population only half the number of addresses are issued (18 and 25). This is because we expect these assignments to yield a high number of additional boost interviews (see section 9).

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. 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 slightly 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 more easily 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 the Monday 21st May. Please see the Request to Work email sent by your Team Leader for the final end of fieldwork date.

Your assignment will take between 6 and 8 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 1.30 – 9.00p.m on weekdays, unless it is your first day (10am start – see later) or 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 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, 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, if you are planning to work in the morning please let your Team Leader 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 Spa Park 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.

5.5 Your 1st 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 and make your 1st day as early as possible in the fieldwork period. You should try and send the advance letters 3-4 days before you plan to start work.
- Recommend you start as early as 10am and try to work a longer 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.
- If you need to do screening, try to get as many of your non-white screening outcomes on your first day. You should not wait until you make contact with someone at the main sampled address before trying to get this information.
- 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!

Therefore, at the end of the first day if you have got around all (or most) of your addresses, you have completed a lot of your non-white screening outcomes (if necessary), you have made contact with people at some addresses and perhaps made a few appointments this 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 main 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 **55%** response rate for the survey from the **Main Issued Sample**. 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 with no non-white screening:

- Outside London = 30 addresses to achieve 15 interviews (excludes child interviews)
- London = 42 addresses to achieve 15 interviews (excludes child interviews)

Non-white screening assignments (screening at half of the addresses in the assignment):

- Outside London = 36 addresses to achieve 17-18 interviews (excludes non-white and child interviews)

➤ London = 50 addresses to achieve 17-18 interviews (excludes non-white and child interviews)

In areas with a high incidence of non-white households, you will receive half the number of addresses (18 outside London/25 in London) as we expect you to conduct a higher number of non-white 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. It is important to 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 you have been responsible for sending the advance letter to all main addresses in your assignment.

In your workpack you should find a pre-addressed letter for each main 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.

7.2 Incentives

Initial findings from the recent incentive experiment suggest that the best incentive (in terms of response rate) is the conditional £5 voucher + unconditional stamps. So for Q4 fieldwork (April, May and June) we will be using this incentive type. The full results of the experiment will be available in June, so in June we will publish the findings of the experiment and make a final decision about the incentive for Year 3 (July onwards) of this project.

If you are continuing to work on a December, January or February assignment, please continue to administer the incentive experiment as instructed.

Summary of incentives

- All households should be sent a book of 6 x 1st class stamps with the advance letter
- All respondents aged 16+ that take part in the main survey (or non-white boost – see later) 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 on the final page of the contact sheet. 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 20 minutes of their time, then it would probably be appropriate to still give them the incentive. This would be regardless of whether they reached the point in the interview which we define as the cut-off for a useable partial interview).

For details on the administration of the incentives, see chapter 12.

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 one hour for appointments. The main and non-white boost questionnaire should on average last approximately 45 minutes. The child interview should on average last approximately 15 minutes. However, these timings will vary depending on the respondent's individual experiences.

Do not start any interviews after 8pm 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 – MAIN SAMPLE

The address contact sheets are very similar to the contact sheets used on the British Crime Survey. However it is important that you read this section as there are some key differences.

There are only 3 types of contact sheet used on this survey:

1. Main address sample with no screening (white)
2. Main address sample with screening (green)
3. Non-white boost contact sheet (yellow - will come back to the boost in chapter 10).

All versions of the contact sheet include the child survey screening, contact procedure and interview process. This will be explained in Chapter 9.

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 main sample

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

- **Incentive Type** – this will always be pre-printed as ‘£5 conditional voucher + unconditional stamps’.
- **Selection Box:** there is a selection box that you will use if you need to select a dwelling unit or respondent (adult and child) 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 9 (white contact sheet) or page 11 (green 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 9 (white ACS) or 11 (green ACS) 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.

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 9 on page 6 .

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 6)

On page 6 of the Address Contact Sheet you must record the Final Outcome Code for the main 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 main addresses must be circled in the column ‘Main 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.

This code 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 team leader, 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 team leader.

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 make an appointment after several attempts to contact a particular respondent
 - If you know the respondent is away during the normal survey period
- **Definition of full / partial interviews**
 - Definition of a full interview – Up to and including the ethnicity question (qethnic)
 - Definition of a partial interview – Full completion of the screeners and frequency section (up to SpoLiv)

8.5 Reason for Refusal (page 7)

If you achieve a final outcome 17, 34, 36 or 37 for the main 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

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 Team Leader 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.

8.7 Incentive Receipt

If you do an interview you will need to get the respondent to acknowledge receipt of the incentive on the back page of the contact sheet.

9. CHILD SURVEY

The aims of the child survey are the same as the adult interview (as outlined in the introduction). In 2006/2007 we are aiming to achieve approximately 3000 interviews with children aged 11-15 from both the main sampled addresses and the non-white addresses. The child survey contact procedure (screening, interview and final outcome) is included on the main and non-white contact sheets.

9.1 Child Screening Process

The child screening is carried out at all addresses in the main sample and the non-white boost sample. Where an eligible 11-15 year old is identified we want you to try and carry out an extra interview (a “child interview”) at that household. This means that at some addresses you will be carrying out interviews with TWO people in the same household.

Because you are carrying out the child screening at the same address as the main sample (and non-white boost addresses (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 main interview always takes priority. Conducting the child screening should never jeopardise the main interview.**

9.2 General Rules for doing Child Screening

In households that you visit as part of the main sample whether or not you have to do the child screening will depend upon the main outcome code that you achieve. The procedures for doing child screening are on page 5 of the white or green contact sheet.

As we don't want to jeopardise the main adult interview we would like you to leave the child screening until the end of the main adult interview. If someone at the address mentions the child interview before the completion of the main interview (the child interview is 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 a child screening outcome. 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 main 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 main 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 and you are unable to do the main interview and the person contacted does not (unprompted) tell you about the presence of children.

IN SUMMARY, IF YOU ACHIEVE A MAIN OUTCOME CODE 1-31 AT THE MAIN 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

9.3 Identification and Selection

The child screening should be done after the main interview and noted on page 4 of the contact sheet. If there is 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 main adult interview as some respondents may be less inclined to participate in the main survey if they know in advance that you wish to interview two people 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 11 to 15 and that is all you will need to establish. **The key consideration is that you do not jeopardise the main interview.**

At Y1 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 to 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 child selection at section 7 on the main 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 main survey. As a rule of thumb, we would not expect a code 83 to be reporting in conjunction with a main outcome code of 34, 36 or 37 (i.e. a refusal). If you are reporting a refusal outcome on the main survey and have not been able to definitely establish a child screening outcome at the same time (that is a code 80, 81 or 82), you should report a child screening outcome of 84. This means that if the main address is reissued, the interviewer doing the reissue will also have the opportunity to establish a definite 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 a main 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 child screening outcome (80, 81 or 82) then you should report an outcome of 84.
- If you have already established that you do not need to do the 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 main 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 main adult contact sheet. There is no separate child survey contact sheet.

- For every address where you have identified a child aged 11-15 you will need to complete section 7. 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. This is done in exactly the same way as on the main 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 main

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 is much shorter for the child and it only asks about the activities on the parental permission card – it does not ask about the new licensing laws or gambling.** You must only go ahead and do the 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 6 of the main contact sheet, ensuring it is circled in the correct column (Child Interview - Final Outcome Screen 9).

9.5 Conducting an Interview

In most situations the child screening will establish that there is no 11-15 year old in the household and you will not need to conduct a second interview.

If you do have to conduct a child interview, it is important that it is done after the main adult interview. This is 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 child interview before the adult interview you should fit in with their wishes, but you should try to avoid this situation.

Ideally you will conduct the adult interview and then the child interview during the same visit. However if you end up conducting two interviews at a household **on separate visits**, you should always try to carry out the main interview on your first visit and the child interview at a later visit.

The only exception to this 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 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 main interview at a later visit.

It is important that we conduct both the main interview and 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 main adult interview in the analysis of the child interviews.

9.6 Administration of the Child Survey

You must complete the child screening, selection, parental permission and final outcome page of the main 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 of the contact sheet (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 84. Like with the non-white contact sheets, 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. NON-WHITE BOOST SAMPLE

The DCMS and its partner organisations have several key groups that they wish to look at in detail - people with illnesses/disabilities, people from lower socio-economic groups (C2DEs), women and people from minority ethnic backgrounds. The main sample of 27,000 will pick up enough people in 3 of these key groups to analyse as a single group, however the number of non-white respondents picked up in the main sample will be relatively small. Therefore, we need to increase the number of interviews that we conduct with non-white respondents using focused enumeration (screening at adjacent addresses). This process is being carried out on top of the main issued sample to give us sufficient interviews with these respondents. **Focused enumeration is only being conducted in a half of the assignments in 2006/2007 and within these assignments at only half of the addresses.** Overall, the aim of the screening process is to generate an additional 780 interviews per year with people of non-white origin.

Non-white screening only needs to be carried out at main issued addresses printed on a **green contact sheet**. At these addresses you will need to carry out screening to identify whether or not any non-white people live at the addresses first to the right and first to the left of the sampled address (as you look at the property).

When carrying out screening for non-white households you will potentially need to carry out four stages:

- Identify **one** address on either side of the main sample address
- Screen these addresses for anyone who is non-white
- Obtain a screening outcome for each address and report this back electronically (+ a child screening outcome 84 if reporting a 71, 73, 74 or 75)
- If any non-white adults live at these addresses, attempt to interview one of them using a yellow contact sheet.
- Complete the child screening at the non-white address and if eligible child present in the household, attempt a child interview.

These steps are explained in more detail in this section.

10.1 Average Assignment

On average, a typical assignment with non-white screening is unlikely to yield more than one or two boost interviews, although obviously there will be wide variation depending on the type of population in the area.

We have identified in advance a number of assignments where there is likely to be a high incidence of non-white people, and if you are working in one of these points you will have received only 18 main addresses (25 in London) to take into account the extra boost interviews you will have to do. However, if you are working in a 'normal' point with screening (assignments with 36 or 50 addresses) and are identifying a large number of non-white households, let your Team Leader know about this as soon as possible, so that they can authorise extra time, or arrange assistance.

10.2 Use of terminology

The term 'non-white' is used deliberately. There is a difference between the 'non-white population' and the 'ethnic minority population'.

Whatever terminology is used, the most important principle underlying the whole screening process is the principle of **self-definition**. It is not up to you to provide any definition of what we mean by 'non-

white' beyond the wording you are given. Similarly, you should never assume anything or question a person's answer – simply accept the answer you are given.

10.3 Identifying adjacent addresses to be screened (step 1)

For all **main sample issued on a green contact sheet** you need to identify the 2 addresses immediately adjacent to the main sample address – even if the main sample address is deadwood. There are only two situations where you would not carry out the non-white screening:

- if you have been unable to locate the main sample address (final outcome code 12); or
- if the main sample address is inaccessible (final outcome code 13).

Similarly, it does not matter whether you achieve an interview at the main sample address or not. Nor does it matter whether the person you interview at the main sample address is non-white or not. The final outcome at the main issued sample address is entirely unrelated to the non-white screening process.

You should always aim to do step 1 of the non-white screening BEFORE you attempt to make contact with anyone at the main sample address. The reason for this is because you will try to ask at the main sample address whether any non-white people live at any of the identified addresses.

References to BCS - The rules for identifying the 2 adjacent addresses are the same as those used for BCS. See BCS manual chapter 5.4 for further details.

Once you have identified the two addresses you should write these on the grid of your Address Contact Sheet (E5 on page 9) Note that each address has a screen number (1 or 2) depending on where it is in relation to the main sample address.

Once you have identified the two addresses you cannot change them or use substitutes, even if you see or are told about a non-white person at another address.

10.4 Screening at Identified Address (step 2)

If you have successfully identified two neighbouring addresses, the next step is to establish whether there are any adults living at any of these addresses who are non-white. **Your aim is to obtain this information in the most efficient way possible in order to minimise the amount of work you have to do.** It should also be your aim to get all the screening outcomes on your FIRST visit to the main sample address.

- Ask the person at the MAIN sample address. Ask whether there is anyone from a non-white group living at the two addresses you have identified. This should be done EVEN IF YOU DO NOT ACHIEVE AN INTERVIEW AT THE MAIN ADDRESS. Use the text provided at E2 and showcard X1. If there is ANY doubt or hesitation from the person at the main sample address you must check at the identified addresses.
- If you are unable to establish a definite outcome at the main sample address you should call at the addresses themselves or at other adjacent addresses. E4 on page 9 of the contact sheet gives you a standard introduction to establish or to confirm whether anyone living at the address is non-white. Again use showcard X2. Remember that if you contact anyone at this address they will know nothing about the Taking Part survey or why you are calling. You will therefore need to explain what you are doing and why you are asking about the ethnic composition of the household.

Showcard X1/X2 – these cards should be used to ensure standardisation. The categories on the Show Card are the ethnicity categories used on the 2001 Census and they are exactly the same as the ethnicity question that we ask people during the interview. There are 18 categories of ethnicity in total on the card. Categories 1-3 are taken to be ‘white’, while categories 4-18 are taken to be ‘non-white’. Therefore, if the person you are talking to identifies themselves or their neighbours as being in categories 4-18 you should take this as having identified a non-white adult.

If you are given information about a household by their neighbours please use this information sensitively. Do not tell the household what their neighbour has said about them as people generally do not like to think that you have been discussing them. It is also possible that their neighbour may have given you the ‘wrong’ information. This will become apparent later in the process.

References to BCS – Detailed instructions for screening process are in chapter 5.5 of the BCS Manual.

10.5 Completing the screening outcomes (step 3)

By the end of your first call at a main sample address you should have definite screening outcome codes for both adjacent addresses.

If you have established that there are definitely no non-white adults at an address, then code 71 in the appropriate box on page 9. Code 71 indicates that you have finished screening that address. You must also send back a code 84 for the child survey to indicate that you will not be doing any child screening at a non-white address. You should use the child screen code 7 for the non-white address to the left (screen 1) and child screen code 8 for the non-white address to the right (screen 2).

If you are told that there are one or more non-white adults living at an identified address, then you should ring code 72 on the grid on page 9. You should then make out a new “Non-white Address Contact Sheet” for any such address (the blank yellow ACS).

If you have not been able to obtain any information at an address, despite making every effort you should use code 73. Although we do not require a minimum number of calls to be made in order to achieve a definite screening outcome (as on the main sample), you should not use code 73 if you know you are going to have to come back to the area to visit the main sample address. Again as with the code 71, you will need to send back a code 84 for the child survey.

If you have not been able to complete step 1, identifying a neighbouring address, you should use code 74. Again as with the code 71 and 73 you will need to send back a code 84 for the child survey.

In rare cases, it is possible that an identified address will be the same as one of the main sample addresses that you have been issued. If this is the case, you should use code 75 on the grid where you write in address details, on page 9 of the ACS. Again you will need to send back a code 84 for the child survey.

It is very important that you enter a screening outcome code in the grid for both addresses (+ send back the child survey outcomes). These will all have to be reported electronically since they are used to calculate the response rate for the non-white boost.

10.6 Completing the non-white address contact sheet (step 4)

For every address where you have identified a household as possibly containing one or more non-white adults (aged 16 or over) and you have recorded a code 72, you must fill out a new Non-White contact sheet, using the blank versions provided (yellow).

You are creating your own Address Contact Sheet. The first step is therefore to complete the equivalent of the pre-printed information that is on main issued contact sheet.

You will need to **copy** the following information from the front of the original main sample contact sheet:

- the area code (4 digits);
- the serial number (6 digits);
- the check digits (2 digits); and
- the random selection numbers (the bottom row from the Selection Box)

You will also need to take two bits of information from grid E5 on page 9 of your main address contact sheet and copy these on to the front page of the yellow sheet:

- the address where you have identified a non-white household; and
- the screen number (1 or 2) which shows the position of the non-white address in relation to the main sample address.

Finally you will also need to add the correct screen code for the child survey on page 5 of the contact sheet:

- If the non-white screen address is screen 1, the child screen number should be 7
- If the non-white screen address is screen 2, the child screen number should be 8

Once you have done this you will have a new contact sheet that should be used in exactly the same way as the main sample contact sheet, with a few exceptions.

Important points to remember about the yellow contact sheet are as follows:

- Once it is started a yellow contact sheet is exactly like the main contact sheet in terms of the call pattern. This means that you are required, if necessary, to make a minimum of eight calls, with at least two calls on a weekday evening (after 7pm) or one at a weekend. This is why you need to identify potentially eligible households early in your assignment.
- Since you will have already eliminated all the deadwood at the screening stage, there should be no deadwood addresses. However, it is possible that some deadwood may arise. For example, because of the length of the fieldwork period an address initially identified as eligible, may be empty or unoccupied at a reissue stage. Since we expect very few deadwood addresses, the yellow ACS has only one standard final outcome code for deadwood – code 10. In this case you would just report a code 84 for the child survey.
- A more common type of ‘deadwood’ is where you find a household where no-one is non-white. Remember that ethnicity is all about self-definition. If you have identified someone you think

is non-white based on what a neighbour has told you in good faith, it could well be the case that when you call at the address the people themselves do not regard themselves as non-white. In such situations you should not simply tear up the yellow ACS. We want to know about the level of ‘misidentification’ that is going on. Instead, you should code it as final outcome code 22 and report this back. In this case you would just report a code 84 for the child survey. No further action is then needed.

- In the extremely rare case where an address that you identify turns out to have multiple dwelling units, you need to select a single DU for interview using exactly the same procedures as on the main sample. **However, only do the selection with dwelling units that contain non-white adults.**
- Where you have to do a person selection this is done in exactly the same way as on the main sample. However, remember that households can contain a mixture of people who classify themselves as white and non-white. **In doing the person selection, you should only include non-white adults in the grid.**
- The child screening should be done at all non-white boost addresses. The process is similar to the main sampled address, however only those children aged 11-15 and non-white are eligible. As with the adult selection, you should only include children that define themselves as non-white in the grid.

10.7 Calling at addresses identified through non-white screening

Screened addresses will **not** have received a letter in advance unlike the main sample addresses. Therefore we have provided you with similar letters to give to any non-white households you identify at the screened addresses. These are on DCMS headed paper and they have been labelled ‘**boost**’ at the top of the letter to help to distinguish them from the advance letters sent to main sample addresses.

If you are told that an address contains non-white adults, but it is proving difficult to contact them, you can put through their letter-box a copy of the MAIN sample advance letter, labelled ‘**Q1**’. Don’t use the Non-white letter, labelled ‘**boost**’ as if the information you have been given is incorrect, this might annoy the household.

Many of the same questions that you will get asked on the main sample will also arise on the boost sample. However, some people may be particularly sensitive about the fact that you are looking to interview non-white people. For example, some people may feel you are being racist by looking for non-white people. However, there is nothing racist about finding out about the different experiences

and circumstances of different groups in the population. This can only be done by talking to them, and that is why we need your help in identifying where they live.

Some people may think that you are only interested in interviewing non-white people, and are excluding white people. Of course, this is not the case. In fact, 95% of people we interview on the Taking Part Survey are white. It is the very fact that non-white people make up a relatively small proportion of the population that we need to carry out a special exercise to find non-white people.

10.8 Incentives for non-white boost

All adult respondents participating in the non-white boost should be given a £5 High Street Voucher (no additional incentive for the child survey). This should be given to the respondent only **after** they have completed the interview. Note that you will need to get the respondent to acknowledge receipt of the incentive on page 11 of the contact sheet. 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 20 minutes of their time, then it would probably be appropriate to still give them the incentive. This would be regardless of whether they reached the point in the interview which we define as the cut-off for a useable partial interview).

As with the main survey there is no additional incentive for the child respondent.

For details on the administration of the incentives, see chapter 12.

11. QUESTIONNAIRE

11.1 Getting the questionnaire

The questionnaire will be available after 7pm on Friday 18th May. The questionnaire for April fieldwork is called DCMSMY7.

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

11.2 Practice Interviews

It is vital that you conduct a minimum of 2 practice interviews on the main adult survey (use screen code 0, 1 or 2) and 1 practice interview on the child survey (use screen number 7, 8 or 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.

11.3 Conducting the Interview

The adult questionnaire should take on average 45 minutes to complete and the child interview should take approximately 15 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. The screen number identifies the type of address you are interviewing at (whether main address, non-white address to the left or right, whether a child interview at the main address or one of the non-white addresses) and also filters the questionnaire to either an adult or 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 main and child questionnaire some of the ‘other specify’ response 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 the barriers to participation section of the adult interview and the sports frequency questions in the main and child interview).

11.4 Overview of the Main Questionnaire (Main adult sample and Non-white adult sample)

The following sections are covered in the questionnaire:

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

- **Introductory Questions**

This contains two sets of questions, ‘**Social Capital**’ and ‘**Growing Up**’. You will only ever ask a respondent one set of questions, the computer will randomly select which set of questions you ask.

The ‘Social Capital’ questions ask the respondent for their views on their local area and the ‘Growing Up’ questions ask respondents about activities they did when they were growing up.

- **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; Royal Parks; museums and galleries, and sports/physical recreation.

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

Respondents are asked not to include any activities they may have done as part of their **paid work, academic study or any school organised activities**. The one exception to this is question ScHer, where respondents can include any of activities listed they have done as part of their academic study. 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 ‘paid work’, ‘academic study’ and ‘school organised activities’.

For each activity a respondent says they have done, they will be asked how frequently they have done it in the last 12 months.

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 61 sport codes. 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 (ScSpMB) 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 ScArtA (Arts Activities) and ScArtP (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).

➤ **Detail of Participation**

Respondents will be asked some follow up questions about one randomly selected activity they have done in each of the following sectors - arts participation; arts visits; visiting libraries; visiting archives; museums and galleries, and sports/physical recreation. For sites of historic interest, respondents will be asked follow up questions about the last place they visited.

The follow up questions aim to identify why respondents took part in the activity by asking them how much they enjoy doing the activity, what's the best and worst thing about it (both open-ended questions) and how likely is it that they'll do the activity again. Obviously if respondents haven't done any of the activities listed, they won't be asked any follow up questions about it.

➤ **Barriers to Participation**

An instruction will appear just before this section advising you to turn the screen away from the respondent. All questions in this section are unprompted.

If the respondent hasn't done any of the activities in one or more of the groups (arts participation; arts visits; visiting libraries; visiting archives; sites of historic interest; museums and galleries, and sports/physical recreation) they will be asked (unprompted, code to a list) to give reasons why they haven't chosen to do so for each of the areas they haven't taken part in. **Please probe fully!**

Showcards are provided for the sectors with long lists of activities (arts participation, arts visits, sites of historic interest). You will be prompted to show the relevant card when asking about non-participation. For example, if a respondent had not taken part in any arts activities (or only selected codes 16, 17, 18 or 19 at ScArtP), you will ask the following – “You said earlier you had not done any of the things listed on this card in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?” SHOWCARD 3 (this card show the list of arts activities asked about earlier, excluding codes 16-19).

➤ **Internet Use**

Three questions about using the internet to look at websites in relation to the areas of activity this survey looks at - arts participation; arts visits; visiting libraries; visiting archives; sites of historic interest; museums and galleries, and sports/physical recreation

➤ **Community Participation**

Questions about type of voluntary work (if any) undertaken

➤ **Public Participation**

This section asks questions about the local area, including questions about whether the respondent feels they have any influence over the quality and variety of local sporting/cultural facilities and the quality of the local environment.

➤ **Broadcasting**

Questions about TV viewing, radio and newspaper readership.

➤ **Licensing Laws**

The questions in this section are about the new licensing laws asking whether or not they support them and their reasons for this. Please ensure you turn the screen away from respondents when they answer their reasons for supporting or not supporting the new laws.

➤ **Gambling**

An instruction will appear before this section advising you that these questions may be sensitive to some people and to 'show screen' rather than read out questions where possible.

Three questions about gambling activity, which includes taking part in the national lottery.

➤ **Children's Play Facilities**

If there is a child (aged 0 to 15) in the household the interview will ask about children's play and play facilities. For each child aged 4-10, the interview will ask how often they participate in active physical play outside of school and nursery. The definition of play is included in the question and this should be read out to the respondent. Other topics in this section include questions about whether or not the child(ren) is allowed to play outside, questions about local play facilities, frequency of use and how they rate the facilities.

➤ **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.

Half of the respondents in your assignment will be asked about their weight and height. This will be used to calculate BMI (Body Mass Index) and can be used with the sport activity data. Only estimates are needed and respondents may refuse to answer these questions.

11.5 Overview of the Child Questionnaire

The child questionnaire is a shorter version of the adult questionnaire and covers the main activity types (arts participation; arts visits; visiting libraries; sites of historic interest; museums and galleries, and sports/physical recreation.) with the exception of royal parks and archives. The structure however is slightly different as the questionnaire takes each type of activity and then asks the screeners and frequency questions, details of participation and the barriers to participation for each group of activities. As with the main questionnaire the groups of activities are randomised so the order they appear in the questionnaire will be different from one interview to the next.

The response lists should be either READ OUT or SHOW SCREEN. Please follow the instructions on screen.

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

The following sections are covered in the questionnaire:

➤ Household

The first questions ask about the household structure – number of dwelling units (from the contact sheet), the number of adults aged 16 and over, whether the household is a one parent household and the number of children aged 0-15 in the household. These questions are all ask or record and they then followed by the sex and age of the respondent.

➤ Introductory questions

These questions are to get the child thinking about the type of activities (eg. spend time with friends, play computer games, read, shopping etc) they do in their spare time. The questionnaire gives them a definition of what we mean by spare time:

By spare time I mean all time out of normal school lessons. This includes break time, lunchtime, after school, weekend and school holidays. This also includes any activities organised by your school but that are done out of school lessons.

We have added 3 separate ‘other specify’ codes in the spare time activities question. Please enter only one activity at each ‘other specify’ option.

If they have done any of the activities we ask them what they enjoy doing most, what they enjoy doing least and which ones they would like to do more often.

➤ **Life Events Calendar**

During the piloting of this interview several children struggled to think about the last 12 months. Therefore to ensure we help them answer the questions as accurately as possible we have provided a Life Events Calendar to use during the child interview. When prompted by the questionnaire mark up the last 12 months on the Life Events Calendar and ask the respondents about any events that may help them think about this period – birthdays, exams, family holidays etc and write these on the calendar. This can then be used as a prompt if the respondent is having difficulty thinking about the activities they have done in the last 12 months and how often they have done them. There is also a space on the calendar to write the respondent’s usual school hours, their break times and school lunch time. This will help you if you need to explain the times we are taking about when we mention ‘outside of school lessons’ throughout the questionnaire.

➤ **Arts Participation, Arts Attendance, Libraries, and Museums**

For these 4 activity groups we ask about the last 12 months. We firstly ask if they have done or visited them at all in the last 12 months. We then ask whether they have done the activities outside of school lessons (see above definition). For those that they done outside of school lessons we ask if they enjoy the activity and how often they have done it outside of school lessons in the last 12 months.

For those activities done outside of school lessons respondents will then be asked some follow up questions, asking who they did the activity with (this is asked of one randomly selected arts attendance and arts participation activity and the last visit to the library and museum/galleries) and would they like to do it more often.

If they haven’t done any of the activities in each group outside of school lessons the respondent is asked the barriers questions (the exception to this is if they have only said that they read and/or bought novels outside of school lessons in the arts participation section and if they have only visited the cinema outside of school lessons in the arts attendance section). These questions find out which (if any) of the activities they would like to do and if they would like do any of them, they are asked what is stopping them from doing the activities. You will need to probe fully at this question. If the child says something about a specific activity, please note this in the questionnaire.

The guidance and descriptions of arts activities and events provided in appendix 1 for the adult survey should also be used for the child survey.

➤ **Sites of historic interest**

This section follows a similar structure to above, however we do not ask if they have visited outside of school lessons.

➤ **Sports and recreational activities**

For the sports/physical recreation questions, respondents will be asked if they have done such activities in the last **4 weeks (during school lessons and outside of school lesson)**. If necessary, you could use the calendar provided for the adult interview to show the respondent what period is covered in the last 4 weeks.

As with the adult interview the respondents are asked to state (unprompted) what sports they have done, this question is then asked as a prompted question (use sports card pack). The code list for this question comprises 47 sport codes. It will appear in alphabetical order on your screen, making it easier to code. For the prompted question (CScSpMB) you will need to hand the respondent the sports card pack and ask the respondent to read out all sports they have done. This pack is not in alphabetical order so you must ask them to read out the sport itself. It is important that you always ask the respondent to read all cards to ensure they do not forget any of the sports they may have done.

Again, despite the long sports code list, respondents may 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.

It is also important that only sports activities are included in this section. For the purpose of this interview activities such as camping, dancing, photography, gardening, bird watching and so on are classified as hobbies and should not be included in 'other'.

As with the other sectors, the respondent will then have to code the sports they have done outside of school (in the last 4 weeks) and there are some follow up questions about these sports (eg. whether the respondent has had any additional tuition and coaching).

The respondent will then be asked about the sports activities they have done **in the last week outside of school lessons** (CScSpW). When prompted in the questionnaire you will need to mark up the 7 days prior to the interview on the weekly grid. The ‘weekly grid’ has been provided to use for this section of the questionnaire to ensure the respondent is clear about the time frame we are asking about.

In the following question (CAllSpW) a list of all sports activities done in the previous week outside of school lessons will appear on screen (with the exception of darts, snooker, pool, billiards, fishing and yoga). These activities should be written on the left hand column of the weekly grid. With the respondent you need to go through each day and ask if they have done the activity outside of school hours and if they have done an activity, how long they spent doing it. You should then add up the time spent each day doing these activities. The number of days the respondent spent at least an hour taking part in sports activities should be recorded in the questionnaire.

As with other sectors if the respondent has not done any sports outside of school lessons (in the last 4 weeks), the respondent will be asked if they would like to do any. If they say they would, they are asked what is stopping them. Again, you must probe as much as possible at this question.

➤ **Classification**

As most of the classification section required for analysis will be taken from the main adult questionnaire, the only questions asked in the child interview are illness and ethnicity.

12. REPORTING AND RETURN OF WORK

12.1 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 Spa Park 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 your Team Leader may need to ask you for information about your addresses. **It is not a form to be sent to Ealing Head Office/Spa Park/Manchester Office.**

12.2 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 to TOC' with your modem.

It is important to report **ALL** final outcomes – this includes the outcomes from the non-white screened addresses and the outcome of the youth screening.

1. For every **MAIN (NO SCREENING)** contact sheet (white) you will need to electronically report **2 final outcomes**....1 for the adult contact and 1 for the child survey.
2. For every **MAIN (WITH SCREENING)** contact sheet (green) you will need to report electronically **6 final outcomes**.....1 for the original contact (screen no. 0), 1 for the main sample child survey (screen number 9), 1 for each of the 2 screened addresses (screen no's 1 – 2) and 1 for the child survey at the 2 screened addresses (screen no's 7 – 8)
3. For every **YELLOW** contact sheet you will need to electronically report **2 final outcomes**....1 for the adult contact and 1 for the child survey.

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 Team Leader after you have electronically reported your 1st 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 Team Leader **IMMEDIATELY** for advice.

12.3 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 Team Leader 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 (both the main sample contact sheets and any that have been generated by the ‘non white boost sample’) when a final outcome has been achieved. The Address Contact Sheets, along with a return slip need to be returned to Spa Park in Leamington Spa 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/Spa Park/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 KEEP HOLD OF ALL FIELDWORK DOCUMENTS, AS YOU MAY NEED TO USE THEM ON FUTURE WAVES OR REISSUES.

12.4 Incentive Administration

Your work pack will contain 20 x £5 High Street Vouchers. If you require any additional vouchers please contact your team leader in the normal way. On the other hand please return any unused vouchers to the Spa Park Office, using the incentive return slip provided as soon as you have completed your assignment.

Appendix 1

SCREENERS & FREQUENCY

ScArtP1-21 (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.

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.

ScArtA1-20

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.

Street arts and 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.

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.

Include: for example, performances by Cirque du Soleil.

Exclude: circuses using animals.

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. Navratri 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 making 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.

Appendix G – Codeframes

TAKING PART: ENGLAND'S SURVEY OF LEISURE, CULTURE AND SPORT 2006-07

Year 2 Codeframes

LiveLike / Livlik

What do you like most about your area?

1. Close to friends/ family
2. Friendliness of the area / good neighbours / community spirit
3. Familiar with (used to) the area / 'homely' feel
4. Respondent's own house/flat
5. Convenient for work
6. Good transport links / easy to get to other places
7. Close to shops / good shops in the area
8. Good schools, colleges etc.
9. Any mention of local libraries, museums, galleries, cinemas, theatres etc.
10. Attractive buildings
11. Peace and quiet / not much traffic
12. Plenty of green spaces / fresh air / attractive countryside
13. Advantages of both country and town/city
14. Other [specify]
15. Nothing / Don't know
20. Closer to the seaside
21. Close to a good hospital / doctor
22. It is a safe / relatively safe area
23. Any mention of sport/leisure facilities
24. Clean

LiveBet / Livbet

What one thing would most improve the quality of your local area?

1. Cleaner streets
2. More green spaces
3. Less traffic
4. Less crime
5. More / better shops
6. Better schools, colleges etc.
7. More / better libraries, museums, galleries, cinemas, theatres etc.
8. More leisure centres or sports facilities
9. Better transport links
10. More parking spaces
11. Better designed buildings
12. More money for the renovation of old buildings
13. Something else (specify)
14. Nothing
15. Don't know
20. A larger police presence
21. More affordable housing
22. More activities / facilities / play areas to keep young people off streets

23. Improvement to roads, pavements, and/or paths

FreTim / 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. Other 1 (specify)
20. Other 2 (specify)
21. 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

ARTAMUS

Can you tell me what sort of music you have been to see?

1. Rock/ pop music (include indie / heavy metal)
2. Soul, R&B or hip-hop music
3. Folk or country and western music
4. Reggae/ Calypso/ Caribbean music
5. African music
6. South Asian music
7. Spanish or Latin American music
8. Other
20. Scottish/Irish music
21. Brass band music
22. Gospel
23. Dance / trance / techno

ARTAVEN

And in what kinds of venue have you watched this music?

1. Pub / bar
2. Hotel
3. Restaurant / café
4. Small club
5. Medium to large live music venue (include stadium / arena)
6. Clubs and associations [private]
7. Student union
8. Church halls / community centres
9. Park / field
10. Other, specify
20. Theatre
21. Stately home / cathedral

RoyPkWhy / Rypkw01 / Rypkw02 / Rypkw03

Thinking about your last visit to [this park / any of these parks], what were your reasons for going?

1. To take exercise (such as walking, running, cycling, playing football)
2. To walk or cycle through on the way to somewhere else
3. Accompanying children
4. To eat or drink
5. To use the toilet facilities
6. Visiting an attraction within the park
7. For relaxation and enjoyment
8. To attend a special event, talk or lecture
9. Other [specify, up to 3 codes]
10. Don't know
11. Visiting London as a tourist / for a day out
12. To meet / spend time with family / friends

WLKGOT / WLKG01 / WLKG02 / WLKG03

What would encourage you go more often?

1. Safer neighbourhood
2. Support for my specific needs, for example injury or disability
3. People to go with
4. Less traffic
5. More free time
6. Help with childcare
7. Maps of local walking routes
8. Nothing
9. Other, specify
20. If I had better health
21. If I enjoyed it more
22. If I had more money / any references to finance

23. If the weather was better
24. If there were nicer places to go
25. If I had more energy / had more motivation
26. Somewhere to walk to / better local scenery etc.
27. If I had a dog
28. If I did not have a car
29. Better public transport to walking locations
30. If it got darker later in the evening

**Scspot1 / Scspot12 / Scspot13/ Scspot2/ Scspot22/ Scspot23/ Scspotb/
Scspotb2/ Scspotb3**

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

ARTPBST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Making things for others (e.g. children/family) or for self
21. Relaxing/relieves stress
22. Sense of achievement/satisfaction (include references to 'to create something', 'feel good factor', 'end product' or 'result')
23. Creativity (General - e.g. 'I'm creative', 'to be creative', 'I like being creative')
24. I'm good at it
25. The music

26. Everything about it
27. The exercise/keeping or getting fit
28. Expressing my feelings/opinion
29. Nothing
30. Other answers

ARTPWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. The weather
21. It's difficult/hard work
22. Takes up too much time
23. It was expensive
24. Not good at it / bad result
25. Mess, having to clean up afterwards
26. Physical problems, including tiredness
27. Problems/issues with equipment, including lack of equipment and computer problems
28. Nothing
29. Other answers

ARTABST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Helping/supporting others (including children / family)
21. Funny/humour/comedy
22. Relaxing/relieves stress
23. The weather

24. Everything about it
25. I like that particular display/performance/event
26. Professionalism/quality/excellence
27. Nothing
28. Other answers

ARTAWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. The weather/temperature
21. The performers
22. The storyline
23. Noisy
24. It was expensive
25. Other answers

LIBBST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Children like it/it helps them
21. Computers/internet access
22. The reference section
23. Relaxing/relieves stress
24. Browsing
25. Borrowing
26. Finding information I wanted
27. Reading the books/papers
28. Everything about it

29. Nothing
30. Other answers

LIBWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. Old/outdated books
21. Limited choice
22. Noisy
23. Fines
24. The opening hours
25. Unhelpful/unfriendly/not enough staff
26. Nothing
27. Other answers

ARCBEST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Access to records/material/data
21. Finding the information I wanted
22. Nothing
23. Other answers

ARCWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. Could not find the information
21. Unhelpful/unfriendly/not enough staff
22. Time-consuming/inefficient
23. Nothing
24. Other answers

MUSBEST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Relaxing/relieves stress
21. Architecture
22. The children like it
23. Everything about it
24. I like that particular display/performance/event
25. History/historical interest
26. Nothing
27. Other answers

MUSWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted

6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. Not much to do/see
21. Not enough exhibits/broken exhibits
22. Unhelpful/unfriendly/not enough staff
23. It was expensive
24. Didn't like or approve of (some of) the art/exhibition
25. Nothing
26. Other answers

HERBEST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun (include references to 'entertainment')
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. The buildings/architecture
21. The beauty / scenery
22. The history
23. The gardens/walks
24. Relaxing/relieves stress
25. The weather
26. Everything about it
27. I like that particular display/performance/event
28. Shops/shopping
29. Nothing
30. Other answers

HERWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment

8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. The weather
21. It was expensive
22. Facilities, including lack of facilities and toilets
23. Nothing
24. Other answers

SPOBEST

What was the best thing about it?

1. Atmosphere/environment
2. Being with others / socialising (include meeting people)
3. Enjoyment / fun
4. Interesting
5. Educational
6. It was free
7. Good day out
8. There was a good range/choice
9. Helpful/friendly staff
10. The location
11. It was something different (include references to 'something new')
20. Children enjoy it
21. Health / exercise / fitness
22. Competitive/competition
23. Fresh air
24. Relaxing/relieves stress
25. Everything about it
26. Winning/doing well/good result
27. Feeling good afterwards
28. The freedom
29. Nothing
30. Other answers

SPOWRS

What was the worst thing about it?

1. The location (e.g. 'not a nice location', 'too far away', 'don't like the town/area' or 'inaccessible location')
2. Transport issues (e.g. 'not enough transport', 'can't park', 'public transport' 'no way of getting there')
3. It was boring
4. (In)accessibility to building (e.g. 'lack of disabled access', 'too many steps')
5. Didn't have what I wanted
6. Other attendees
7. Atmosphere/environment
8. Too busy / had to queue
9. Problems with building (e.g. too small / hot)
10. Not 'my kind of thing'
20. Its difficult/hard work

21. The weather
22. Losing
23. The facilities/equipment (e.g. changing rooms, swimming pool, gym equipment)
24. The pain/injuries
25. It was expensive
26. Not good at it / bad result
27. Tiring/tired/lack of energy
28. Motivation
29. Nothing
30. Other answers

WNOARTP / WNARP01 / WNARP02 / WNARP03

You said earlier you had not done any of the things listed on this card in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. I don't know enough about it
3. It costs too much
4. Not really interested
5. I don't have anyone to do it with
6. Never occurred to me
7. Health isn't good enough
8. Against my religion/ beliefs
9. Lack of transport/ I can't easily get to it
10. Not enough information on what is available
11. I wouldn't enjoy it
12. Not enough facilities close to where I live
13. Other, specify
14. SPONTANEOUS: DON'T KNOW
20. I am too old
21. Language barrier
22. Other responsibilities / other things to do
23. Reference to looking after children / lacking child-care etc.
24. I'm not an artistic/musical/creative person
25. I don't have the ability to do these activities
26. Tiring/tired/lack of energy
27. Lack of motivation
28. Lack of opportunity

WNOARTA01 / WNOARTA02 / WNOARTA03

You said earlier you had not done any of the things listed on this card in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. It costs too much
3. I don't know enough about it
4. Never occurred to me
5. Not really interested
6. I don't have anyone to go with

7. I wouldn't enjoy it
8. Not enough facilities close to where I live
9. Health isn't good enough
10. I might feel uncomfortable or out of place
11. Against my religion/ beliefs
12. Lack of transport/ I can't easily get to it
13. Not enough information on what is available
14. Other, specify
15. SPONTANEOUS: DON'T KNOW
20. Reference to looking after children / lacking childcare, etc.
21. Any reference to being too old
22. Any fears for personal safety
23. Reference to being a carer (not children)
24. Lack of motivation

WNOLIB / WNLIB01 / WNLIB02 / WNLIB03

You said earlier you had not been to a library in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. It costs too much
3. I might feel uncomfortable or out of place
4. Never occurred to me
5. Not really interested
6. I wouldn't enjoy it
7. No need to go
8. Against my religion/ beliefs
9. Health isn't good enough
10. Lack of transport/ I can't easily get to it
11. Not enough information on what is available
12. Other, specify
13. SPONTANEOUS: DON'T KNOW
20. Prefer to buy books
21. Insufficient access for disabled people
22. Have enough books at home
23. Can't read
24. Inconvenient to return books
25. Don't want to pay fines
26. Use internet instead
27. Restricted opening hours
28. I am too old
29. Reference to looking after children / lacking childcare
30. Do not read much
31. No books in my language
32. Get books from other sources (friends, charity shops, book clubs, etc.)
33. Not enough choice of books / other resources
34. Don't know where the library is
35. Library card expired/need to get a new library card/I'm not a member
36. I don't like using second hand books/the books are in poor condition

WNOMUS / WNMUS01 / WNMUS02 / WNMUS03

You said earlier you had not been to a museum or gallery in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. It costs too much
3. Never occurred to me
4. Not really interested
5. I might feel uncomfortable or out of place
6. I wouldn't enjoy it
7. No need to go
8. Against my religion/ beliefs
9. Health isn't good enough
10. Lack of transport/ I can't easily get to it
11. Not enough information on what is available
12. Other, specify
13. SPONTANEOUS: DON'T KNOW
20. Prefer outdoor activities
21. I have no-one to go with
22. Insufficient access for disabled people
23. I am too old
24. Have been in the past / don't feel I need to go again / nothing new
25. Not child friendly / children too young
26. Reference to looking after children / lacking childcare, etc.
27. Reference to looking after family (not children)
28. Prefer to use internet
29. Lack of motivation
30. Not had opportunity

WNOHER / WNHER01 / WNHER02 / WNHER03

You said earlier you had not been to any of the places listed on this card in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. It costs too much
3. Never occurred to me
4. Places like that are not welcoming to people like me
5. Not really interested
6. I wouldn't enjoy it
7. Lack of appropriate facilities there
8. Against my religion/ beliefs
9. I might feel uncomfortable or out of place
10. Health isn't good enough
11. Lack of transport/ I can't easily get to it
12. Not enough information on what is available
13. Other, specify
14. SPONTANEOUS: DON'T KNOW
20. Prefer other activities
21. Too old
22. Reference to looking after children / lacking child-care etc.
23. No-one to go with

24. Have been in the past / don't feel I need to go again / nothing new
25. Reference to family illness/looking after family member (not children)

WNOARC / WNARC01 / WNARC02 / WNARC03

You said earlier you had not done been to an archive/ record office in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. Never occurred to me
3. Not really interested
4. I wouldn't enjoy it
5. Health isn't good enough
6. No need to go
7. I might feel uncomfortable or out of place
8. Lack of transport/ I can't easily get to it
9. Not enough information on what is available
10. Other, specify
11. SPONTANEOUS: DON'T KNOW
20. Have been in the past/don't feel need to go again/nothing new
21. Limited opening hours
22. Access records via internet instead
23. I am too old
24. Reference to looking after children / lacking child-care etc.
25. Do not know where they are / not aware of them
26. Someone goes on my / my family's behalf

WNOSP / WNOSP01 / WNOSP02 / WNOSP03

You said earlier you had not done any sport or recreational physical activity in the last 12 months. We are interested in hearing why people choose not to do these activities. What are your reasons?

1. It's difficult to find the time
2. It costs too much
3. No one to do it with
4. Never occurred to me
5. Not really interested
6. Fear of injury
7. Against my religion/ beliefs
8. I wouldn't enjoy it
9. Health isn't good enough
10. I might feel uncomfortable or out of place
11. Changing facilities are not good enough
12. Lack of transport/ I can't easily get to it
13. Not enough information on what is available
14. Other, specify
15. SPONTANEOUS: DON'T KNOW
20. I am too old
21. I am too lazy
22. I exercise enough already
23. Reference to looking after children / lacking childcare

24. Reference to looking after other family members (not children)
25. Any reference to a lack of facilities
26. Any reference to being tired / lacking energy

Volty

And what kinds of things have you done?

1. Raising or handling money / taking part in sponsored events
2. Leading a group
3. Member of a committee
4. Organising or helping to run an activity or event
5. Visiting people
6. Befriending / mentoring people
7. Coaching or tuition
8. Giving advice, information or counselling
9. Secretarial, administrative or clerical work
10. Providing transport or driving
11. Representing – e.g. addressing meetings, leading a delegation
12. Campaigning – e.g. lobbying, canvassing, letter writing
13. Conservation/restoration
14. Officiating – e.g. judging, umpiring or refereeing
15. Other practical help - for example helping out a school, religious group, with shopping/refreshments
16. Any other help (please specify)
17. None of these
18. Don't know
20. Work in a charity shop

Action2 / Act2oth

If you wanted to get something done about the sporting or cultural facilities in your local area, what would you do first?

1. Contact a local radio station, television station or newspaper
2. Talk to / write to a sporting or cultural facility directly
3. Contact the council
4. Contact a local councillor or MP
5. Join a local residents' group or attended a neighbourhood forum
6. Attend a protest meeting or join a campaign/action group
7. Help organise a petition
8. Something else? [specify]
9. Nothing
10. Don't know
20. Do some internet research
21. Go to the library for information

LICNO / LicNSup

We are interested in hearing why people are against the new laws. What are your reasons?

1. People drink enough already
2. More people will get drunk / encourages binge-drinking
3. More fighting / vandalism
4. More noise / disruption at night
5. More drink-driving
6. Health reasons (including more accidents / alcohol-related diseases)
7. Extra policing required
8. UK has a bad drinking culture compared to other countries
9. Young people / teenagers most affected
10. Other [specify]
11. Don't know
20. Previous laws / opening hours were adequate
21. More litter / mess in the street
22. Unfair on staff working in licensed premises (longer working hours etc)
23. Adverse affect on family life
24. More crime (general) / antisocial behaviour

LICYES / LicYSup

We are interested in hearing why people support the new laws. What are your reasons?

1. More choice over how to spend free time
2. Can drink later/ longer
3. If people go home at different times there will be less drink-related violence
4. People won't have to drink so fast / less focus on 'closing time'
5. Less 'binge-drinking'
6. Good for people who work shifts / work late
7. Encourage a more relaxed / 'European' attitude to drinking
8. Won't make much difference
9. Other [specify]
20. Increases entertainment opportunities
21. Good for local business/good for my business

GAMY / GAMYROT

During the last 12 months, that is since [^INSERT^] have you spent any of your own money on the activities listed on this card? Please tell me the letters

1. A. Tickets in the National Lottery Draw (not scratchcards)
2. B. Tickets for any other lottery (not scratchcards)
3. C. Scratchcards (not those from a newspaper)
4. D. Football pools or 'fixed odds' coupons
5. E. Bets on horse racing
6. F. Bets on dog racing
7. G. Bets on events for example football matches or elections
8. H. Table games (roulette, cards or dice)
9. I. Bingo tickets
10. J. Gaming/fruit machines
11. K. Private bets (not with a bookmaker) for example playing card games
12. L. Other
13. None of these
20. Raffles / tombolas

21. Premium bonds / shares / other risk-based investments
22. Internet / TV gambling

WHGAM

You said you had spent money on ... Where did you spend the money?

1. A. Shop/newsagents/supermarket (include post office / petrol station)
2. B. In a casino
3. C. In a club or bingo hall
4. D. In a betting shop
5. E. At a race course or dog track with a bookmaker
6. F. In a pub
7. G. In an arcade
8. H. With the tote at a race course
9. I. With a betting exchange
10. J. On the Internet
11. K. Through a television
12. L. By phone
13. M. At another live event for example a game
14. N. With friends/family members/colleagues
15. O. Other
20. By post
21. By direct debit / standing order
22. By house collection
24. On holiday

ParPlay / ParPlay2

Why not?

1. Too dangerous - people
2. Too dangerous – traffic
3. Too dangerous - unspecified
4. Nowhere to go
5. Child(ren) too young
6. Child(ren) don't want to play outside
7. Other [specify]
8. Don't know

PLBAD

Could your local play facilities be improved in any of the following ways?

1. If the apparatus, such as the slide or swings, were made safer
2. If there was a better variety of apparatus (include modernisation / upgrading)
3. If the grounds were cleaner – for example less litter or vandalism
4. If there were fewer older children/teenagers hanging around
5. If it was less busy
6. If it was open longer
7. Other
20. More apparatus for small children

21. If it was nearer
22. Increased security (from vandals, etc.)
23. More apparatus for older children
24. No dogs / dogs on leads
25. If they were better maintained
26. If there were no / less drug dealers / users

UKWHY

Why would you not consider this [holidaying in the UK]?

1. Weather
2. Expense / cheaper abroad
3. Prefer abroad generally
4. Would rather go to a different country to the one which I live in

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