

Active Lives Children and Young People Survey School Checklist

Thank you for agreeing to participate in the Active Lives Survey for Children and Young People. The following checklist is designed to guide you through the different stages of preparing for and administering this survey in your school.

Date	Description	Done
As soon as possible	Work with your CSP contact (Active Devon) to randomly select one mixed ability class in each of the three year groups that have been selected to do the survey. You will need to provide your CSP contact with a list of suitable classes in each of the selected year groups.	
As soon as possible	Identify one teacher who can complete a short 10- to 20-minute teacher survey. In most cases a teacher involved in PE will be best placed to complete the survey but this is flexible and it is up to you to decide who would be the best person to take part.	
As soon as possible	Identify a suitable date for the selected classes to conduct the survey before the end of term. The URL links will only be accessible for the one term. Classes can complete the survey on different dates if needed. We would ideally like all the pupils in each class to complete the survey.	
Prior to survey	<p>Once classes have been selected, you should write to parents (by letter or email) to inform them that their child has been selected to complete the survey, giving them the opportunity to opt their child out. Suggested text will be provided by your CSP contact. We would recommend that you send this communication from the Head Teacher of your school. <u>Please keep a record of any opt outs received.</u></p> <p>Primary schools: a different template is provided for children in Years 1 & 2 which also asks their parents to undertake an additional short survey about their child's participation in sport and physical activity.</p>	
Prior to survey	<p>The survey will need to be completed on a computer, laptop or tablet that has access to the internet, so you may need to ensure that these facilities are booked in advance of the survey date.</p> <p>You should ensure that the survey domain (and all subdomains) has been whitelisted and permitted for use by pupils. This is not a web address, so you cannot check it.</p> <p style="text-align: center;">*. ipsosinteractive.com</p>	
Prior to survey	<p>Your CSP contact will send you unique URLs (hyperlinks) to the survey. There will be a different link for each class participating in the survey, for parents (where relevant) and for the teacher survey. Please make sure that the relevant members of staff have access to the appropriate link.</p> <p>You may click on the class URLs to check that they work but should not proceed beyond the first screen as any answers you select will be recorded. Test URLs are provided if you would like to test the survey beforehand.</p>	

A week prior to survey	Primary schools: If a Year 1 or 2 class has been selected to complete the survey, contact parents again to remind them to complete the parent survey and provide them with the appropriate URL.	
Prior to survey or at point of survey	In advance of the survey, ensure that the pupils and teacher completing the questionnaires have received a copy of the relevant information sheets provided by your CSP. You may wish to give these to pupils immediately before the survey is administered.	
Before the end of term	Administer the survey among the selected classes and ensure that the teacher questionnaire has also been completed.	
After the survey has been completed	Let your CSP contact know that the questionnaires have been completed and also inform them of the total number of pupils that opted out (either via parents or directly). Submit a completed copy of the BACS form to Sport England to claim your incentive remembering to attach a copy of the school's bank paying in slip, bank statement or voided cheque for verification purposes – please note there are eligibility criteria that your CSP will explain to you.	
The following term	Sport England will send you a report summarising your school's results from the survey providing at least 30 pupils from your school completed the survey. Please encourage all pupils in a sampled class respond to the survey as a minimum base of 30 responses per question is required in order to be able to report findings on those questions.	