Active Lives Children and Young People survey
Information for class teachers administering the pupil survey

What is Active Lives?

Sport England run the Active Lives Children and Young People survey, which measures participation in and attitudes to sport and physical activity among children and young people in Years 1 to 11. Ipsos MORI has been commissioned to carry out the survey on behalf of Sport England. The information that we collect will help us to invest in opportunities for children and young people to take part in and benefit from sport and physical activity.

Your school has volunteered to participate in this survey. At your school, children will be taking part in an online survey. This note provides information about this if your class has been selected to take part.

We understand that the situation in your school may be different from how it normally is. The survey is continuing because it is important for Sport England to understand children and young people’s participation in sport and physical activity and their attitudes and wellbeing during the coronavirus epidemic when most pupils are not at school.

What are we asking you to do?

Your class or tutor group has been randomly selected to complete the survey.

Usually, the Active Lives Children and Young People Survey is completed in school, however, due to coronavirus and closure of school sites to most pupils, the survey can now also be completed by the pupils at home, during school hours or another suitable time. The survey links can be sent to your class using email, Show my Homework, ParentMail or text. If you have pupils who are still attending school, they can take part on school computers or tablets during school time.

The survey can be completed on a laptop, desktop computer, tablet or smartphone that has access to the internet. Although smartphones can be used, it is preferable for pupils to complete on a computer or tablet if they can. Smartphones should be used when pupils would otherwise not be able to complete the survey, or where they have a strong preference for smartphone use.

How many pupils need to complete the questionnaire?

We would ideally like all of the pupils in your class to complete the questionnaire. Pupils can complete the survey at any time but please note that each pupil will have to complete the survey in one sitting.

Preferably, pupils should take part in the survey during school hours, however, there is flexibility around this, and you can amend the invitation letter as appropriate.

Note that the survey is voluntary so pupils and parents can opt-out of the questionnaire. If a pupil or their parent requests that they do not take part, please accept this. Pupils can also choose not to take part once the survey has been sent to them.
Will pupils need help completing the questionnaire?

The survey has been designed for and tested with pupils from the relevant year groups and most pupils should be able to complete the survey without assistance. If there are pupils in the class who usually need help with completing tasks, then it would be useful if this assistance was available to them while they complete the survey. If they are at home their parents or carers may be able to provide assistance.

What will the questionnaire involve?

Each pupil will be asked questions about the sports and activities they have taken part in over the previous week as well as some questions about swimming, physical literacy and wellbeing.

The survey includes some special category data under GDPR (ethnicity and disability) as well as some other questions it is possible pupils may find sensitive (about their family and household). All these questions have a 'prefer not to say' option so that pupils can continue without answering them.

The survey asks about activities done in the last week. This covers activities done during school hours (even if not at school) as well as activities outside school hours.

We have provided you with a test link to the survey which will show you the questions that your pupils will be asked and a written guide to the questionnaire. We recommend that you look at this in advance to help you pre-empt any questions your pupils may have when completing the survey. There is a technical helpline which teachers, pupils or parents can call or email as well if they have any issues. If you have any queries, please ring 0800 014 9452 or email activeliveschild.help@ipsos.com with your query. You do not have to give your name, school or any other information. Pupils and parents can also ring or email the helpline and have been provided with the contact details in the information about how to complete the survey. When ringing the free helpline, please leave a message stating your query and a contact number and they will get back to you.

How long will it take?

The survey is designed to take up to 20 minutes to complete. Pupils who have taken part in lots of activities over the past week may take longer to complete the survey than those who have done fewer activities.

We have provided a document for you to send to pupils which explains how long it will take to complete and how to go onto the survey.

As mentioned previously, if a pupil stops part way through the questionnaire, the answers they have given will be submitted but they will not be able to return to the survey because each time the survey link is used a new questionnaire is started. For this reason, the survey will need to be completed in one sitting. If a pupil really has to stop part way through, they can return to the survey if they keep their browser open on the page, but it is best if they complete it in one go.

Does everyone have to complete the Survey at the same time?

Pupils can complete the survey at different times. In order to maintain response levels and allow for reminders, while permitting pupils to choose not to take part, we suggest you set a time period for completion for your pupils (e.g. suggesting a certain lesson slot or day or
asking them to complete by the end of a set day). Then the following week the response update will show numbers and you can see whether the expected numbers have completed in the requested time period.

What do I have to do to enable pupils to take part from home?

- Find out how the survey is being organised in your school and which year groups are being sent the survey and whether information is being sent centrally or by each class teacher. Co-ordinate your communications.
- Information should be sent to pupils using a method which suits your school and the age of the pupil. You can use a mix of email, Parentmail type systems, or Show my homework type systems. You could send information and prompts by text if you usually use this method. You can also put some of the information on a school portal with notification by another means if this is how you usually share information with pupils and parents.
- Ensure that for each pupil the following documents are sent. All documents are numbered:
  - Pupil Information leaflet (primary version (03), secondary version (04))
  - Parent Information letter (there are different versions for parents of Year 1-2 (01) and year 3-11 (02))
  - Message containing survey URLs and essential information about completion (also contains the technical helpline contact details) (primary version (29), secondary version (30), parent version (31))
- Privacy notice (for primary pupils send the parents the main version, for secondary pupils send both the pupil and main version). The Parent Information letter (01 or 02) explaining about the survey should be adapted to include the school contact details, teacher name etc.
- The documents provided containing URLs and essential information about completion should be updated to contain your school's unique URLs before sending the documents to pupils and parents.
  - These templates can be sent to parents and pupils in the usual method that your school uses e.g. via email or a school portal.
  - Primary version for year 3-6 (29) should be sent to parents
  - Secondary version (30) can be sent direct to pupils or to parents
  - Parent version (31) is for parents of year 1-2 pupils
- The template for the text message can also be adapted to reflect the method in which you usually share information with pupils and parents.

What if I can't access the URLs?

You should have been provided with a test link and a unique link (URL) for your class in advance. You should use the test link to check that your pupils will be able to access the survey. If there are problems with access, please contact your ICT Department to make sure access to the domain has been authorised for any pupils completing on school devices. Your school has been asked to ensure that the survey domain (and all subdomains) has been ‘whitelisted’ and permitted for use by pupils. The survey domain is ipsosinteractive.com

You may click on the unique class URL to check that it works but you should not proceed beyond the first screen as any answers you give will be recorded as if you were a pupil. If
you want to see the questions that pupils will be asked, you should use the test link or the questionnaire guide.

Please make sure that when conducting the survey, you give pupils the unique URL and not the test URL. Your school will have different URLs for different groups (pupils in year 1-2, pupils in year 3-6, pupils in year 7-11, parents). The correct URL should be used and entered onto the document. There is a draft document for you to send which contains a space for this information. There are three versions of the document:

- primary year 3-6 (29) which should be sent to parents
- secondary year 7-11 (30) which can be sent direct to pupils, or to parents to give to their children
- parents of year 1-2 (31) to be sent to parents and containing URLs for year 1-2 and their parents.

You can update these to make them reflect the means of communication you are using and your preferred arrangements.

A free technical helpline number will be provided to deal with any issues pupils and parents have with completing the survey. Pupils or parents can ring the helpline. We recommend that for primary pupils only parents call or email. For secondary pupils or parents can contact the number and email.

**What do I need to tell my pupils?**

We have provided you with information sheets for your pupils to explain what the survey is and answer any questions they may have. We recommend that the survey is completed in quiet, exam-like conditions to enable pupils to concentrate and ensure confidentiality so please encourage the pupils to complete in a similar environment at home. However, it is important to reiterate to pupils that this is not a test and that there are no right or wrong answers.

A second document has been provided to send to pupils with the URLs which highlights the following important information to the pupils in your class to make sure that they fully understand what they are being asked to do. It is important that children are fully informed before they take part. The points below should be made verbally if pupils are completing in school.

- The pupils have been asked by Sport England to complete an important survey called the Active Lives survey about the activity they do. Pupils can choose not to take part if they wish.

- The survey will take about 20 minutes to complete.

- There are no right or wrong answers. Sport England wants to know how much activity people do, whether it is a little or a lot.

- Year 3-11: Some questions have a ‘prefer not to say’ option. Pupils do not need to answer these questions. This includes questions about ethnicity and disability as well as questions about school meals (secondary only) and things they have at home.
The teacher, parent or guardian present can help with reading and understanding the questions but not with answers.

If pupils are completing together, they should not look at each others’ screens while they are completing the survey. This is to make sure that everyone’s answers remain confidential.

At the end of the survey their answers will be automatically submitted. Pupils should just continue until they get to the final thank you screen.

**What should I do if a pupil accidentally closes the survey part way through?**

If the pupil is close to the beginning of the survey, they can just enter the URL and start again.

If the pupil has completed the grid questions about which activities they have done in the last 7 days, or has already spent more than 10 minutes on the survey then their answers will have been submitted and they should not start again.

Once the pupils have completed the survey their answers will be automatically submitted.

A technical helpline has been provided for to raise these kinds of questions in the event that a pupil has difficulty when completing at home. You can ring 0800 014 9452 or email activeliveschild.help@ipsos.com with your query. When ringing the free helpline, please leave a message stating your query and a contact number and they will get back to you.

**How can I find out more?**

If pupils have any questions or concerns regarding data privacy, please refer to the provided Privacy Notice for further information. This Privacy Notice details who is conducting the survey, how pupils’ personal data will be collected and used, who this data is shared with and the legal rights of pupils. Primary pupils themselves will not be provided with a copy of the Privacy Notice but a copy should be sent to parents for their reference. There is a simplified version of the privacy notice for secondary pupils, and their parents should also be sent the full notice. When explaining the research to primary pupils please inform them of key information from the privacy notice at an appropriate level for their age.

The research is being conducted in line with the Market Research Society Code of Conduct and complies with the Data Protection Act 2018.

We are very grateful for your help with this important research. If you would like any further information about this project, please contact your Active Partnership.

**Support for pupils taking part**

Pupils can seek help from parents, family members and teachers if they wish. We have also provided a technical helpline to deal with issues relating to accessing and using the survey.

After the pupils have completed the survey at home please send the advice sheet provided which contains contact details for relevant organisations and reminds them they can speak to a trusted adult if they have any concerns. The information on the advice sheet is also shown on the final screen at the end of the questionnaire. There are three versions of the advice sheet for primary pupils year 3-6 (26), secondary pupils (27), parents of year 1-2 (28).