

## **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 been randomly selected and has agreed to participate in this survey. At your school, children from up to three classes or tutor groups will be taking part in an online survey at school. This note provides information about this if your class has been selected to take part.

#### **What are we asking you to do?**

Your class or tutor group has been randomly selected to complete the survey. This can be completed on a laptop, desktop computer or tablet that has access to the internet.

#### **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.

If one or more pupils miss the main session, it is possible for them to do the survey at a later date. This is particularly important if a group of pupils is absent on the day because of another activity.

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 and allow the pupil to do something else during the time others are completing the survey.

#### **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.

We have provided you with a test link and a questionnaire guide to assist you in answering any questions that pupils may have.

#### **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.

Secondary school pupils who have planners or timetables may find it helpful to have this to hand while they complete the survey.

The survey asks about activities done in the last week. If a pupil was not in school in the last week this does not matter. They will be able to provide information about any activities they did outside of school during this period.

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 help email to use if you have any issues. If you have any queries, please email [activeliveschild.help@ipsos.com](mailto:activeliveschild.help@ipsos.com) with your query. You do not have to give your name, school or any other information.

### 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. Please prepare for the possibility that some pupils will take longer to complete the survey than others.

Please tell the pupils how long it will take. This information is written on the information for secondary pupils but primary pupils need to be informed by you.

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.

### 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. 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.

The URLs are links. To take part schools and pupils should click on the URL link. Googling the URL will not take schools to the link and we advise schools against doing this.

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

We recommend that the survey is completed in quiet, exam-like conditions to enable pupils to concentrate and ensure confidentiality although it is important to reiterate to pupils that this is not a test and that there are no right or wrong answers.

At the beginning of the session please highlight the following 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 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 and other staff present can help with reading and understanding the questions but not with answers.
- Pupils 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 – you do not need to do anything

### 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.

**What happens if the school site needs to be shut due to local lockdowns?**

If there is a local area lockdown and/or the school site needs to close, please contact your Active Partnership in the first instance about the options that are available to your school as these are likely to vary depending on the circumstances of the closure, e.g. whether the school closes to all pupils or not.