

Taking part 2017-18

Cross-sectional data appendices

1 Advance letter for fresh sample



Department
for Culture
Media & Sport

NatCen
Social Research

Ref:

Influence decisions about sports, arts and leisure facilities in England

Dear Sir or Madam,

Your household has been selected to participate in Taking Part, England's survey of culture, leisure facilities and sport.

Each year, a number of people are chosen at random from across the country to be interviewed about what they do in their spare time, so this is your unique chance to influence how public money is spent on arts, sports and other facilities in your area. Everyone's experiences are relevant.



What's next?

One of our interviewers will call at your home in the next week or so. The interviewer will show you their photo ID card. We will treat everything you say in the strictest confidence.



Any questions?

If you have any questions, please contact NatCen Social Research on Freephone or email



Further information?

For more information about the Taking Part Survey, please see the back of this letter, the enclosed leaflet or visit www.natcen.ac.uk/takingpart.



Thanks for your help

As a thank you, there's a voucher below you can use to claim **£10 cash** at any Post Office.



Collect your £10 today!

You can redeem this voucher at any Post Office branch. Counter staff will make your payment in cash. See reverse for more information.



Issue date:
Expiry date:

How did you choose my address?

We chose your address at random from the Postcode Address File. This file is held by the Post Office and is available to the public.

Who is carrying out the study?

NatCen Social Research is carrying out the study on behalf of the Department for Culture, Media and Sport (DCMS) and its partner organisations (Sport England, Arts Council England and Historic England).

What will happen to any information I give?

We will treat your information in the strictest confidence under the Data Protection Act 1998. The results collected are used for research and statistical purposes only. Your name and address will only be known to the team processing the survey results at Ipsos MORI and NatCen Social Research and the Taking Part survey team in DCMS. No one else looking at the information will be able to identify you in any way.

What is the interview about?

The interview asks about things you may do in your spare time, including watching TV, going online, music and other culture, sport and voluntary work. Everyone's experiences and views are relevant no matter how much or how little people do in their spare time.

Where can I find out more?

For more information, please see the enclosed leaflet. Alternatively, contact NatCen Social Research on Freephone , email or visit www.natcen.ac.uk/takingpart.



p12965 LETTER X v1

£10

2 Re-contact letter



Department
for Culture
Media & Sport

NatCen
Social Research that works for society

Our ref: _____

Sorry I missed you!

My name is

I am an interviewer working on the **Taking Part Survey**. Recently a letter was sent to your address inviting you to take part in this study, which is funded by the Department for Culture, Media and Sport. I have called on a number of occasions but unfortunately have missed you each time.

This year we will be interviewing around 9,000 adults and children about what they do in their spare time, including watching TV, going online, music and other culture, sport and voluntary work. I hope that you will be able to take part. This is your unique chance to influence how public money is spent on arts, sports and other facilities in your area. The survey questions require no special knowledge to answer. Most people who have taken part in the past have felt it to be an enjoyable and interesting experience, and we hope you will enjoy it too. To find out more, see **www.natcen.ac.uk/takingpart**.

Your participation in this study is of course voluntary and all the information you give us is treated in strict confidence, to be used for statistical research purposes only.

If you would like to let me know the best time to call, please ring NatCen Social Research on or email . When I call back I will be carrying my identity card with a photograph so you will know who I am.

I look forward to speaking to you soon and will be glad to answer any questions you may have.

Thank you for your time.

NatCen Interviewer

NatCen Social Research

**T
E**

W www.natcen.ac.uk/TakingPart

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A Charity registered in England and Wales (1091768) and in Scotland (SC038454).

3 Survey leaflet

FACT

Nationally, 62% say clean streets are most important to them in their local area, 49% say green spaces and 37% say educational facilities

FACT

The most popular free time activities are watching TV, spending time with friends/family, listening to music and shopping



Department
for Culture
Media & Sport

Who are NatCen Social Research?

40 years' experience

NatCen have been carrying out high quality social research for over 40 years. We are a non-profit organisation, independent of all government departments and political parties.

Uncovering real opinions

We are commissioned by government and charities to uncover the real views of people in Britain today. What we find out is used to inform policy and make a difference to the lives of people across the nation.

We are a charity and aim to share with you the important things we find out. So our research does not just help our clients, it is used by other organisations trying to improve life in the UK.

For further information about NatCen Social Research, please visit www.natcen.ac.uk/TakingPart.

How can I check that the interviewer is genuine?

All NatCen Social Research interviewers carry photo ID with the NatCen Social Research logo.

If you want to confirm their identity, please call Freephone or email

If you would like more information about this study, please contact **FREephone** or email

DCMS partner organisations



Department
for Culture
Media & Sport



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NatCen Social Research P12965 - LEAFLET X - v2

Taking Part

England's Survey of Culture,
Leisure and Sport



NatCen
Social Research

Why have I been contacted?

Your household has been selected for the 2017/18 Taking Part Survey. This important survey is being conducted by a team at Ipsos MORI and NatCen 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 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?

DCMS is the Government Department which aims to enrich lives and encourage participation in sporting and cultural activities.

We have asked NatCen Social Research to talk to you to find out what you do in your own time and what you think of local facilities and activities.

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:

- Sports and active recreation.
- Visits to museums, galleries and heritage sites.
- Use of libraries and archives.
- Arts events and activities.
- Volunteering and charitable giving.

Everyone's views and experiences are valuable. It is important for you to take part even if you do not participate in any activities or you do not think your views are relevant, so that the results represent everyone in England.

FACT

Last year, over 90% of adults rated themselves 6 or more /10 for happiness, life satisfaction and/or how worthwhile things in life were

Around 8,000 adults and 800 children will be interviewed for the 2017/18 survey. Further information about the survey is available at:

www.gov.uk/guidance/taking-part-information-for-survey-participants

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.

Who will be interviewed?

The interviewer does not know anything in advance about you or your household but he/she will need to select one adult (aged 16 or over) randomly at each address. Once the interviewer has made the selection, he/she is not allowed to interview another adult.

As part of this survey, we are also interviewing children. We need to understand how much time they spend doing sports and cultural activities – both in and out of school – so that we can improve the opportunities available to them. If there is a child aged 11-15 in your household, we would like them to take part in their own short interview. We will interview one randomly selected child only. The interviewer will ask for permission from the parent or guardian before conducting the interview.

If the selected adult is a parent of a child aged 5–10 living in your home, we would like to ask them about their child's interests. We will ask about one randomly selected child only.

What happens next?

An interviewer from NatCen Social Research will call at your home shortly. He/she will show you an identification card and will be able to answer any questions you have.

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

Is the information I give confidential?

It is entirely confidential:

- Your name and address will only be known to the team processing the survey results at Ipsos MORI and NatCen Social Research and the Taking Part survey team in DCMS (for example using postcodes to group together the answers for everyone living in particular areas). We will not pass on your details to any other organisation without your agreement.
- We guarantee that no individual will be identifiable from the results, and that no attempts will be made to identify individuals from their answers. Your answers will be combined with those of all others who take part in the survey.
- If you decide at a later date that you no longer want the information collected about you to be used by DCMS or its partner organisations (Historic England, Arts Council England and Sport England) then it will be deleted.

Will I be contacted again?

We will never contact you for further research without your permission. A small proportion of interviews are, however, 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.

4 Address Record Form

ARF
Taking
Part

Appointments Made

Final
Outcome

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NatCen

ADDRESS DETAILS	
SN:	FA:
Month:	
Address:	

PROJECT NUMBER

Title, first name, surname

Name of main adult

Telephone number 1:

Telephone number 2:

No telephone: 2 Number refused: 3

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
*Call Status codes: 1= No reply, 2 =Contact made, 3 =Appointment made, 5= Any other status (including some interviewing done)							

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	

B: Final Outcome

B.1 Productive

Complete interviews with all target respondents

110	Complete Admin on your tablet
210	

Complete interview with at least target adult (16+) but not all target respondents

B.2 Non-contact after 6+ calls

No further contact at issued address

320	Go to C.1.
325	

Contact made with target respondent at given address, but not with parent for permission

B.3 Refusal

OFFICE APPROVAL ONLY: Office refusal

410	Complete Admin on your tablet
420	Go to C.1.
431	Go to D.1.
432	Go to D.1.
433	Go to D.1.
450	Complete Admin on your tablet

Contact made, but refused to give information about household / names

Refusal by target adult (16+)

Refusal by proxy (other person)

Refusal (parental permission)

Broken appointment and no recontact

B.4 Other unproductive

Refusal because ill at home during entire fieldwork period

Refusal because away / in hospital during entire fieldwork period

Physically or mentally unable / incompetent

Language barrier / difficulties

Other non-response (give details)

510	Complete Admin on your tablet
520	
530	
540	Go to C.1.
599	Go to D.2.

B.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued but not attempted

OFFICE APPROVAL ONLY: Address inaccessible

Unable to locate address / insufficient address

No contact with anyone at address (after required visits made)

Other unknown eligibility (give details)

612	Go to D.2.
620	
630	
650	
690	

B.6 Deadwood / Ineligible

Not yet built / under construction

Demolished / derelict

Vacant / empty

Non-residential

Address occupied, but no resident(s)

Communal establishment / institution

Resident household(s), but no person eligible for the survey

OFFICE APPROVAL ONLY: Other ineligible (give details in admin block)

710	Complete Admin on your tablet
720	
730	
740	
750	
760	
770	
790	

C: Eligibility

C.1 IS THIS HOUSEHOLD ELIGIBLE TO TAKE PART IN THE SURVEY?

Unknown – unable to identify if issued address is residential	1	Go to D.2.
Unknown – unable to identify number of dwellings / households at address	2	
Unknown – unable to identify eligible resident(s) / target adult (16+)	3	
Yes – identified eligible household (but no contact)	4	
Yes – contacted eligible household	5	
Yes – contacted eligible resident(s) / target adult (16+)	6	

D: Unproductive outcome – Further details

D.1 PLEASE SELECT REASON FOR REFUSAL – YOU CAN CHOOSE ALL THAT APPLY. CODE 'NO REASON GIVEN' IF UNABLE TO OBTAIN.

Too busy	1	Go to D.2
Stressful family situation	2	
Looking after ill/ elderly	3	
Looking after children	4	
Not interested	5	
Waste of time	6	
Unhappy about confidentiality	7	
Don't see the personal benefit	8	
Don't see the public benefit	9	
Don't want to take part anymore (e.g. co-operated too often)	10	
Don't trust government / ministry	11	
Don't trust research agency	12	
Previous bad experience with survey	13	
Dislikes interviewer	14	
Survey not relevant (e.g. don't know enough, don't do any activities)	15	
Family member refuses on behalf of respondent	16	
Other family member opposes participation	17	
Someone outside household convinces respondent to refuse	18	
No reason given	19	
Other (specify)	20	

D.2 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

Please record any information that you think might be useful to a reissue interviewer in the box below, and transfer into CAPI admin.

**COMPLETE
ADMIN ON
YOUR
TABLET**

5 Parental permission card



Department
for Culture
Media & Sport

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Social Research that works for society

PARENTAL PERMISSION CARD

QUESTION TOPICS

The Department for Culture, Media and Sport and its partner organisations (Historic England, Arts Council England and Sport England) are also interested in the experiences and views of children aged 11-15. The Department needs to understand how much time children spend doing sports and cultural activities – both in and out of school – so that they can improve the opportunities available to them.

If your child agrees, the interviewer will ask them questions about the following:

- Taking part in arts activities and going to arts events.
- Using libraries and archives.
- Visiting places of historic interest.
- Visiting museums.
- Taking part in sports and recreational activities.

The interviewer will ask about doing these activities in the last 12 months (4 weeks for sport) and in the last 7 days. In addition we will also ask how happy they are.

The interview will take around 20 minutes.

At your child's request the interviewer will stop the interview at any time or skip any question they do not want to answer.

Everything your child says will be treated as strictly confidential.