

1. Never lead or guide the response.
2. Questions can be re-worded if the child does not understand the question, however be careful not to give additional explanations:

E.g. **Original Question:** Do you have trouble sleeping?

Re-worded: Do you find it hard to sleep?

Expanded too far: Do you find it hard to get to sleep in bed at night? Do you find it hard to stay asleep at night?

3. If a child asks for more information, e.g. 'what kind of big things?' Ask them to tell you what they think it could be, rather than telling them.
4. Use the picture cards to assist with long questionnaires.
5. If a parent is present whilst the questionnaires are being administered, please note this on the questionnaire along with whether the parent was having an obvious influence on the child's responses or whether the child altered any of their replies in response to a parent's reaction.
6. All questions and responses need to be kept as confidential as possible, therefore if another child is distracting the child you are talking to, ask them to go back to the colouring station.
7. In the event that a child discloses sensitive information, or if you are concerned about the child or others around them, the researcher has a duty of care to take steps to protect the child/other. Explain to the child that you are concerned and that you will have to talk to someone about it. Inform a member of University Staff and complete the Child Protection Disclosure Form.
8. If for any reason you are unable to complete one or more of the questionnaires for a child i.e. problem with the child, time constraints etc., please submit a blank answer form with the child's id sticker on and an explanation as to why that questionnaire was not completed.