Positive Choices Baseline Data Collection Record

Date: 04/06/18	School: AA		Fieldworker: Ruth Ponsford	
Survey start time:	Survey end time:		Form: 1	
# parent opt-outs:	# student opt-outs (ahead):	# participated:		# absent:
# student opt outs (day-of):	# ineligible:			

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Fieldworker notes

1. Questions asked about terms/phrasing or concepts in from survey

2. <u>General observations on student behaviour</u> (e.g., were students laughing? Did they try and talk with each other? Did they seem tired? How did they react to the survey survey?)

3. <u>General feedback</u> (please share any suggestions for improving the survey process)

4. <u>Complaints, concerns and queries (QCCs)</u>
*A **query** is deemed to be a substantial question or enquiry about an element of the Positive Choices study aim, design, or process where further information is being sought. A **concern** is deemed to be where a young person, parent or carer, or member of school staff expresses a worry about an element of the Positive Choices study aim, design, or process, without necessarily seeking further information, but which is not formalized as a complaint. A **complaint** is deemed to be a concern about any part of the study design, conduct, or research team that a young person, parent or carer, or member of school staff wishes to formalize as a complaint. In all cases we should aim to respond to these in a polite, informative and timely way.*

QCCs should typically be referred to the field manager to follow up. You may respond to a QCC in the moment, using the reference information in the **fieldwork SOP**. For each QCC to which you respond and/or which you refer to the field manager, please complete one row of the table below.

QCC Table

Name and contact details of person making QCC and relationship to study *(if student, specify year group; if member of staff, specify position; etc.)*	Indicate whether this was a query, concern or complaint and detail the nature of QCC	Notes	Outcome: Query/ comment resolved, or referred to field manager?