

# Child Friendly survey

Guidance document for teachers, parents, carers or anybody else that is assisting a young person in completing the Child Friendly Nottingham survey



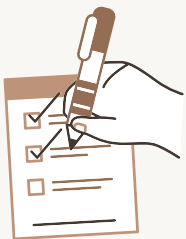
## Before starting the survey

- Find a quiet space - Choose a calm, distraction-free environment for the young person to focus.
- Explain the purpose - Briefly explain why the survey is being completed and how their input will be used (to help us understand the thoughts of opinions of young people growing up in Nottingham so that we can use this to achieve our goals in becoming a Child Friendly City.) Reassure them that their opinions are valued.
- Review the survey - Go through the survey to familiarize them with the format (e.g., multiple-choice, open-ended). Let them know what is expected for each question/section.



## During the survey

- Encourage honesty - Remind them to answer as truthfully as possible, ensuring their unique perspective is represented.
- Offer clarifications - If they don't understand a question, rephrase it in simpler terms without leading them to a specific answer.
- Allow time - Let them take their time to think about each question. Rushing can lead to inaccurate responses.



## After completing the survey

- Double check - Go through the survey with the young person to make sure all questions are answered and offer support if there were any questions they're stuck on.
- Express gratitude - Thank them for their effort and contribution, it reinforces the importance of their participation.



## Additional notes

- Support without influencing - You can help with reading and interpreting questions but please avoid influencing their answers where possible.
- Further guidance - Additional accessibility details can be found here: <https://www.nottinghamcity.gov.uk/engage-nottingham-hub/open-consultations/child-friendly-nottingham-survey/>

