

# Sustrans Monitoring Hands up survey guidance for schools staff

The Sustrans Hands Up survey is an essential part of the project, allowing us to demonstrate the impact of our work with schools and young people. Without it, we wouldn't be able to tell people that in schools where a Sustrans officer is working, 27% of children cycle to school\*. This survey enables us to measure changes in travel behaviour at your school, and at a local level, and help us secure future funding for our work to continue.

**One survey should be completed at the start of the project before any other engagement takes place to establish baseline travel behaviour. Surveys should then be completed annually within the last 4-6 weeks of the Summer term and returned to your Sustrans Officer before the end of the school year.**

## Before the survey

- Fully complete all the boxes at the top of each survey— this information is essential for data analysis.
- One form should be used for each class or year group— this is not an individual survey.

## Conducting the survey

- To ensure the group is ready, read each question and the possible answers through once before asking pupils to raise their hands.
- If you feel more comfortable asking questions in a slightly different language or tone, or explaining the questions in more detail, this is fine as long as it does not alter the question that is being asked or bias the question in any way.
- If pupils use more than one type of transport to travel to school then please record the one used to travel the greatest distance.
- Record the number of children responding to each possible answer.



Brian Morrison



\*Sustrans, 2010/11 Bike It hands-up survey

## After the survey

- Check through the form ensuring all fields are fully completed.
- Please check that the total number of responses is the same for each question and equals the number of pupils taking part in the survey.
- Please return the survey form(s) to the Sustrans School Champion, who will then pass the forms to your Sustrans Officer.

## Mode frequency definition

- **Usual travel** - the mode most often used to travel to school.
- **Every week** - the mode used at least once a week up to 5 times a week. E.g. A pupil could usually walk to school 4 times a week but also cycle to school once every week.
- **Sometimes** - the mode used less than once a week e.g. a few times a year up to once or twice every couple of weeks or months.

### Suggested counting techniques for conducting the Hands Up survey:

#### Sitting down

Ask pupils to sit at tables or on the floor in a horseshoe shape. This makes it easier to see and count each pupil in the group.

#### Stretch

Ask pupils to stretch their hands high, making them more visible.

#### Stand up/sit down

Ask pupils to stand up or sit down instead of raising their hands.

#### Pointing/nodding/tapping

Ask pupils to lower their hands when pointed at, nodded at or tapped on the shoulder. This may help you keep track.

If you have any problems, queries or comments please contact the Education and Young People team in Sustrans' Research and Monitoring Unit: [EYP.monitoring@sustrans.org.uk](mailto:EYP.monitoring@sustrans.org.uk)

