



September 2020

Guidelines for collecting data:

Dear Satellite Club Provider/Coach,

Please find below the guidelines for the Participant Registration Form and Participant Feedback Forms:

1. Every new participant to the session will need to complete the Participant Registration form. All participants under 18 will need to have this form completed by their parents/guardians before they can attend Satellite Club sessions. There are optional boxes for consent for photography and data collection- please check these have been completed, even if consent is not given the box must be completed.
2. Providing parental consent has been given for the child to take part in the Satellite Club data collection, the participant can then be given the '*Participant Feedback Form*' to complete.
3. Once any forms are completed (Consent or Feedback Forms) please post back to team BEDS&LUTON or ask a member of team BEDS&LUTON to collect the forms.
4. If the forms are not able to be posted back straight away, please keep them in a lockable drawer as the data is very sensitive and not to be shared with anyone.
5. Once the initial '*Participant Feedback Form*' has been completed, a second feedback form will be required to be completed by the participant- '*Participant Progression Feedback Form.*' The progression form should be completed by participants after 3 months of attending the Satellite Club Project.
6. The '*Participant Progression Form*' needs to be posted back to team BEDS&LUTON or collected by a member of team BEDS&LUTON. If the forms cannot be posted or collected straight away, please ensure they are stored safely and securely.
7. Only participants who have been given parental consent to take part in the Satellite Club data collection can be given forms to complete.
8. It is paramount that this data is not seen or passed on to any third parties. This will be in breach of the data protection act 1998.
9. All data collected will be anonymised and used as valuable insight to help develop the Satellite Club Programme across Bedfordshire.
10. Please contact a member of team BEDS&LUTON if you have any queries relating to data collection.

Kind Regards,
team BEDS&LUTON