



Top Tips for Completing Parent Questionnaires (Baseline/Completion)

The baseline and completion parent questionnaires are vital resources in gathering parent feedback and evidence of the programme's impact. They are used in the production of annual reports which are crucial in evaluating HENRY's impact. Some of the following ideas have been tried by facilitators and may be useful:

- **Print questionnaires** double sided directly from the Facilitators page at the HENRY website. PLEASE DO NOT PHOTOCOPY: www.henry.org.uk/cookingprogrammeinfo
- **Identify if any parents may have** literacy and/or additional support needs so that you can plan accordingly and offer additional support by:
 - going through the questionnaires as a group
 - co-facilitator sit alongside any parents needing support
 - move around the room and offer support in an informal way
- **Provide a clear positive explanation** of why you are asking parents to complete questionnaires (to help see the progress made), keep positive about parents filling in paperwork ("It only takes a few minutes") and offer support ("ask if you are not sure of anything")
- **Fill in baseline parent questionnaires** during each parent's first session. If short of time consider:
 - giving them to parents to take away as part of the recruitment process
 - hand out during a taster session / week 0
 - complete at home for areas that do 1-to-1 visits
- **Ask parents to fill in the circles** in the way described on the questionnaire (colour in the circle, not a tick or circle around the outside of it) so that the questionnaire can be read by our scanners at HENRY and reports produced – this is VITAL!

Example of how to complete question

How confident are you as a parent?		☹		☺		☺
✓	I feel confident as a parent	①	②	③	④	⑤
	I enjoy spending time with my child	①	②	③	④	⑤
	I often praise and encourage my child	①	②	③	④	⑤
	I can hold clear boundaries as a parent	①	②	③	④	⑤

Example of how NOT to complete question

How confident are you as a parent?		☹️		😊		😊
X	I feel confident as a parent	①	②	③	④	⑤
	I enjoy spending time with my child	①	②	③	④	⑤
	I often praise and encourage my child	①	②	③	④	⑤
	I can hold clear boundaries as a parent	①	②	③	④	⑤

- **Complete completion parent questionnaires** during the parents' last session. If parents take them home to complete, it can be difficult to get the questionnaires back!
- **Allow sufficient time** and highlight that any comments they write are really valued and are included in the termly reports generated by HENRY.
- **Pair up the baseline and completion questionnaires** for each parent.
- **Put pages in the correct order** before returning them with the rest of your paperwork for feedback/reporting.