



## ISTO Interim Tool 2018-19 Instruction Sheet

Welcome to the instruction sheet for our ISTO interim tool. This tool is a product of discussion amongst ISTO members that concluded we need to push forward with collecting valid data to measure the impact of not just our individual programmes but on a global scale. We also want to stress that the aim of this product is to start to introduce best practice in terms of data collection especially for organizations that may not have much experience in this area. Please do not worry about any mistakes in the process, each mistake is a step in the right direction and we will endeavour to support throughout the process.

### The Tool

The tool is a simple pre-post survey hosted on the Survey Monkey platform combining simple demographics, a wellbeing scale (The Warwick-Edinburgh Mental Wellbeing Scale; WEMWBS), some words representing participant experience and some process feedback. As a pre-post structure this is slightly more complicated than last year's survey but is an important step in collecting valid data to show the impact that surf therapy is having. We are also offering to analyse the data to a high level for all participating organizations.

### Ethics

While the tool does have an ethics check box could you please also include the following line to your general consent forms. "I myself, or myself and my guardian if I am under 18 consent to giving anonymous wellbeing data pre and post my surf therapy participation. This will be used to measure changes in my wellbeing and may be used strictly anonymously in reports for this organization and the International Surf Therapy Organization. I understand at no point will my identity be linked to said data."

### Instructions for Use

You should have received an email with these instructions along with an invitation to submit to both the ISTO **Pre Survey** and **Post Survey**.

**Pre-Survey:** administered 7-14 Days prior to surf therapy delivery

1. Each participant surveyed must be given a 3-digit code rising numerically from 001-999. You must note this code so that pre and post surveys can be matched, we would suggest alongside a register or similar document. This alongside your organization name allows for tracking of paired data. DO NOT ENTER PARTICIPANT NAMES ANYWHERE ON SURVEY.
2. Fill in said code and select your organization from the drop-down menu on the **Pre-Survey**, if it is not present please contact the email at the bottom of these instructions
3. Allow participants to fill in remainder of **Pre-Survey** using link below or QR code opposite and submit.



<https://www.surveymonkey.com/r/istopresurvey>



### **Post-Survey:** administered after 'final' surf therapy delivery

We understand that many programmes offer continuation surf therapy, we leave defining when participants have completed your core delivery up to yourselves.

1. Match participants with previously ascribed 3-digit code. DO NOT ENTER PARTICIPANT NAMES ANYWHERE ON SURVEY.
2. Fill in said code and select your organization from the drop-down menu on the **Post-Survey**, if it is not present please contact the email at the bottom of these instructions
3. Allow participants to fill in remainder of **Pre-Survey** using link below or QR code opposite and submit.
4. Notify ISTO on email at bottom when your data collection for the year (2019) is complete.
5. On ISTO confirmation of reception destroy records of ascribed 3-digit code.



<https://www.surveymonkey.com/r/istopostsurvey>

### **Analysis**

We will then analyse data for your own organization and send back to you for use in your own reports/evaluation. We will also compile a global ISTO impact report.

### **Confidentiality**

It is vital that we protect the anonymity of all participants so please DO NOT ENTER PARTICIPANT IDENTITIES AT ANY POINT OF SURVEY PROCESS. At completion of data collection and submission of post survey please destroy records of 3-digit codes.

### **Using Hard Copies of Survey**

A hard copy of the pre and post survey has been provided for organizations that may need this at the beach. We ask that upon completion of these you still submit the data online.

### **Translations**

If you would like to translate the survey into another language please contact Jamie at the link below. The WEMWBS has multiple translations available so the only questions that would need translation relate to demographics and feedback which should make for a very simple process.

Many thanks for your support in this project and we hope this demonstrates one example of how you can conduct research or evaluation for your surf therapy programme.

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