

## FAMILIES CONNECT - Coding Instructions

All the Families Connect data you send back to Save the Children is anonymised, so in the programme we must use a code instead of children's names. This means we can measure the impact of the programme without being able to identify individual children or families.

All you have to do is write down the children's names, give them a code, then use that code on all their forms for Families Connect. Your coding form is on p2 of this document. It's really important that children have the same code throughout the programme!

- **Please keep this form in a safe place at school – you will need it throughout Families Connect.**
- **Do not send this form to Save the Children.**

## Generating codes

Give each child a code made up of the first 4 letters of your school name, and a number.

If you have twins participating, give them the same code, but add 'a' and 'b' at the end for each child. For triplets add 'a', 'b' and 'c'.

**For example:**

- This school is called Rhydri Primary School
- Oliver and George Dean are twins, and are both taking part in the programme
- 10 families in total are participating, with 11 children
- There are two different children called Smith, but they aren't related

Child's name	Child's Unique Reference Code
Bella Anfield	RHY01
Oliver Dean	RHY02a
George Dean	RHY02b
Nisha Smith	RHY03
Robin Smith	RHY04
Jack Schofield	RHY05
Daisy Newcombe	RHY06
Ella Jackson	RHY07
Archie Lacey	RHY08
Emily Read	RHY09
Jada Magness	RHY10

## Families Connect Coding Sheet

Programme dates (month/year):

Child's name	Child's Unique Reference Code