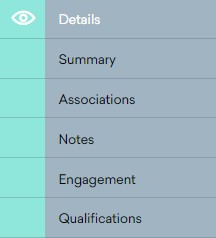
**Recording Participant Engagement (via Engagement Matrix)**

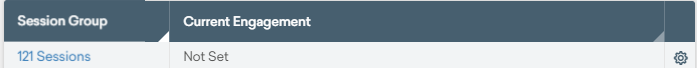
As part of this programme, we also need to monitor participant engagement via the engagement matrix, see the table below. **Please update each participant’s engagement at least twice**, once at the initiation of the programme or arrival of the participant, then at intervals until the end of the programme, or departure of the participant. You may want to print this table to be able to refer to

during and after sessions, to identify participant progression/digression.

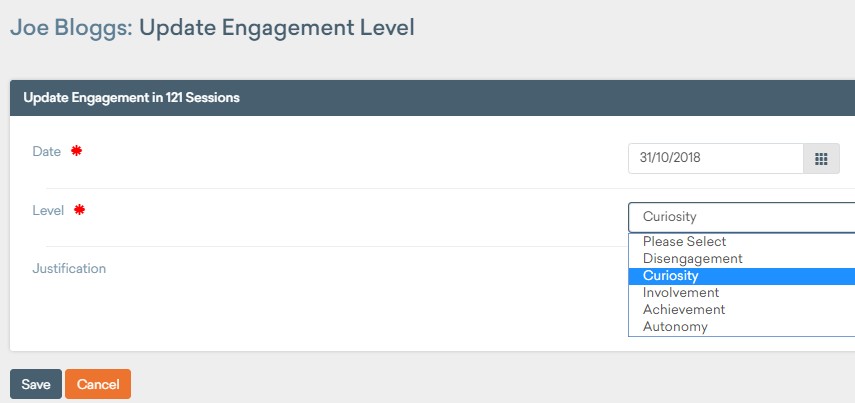
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level 1 Disengagement** | **Level 2**  **Curiosity** | **Level 3**  **Involvement** | **Level 4**  **Achievement** | **Level 5**  **Autonomy** |
| Sit out and ignore activity | Watch activity | Join in with others | Complete tasks | Initiate tasks |
| Encourage disputes | Dip in and out | Respond to instruction | Communicate with staff outside the activity | Help plan and run activities |
| Walk out | Listen to staff and peers | Enjoy good relationships | Celebrate work publicly | Praise work of others |
| Make negative comments | Comment on activity | Share facilities | Make connections beyond the project | Deal with conflict |
| Destroy/damage facilities | Talk to others about activities | Handle conflicts with maturity | Receive accreditation and gain qualifications | Volunteer |
|  | | Try on own | Attend regularly | Make ‘career’ choices |
|  | | | | Employment |

To record a participants engagement, go to Contacts > Participants. Then find the participant in the list or search for them, and then click on their name. You should then see an overview of the participant’s details. Click on the engagement tab to the left of this page.

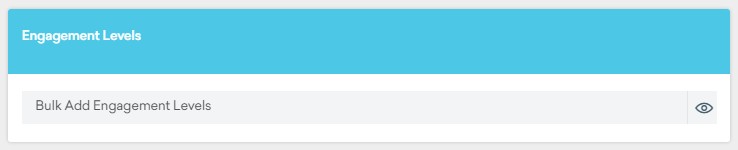
You should then see a list of session groups that the participant has attended. Find the relevant Doorstep Sport Impact session group, and click ‘SET’ (cog icon).



The next page will provide two required fields, the date that their engagement level was observed, and their level of engagement. There is also a text box for you to provide justification of the engagement (This can be used for a short description or to record the type of engagement observed for that level). Once the fields are completed, click ‘Save’ to submit the engagement.

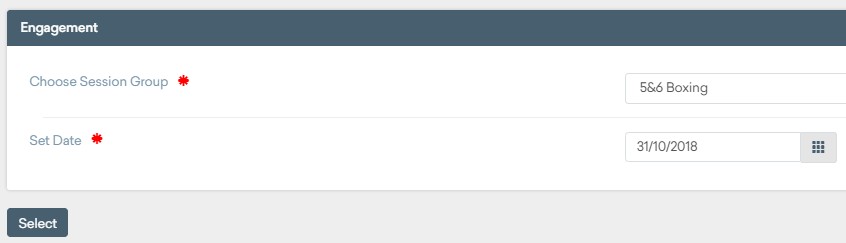


There is also an alternate method of recording participant engagement, which is particularly useful if you have more than one participant record to update. Firstly, click on Evidence > Bulk Additions in the main menu at the top of the screen. Then, click on the eye icon next to ‘Bulk Add Engagement Levels’.

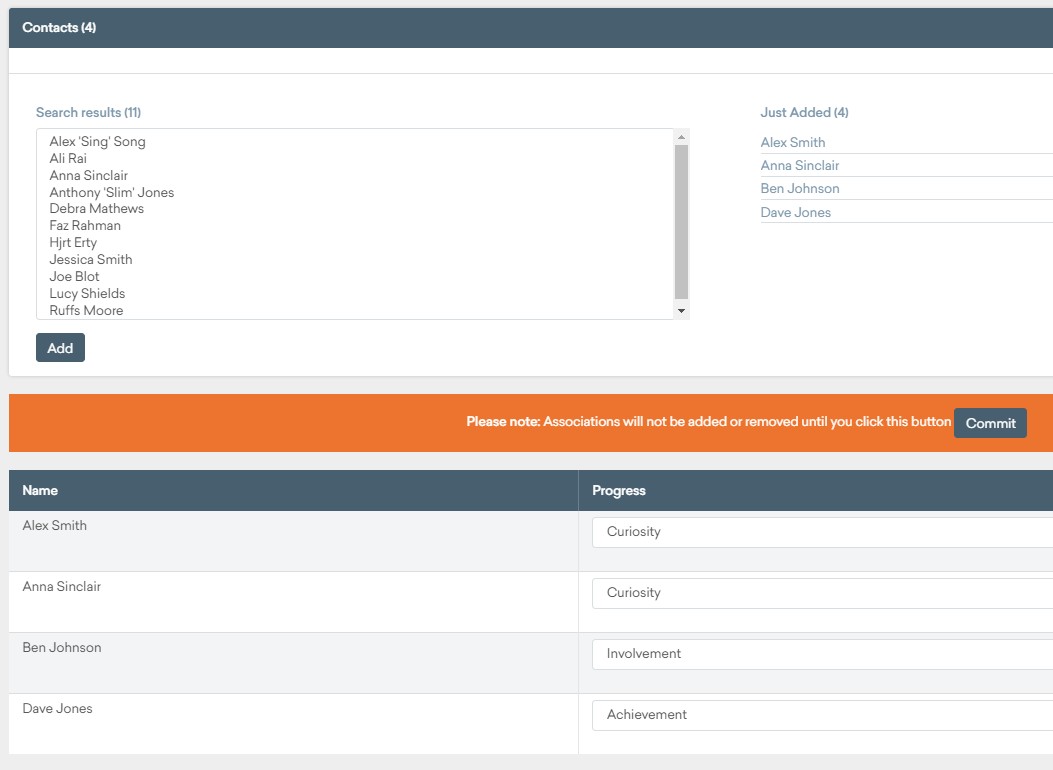


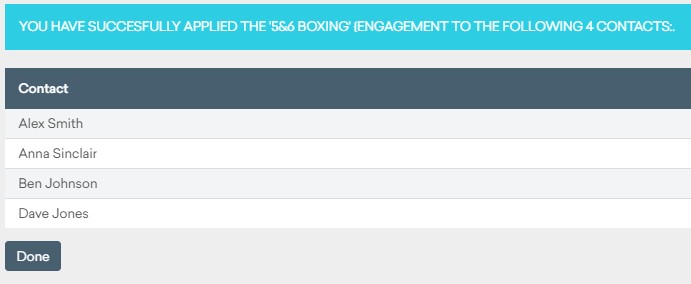
The next screen will require you to select your relevant session group for the Community Safety

Doorstep Sport Impact Programme, and select a date for when the engagement was observed. Click

‘Select’ to advance to the next screen.

Here will be a list of all participants registered in your session group. Select all participants that need to be updated, (you can multi-select by holding down the Ctrl key while you select each individual), then click the ‘Add’ button. The participants selected will then move into the ‘Just Added’ column on the right side, and drop down menus will appear below to record each participant’s engagement level.



Once you have recorded all engagement levels, click the ‘Commit’ button in the orange banner to submit all levels of engagement. After you receive the message below, click ‘Done’ to finis