

# Bristol Homelessness Survey

## 18 – 24 November 2013

### Guidance Notes

## Background

This survey is being organised by the BCAN Homeless Forum, and follows up the similar surveys in 2007 and 2012. You can find out more about us and the details of the previous surveys by visiting the web site: [www.bcan.org.uk](http://www.bcan.org.uk).

Our intention is to capture details about each point of contact each homeless person has with one of the agencies helping homeless people in Bristol, over the course of one week.

**This is a survey, not a questionnaire. You need to ask the questions and write down the answers.** Please, do not give out copies of the survey and ask people to fill them in – apart from the obvious problems of language and literacy, experience shows that people will often write down unhelpful and jokey answers even though they will give much more helpful answers to a person.

If you can't get it all filled in, don't worry. Just recording that this person has used your agency on this date is useful information, and everything else is a bonus. The questions on the second page are all (doubly) optional.

## Completing the Survey

### *Before You Start*

You should have one copy of these guidance notes, and a number of the two-sided survey sheets – one for each of the homeless people you will see today.

We hope it is obvious what needs to be done to fill in the survey form: where you see full stops (.....) something can be written in; where you see a slash (/) one of the alternatives needs to be chosen and circled; and where you see a semi-colon delimited list, any number of the alternatives can be chosen.

### *Section A*

Please fill in the Project, Date and Time. The Project is the name of the homeless service – so please enter, for example, 'Soup Run' or 'One25' rather than the name of the group you are volunteering with.

The first question to ask is probably: "Have you already completed one of these surveys this year?" If the answer is yes, then we only need the first box to be filled in. You may want to point out that they should give the same name as they gave before (it can be a 'street name'), so we can tie the two forms together!

It is possible that someone who has already filled in a form will have thought of something else they want to say on the second page. That is fine, but please don't ask them to fill in any other section if we already have the details on another form.

## Section D

Please explain that the Homeless Health Service includes the HASH team, the SMART Team and the Health Link at The Hub. These services may also be known by the names of the people providing them.

## Section F

Please enter the number of nights in each place – for example, 2 nights in the Julian Trust, 1 in a squat and 4 sofa surfing would be entered like this:

B&B	Car, tent, boat, etc.	Emergency shelter	2
Hostel	Police Cell	Roofless	
Skippering	Sofa surfing	Squat	4 1
Your own home	Other: .....		

Please try to make sure that the numbers add up to 7! If they slept part of the night in two different places, you can enter ‘½’ for each one.

The ‘Car, tent, boat’ option is intended to cover any movable shelter.

The distinction between squatting and skippering is that squatting is done in an unoccupied but habitable building, while skippering is done in an unoccupied and inhabitable building – an underground car park or a derelict home for example.

## Sections G and H

These questions are entirely optional.

## Section I

If they want to be contacted, please copy the form as soon as possible, and pass the copied details on to the relevant person or agency: CCM is not able to do this for all the projects and agencies taking part. If you can’t copy the form and pass the details on, please do not enter anything in this section.

## Finally

Thank you very much for taking part in this way.

Please drop the completed survey sheets round to the address below or contact us (telephone: 0117 330 1230; email: [office@crisis-centre.org.uk](mailto:office@crisis-centre.org.uk)) and we will arrange to collect them. We will let you know when the results have been collated.

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