

Communication Passport Template

A guide to making communication passports

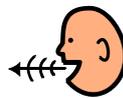


Communication passport



What is a communication passport?

It is a simple and practical guide to help people communicate with a non-verbal child. It contains personal information about the child's needs, such as their medical condition, likes and dislikes etc. The passport is their personal identity and is owned by them, NOT the parents or professionals.

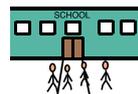


Why are they important?

It values the child, gives them a voice and helps others to understand them. It also gives the child some control. Passports should give positive problem-solving solutions to help the child and not be a catalogue listing the child's additional needs. Passports can be very useful in helping new staff/strangers to quickly understand the child's personal needs.

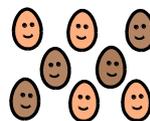
Who needs one?

Passports can be used for any non-verbal child or adult of any age. They should be reviewed at least once a year or every six months if the child is very young.



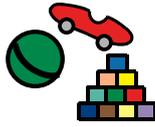
Where can they be used?

The passport should go everywhere with the child especially when they attend anywhere for the first time (start a new place) eg nursery, school.



Who should make one?

It can be anyone who knows the child well. But the most important thing is to involve the child, where possible, from the beginning on what they want to be included. Perhaps the child could help to make the passport or colour a picture for it.



How do you make one?

A passport can be any colour, size or shape. It can be as simple or complex as needed. Use your imagination eg if the child enjoys trains the passport could be in the shape of train or if the child loves dolls, a dolls house.

Whatever the design it should be attractive, colourful, accessible and positive, not jargon-ridden or confidential. They can be hand written. Use different coloured paper, pens, pictures of the child, their friends and family, symbols or pictures of everyday objects. Cut up old catalogues or buy a cheap picture dictionary. You don't need access to a computer to make a passport. Hand written passports are just as effective.

Remember the end result should allow a person new to the child to easily understand the child's needs.

Acknowledgements/ further reading

Scope Early Years can supply a communication template to help get you started. Contact Jackie Logue 01933 625284, email Jackie.logue@scope.org.uk or Suzanne Jones on 01568 620252, email Suzanne.jones@scope.org.uk or download a free copy from www.scope.org.uk/earlyyears/

Personal Communication Passports, Guidelines for Good Practice has many tips and ideas. Contact Sally Millar, Call Centre, University of Edinburgh, Paterson's Land, Holyrood Road, Edinburgh EH8 8AQ. 0131 651 6236. www.callcentrescotland.org.uk

First Steps, Communication Matters c/o The Ace Centre, 92 Windmill Road, Headington, Oxford, Ox3 7DR. 0870 606 5463. www.communicationmatters.org.uk

The communication passport information has developed from work done within the Scope Project for Reading. All symbols in this project derive from Boardmarker and we are grateful for permission to use The Picture Communication Symbols. Copywrite 1981-2001 Mayer-Johnson Inc., Solana Beach, CA, USA. All rights reserved. Used with permission.

Communication Passport Template

This is a suggested template giving ideas on what to include when first making a communication passport. You may well have many other ideas.

Where possible let the child have a say about what they want to include. Make the dialogue chatty and write it as if written by the child.

Use your imagination. Include pictures/photos/symbols wherever you can and use different colours/shapes.

The hardest part is getting going. Hand-written passports are just as effective as computer made ones. You could use a scrapbook to make one on A5 or A4 sized paper in a ring binder folder.

You will need to make a half-postcard size label to stick to the child's wheelchair tray to tell people essential information and direct them to get more info from the passport, for example...

Hello. My name is Emily and I am 8 years old. I like to talk to people. I talk by looking/pointing at symbols. There is a book hanging on the back of my chair that will tell you all about how to talk to me. If you want a quick answer I look to the right for 'yes' and to the left for 'no'.

But remember the end result must allow a person new to the child to easily understand their needs.

All About Me

(attach photo here)

My name is

Contents

About me, friends and family	Page ?
Nursery/school, hobbies	Page ?
Likes and dislikes	Page ?
The physical stuff	Page ?
Communication	Page ?
Eating, drinking	Page ?
Medical stuff	Page ?
Contact numbers	Page ?

About Me

Attach a picture here

Hi! My full name is I am ... years old.

You could say something like. I have cerebral palsy which means I need help to do things and use a wheelchair to get around.

Family & Friends

Attach a picture here

I live in, with I have sisters/brother called

My best friends are

Attach a picture here

Nursery/school

Attach a picture here

I go to in My teacher is called I am very good at and I like..... I also love

Things I like to do

Attach a picture here of child's favourite things

I like.....

I like...

You could say something like.

- I like to be included in everything
- I like to be given choices
- I like people to approach me from my right as I see better that side

I don't like...

You could say something like:

- I don't like people who talk down to me
- I don't like being left out
- I don't like going to bed without my teddy

The Physical Stuff

Attach a picture of any equipment used

Sitting

Standing

Walking

Manual Wheelchair

Power chair

Walker

Body Splint

Moving and Handling

General. **You could say something like.** It's important for me to have my position changed during the day. No one likes to be sat down all the time! I also like a good stretch out and roll around on the carpet or bed.

Communication

Speech

Choices You could say I like to make choices and will touch/look at what I want. I like to have a choice of 2/3/4 things at a time. Please be patient sometimes it takes a little while to respond.

How I say **yes** and **no**

Symbol Book

I have a symbol book to help me talk to people, which is usually in

Voice Output Communication Aid

Eating and drinking

You could put a picture here to
show the child likes to sit and feed at mealtimes

Drinking

Cups/bottles

Feeding

Cutlery

Foods I like

Attach a picture here of favourite foods/drinks

I like

My favourite meal is

Foods I don't like

I don't like

Medical Stuff

You could mention things like

Allergies

Epilepsy/fitting

Gastrostomy tube

Toileting

Sleeping

Bite reflex

Contact numbers

Home

Mum mobile

Dad mobile

Dad work

Mum work

GP

Paediatrician

OT

Physiotherapist

Speech Therapist

Nursery/school