**CALL Communication Passport One-Page Template**

**What are Communication Passports?**

* A convenient and hopefully attractive way of presenting key information about a person regarding day-to-day things.
* A collection of information from various people who know the person best, from different contexts.
* An accessible and easy to use tool to provide details of how to interpret an individual’s communication methods.
* A means to facilitate positive interactions between individuals, where barriers exist to prevent effective communication.
* A way of giving a ‘voice’ to a person with communication support needs, that they can use to ‘talk’ about themselves, to stimulate and support conversations, to get involved in their own care and activities programmes.
* A tool to support connection and to build a relationship with an individual.

Passports generally contain information about a whole range of aspects of the person’s life. However, not all Passports need to be ‘Full Passports’. Sometimes a format such as this one-page overview can be useful in providing a summary or when information needs to be shared and understood quickly.

**Creating Personal Communication Passports**

The information in this template is included to offer ideas and examples, please personalise and replace the text in the boxes, adding the most relevant information for each individual. Page 2 can be completed and used as a one-page Passport. If you would like to add more information, complete both page 2 and page 3 and print pages 2 & 3 double-sided.

Ideally, you want to include the Passport owner as much as possible in both making and using their own Passport - what it looks like, what goes in it, etc. However, it may be that the owner cannot easily contribute to their own Passport, in which case they will require additional support from those who know them best. Having the Passport close by to them with some visible indication for others to use it will ensure that information is shared and communication with the individual is maintained and effective.

A logo on a black background

Description automatically generatedTo find out more about Personal Communication Passports, how to create one and view some examples, visit:

<https://www.communicationpassports.org.uk>

[Name]’s One-Page Communication Passport

|  |  |  |  |
| --- | --- | --- | --- |
| **All about me**  My name is…  Insert Photo  I am \_\_ years old.  I live in… | **How I communicate**   * I communicate by… * I use … to communicate. * When I do…it means… * I say yes by… * I say no by… | **Important Information**   * I | **Things I’m good at**   * I |
| **Things that help me**   * I | **Likes**   * I | **Dislikes**   * I | **Tricky Things**   * I |

Key person responsible for updating Passport: Date of most recent update:

|  |  |  |  |
| --- | --- | --- | --- |
| **Important People** | **Places I go** |  |  |
| **Other Information** | | | |

Key person responsible for updating Passport: