

# Communication passport template

A Scope guide to making  
communication passports

[www.scope.org.uk/earlyyears](http://www.scope.org.uk/earlyyears)

**Scope**  
About disability

# Communication passport

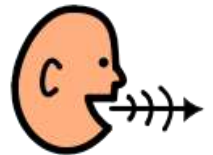
## What is a communication passport?

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 and so on. 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.



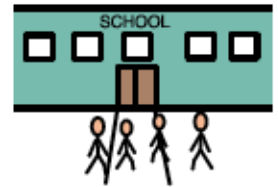
## Who needs one?

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 any where for the first time (start a new place) for example, nursery or school.



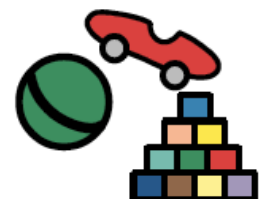
## Who should make one?

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. For example, 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 full of jargon or confidential.

The passport can be handwritten. 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. Handwritten passports are just as effective.

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

## Useful websites

[www.callcentrescotland.org.uk](http://www.callcentrescotland.org.uk)

[www.communicationmatters.org.uk](http://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.

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Communication passport template

## Communication template

This template gives 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 and symbols wherever you can and use different colours and shapes.

The hardest part is getting going. Handwritten passports are just as effective as ones created on a computer. You could use a scrapbook to make one or 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 information from the passport, for example:

Hello. My name is Emily and I am eight 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 understand their needs easily.**

# All about me

Attach a photo here

**My name is**

## Contents

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## 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 and 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

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 two / three / four 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 how 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

Doctor

Paediatrician

Occupational therapist (OT)

Physiotherapist

Speech therapist

Nursery / school