What professionals have to do

1. Ask
Find out if a person has any communication or information needs and if so what they are.

2. Record
Record those needs in a clear way. This can be done on a computer or on paper.

3. Highlight
Make sure that a person’s needs stand out in their records.

4. Share
Include information about a person’s communication needs when sharing other information about them.

5. Act
Make sure people get information which they can use and understand.
About me

My name is:

My date of birth is:
Date
Month
Year

My address is:

How I communicate

I communicate using:
E.g. BSL, deafblind interpreter

To help me communicate I use:
E.g. hearing aid, talking mat

I need information in:
E.g. braille, easy read

The best way to contact me is:
E.g. mobile, email