

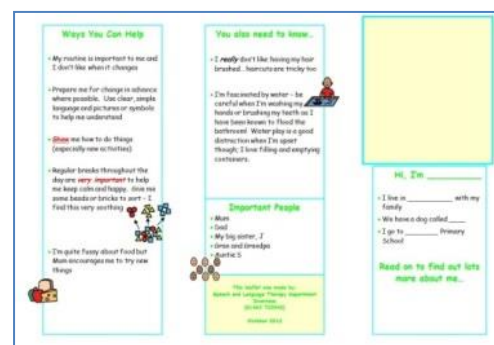
“All about me” type documents are used to collect and share information about children and young people, to help practitioners understand their strengths, needs, and any support requirements. They can support the child’s communication, enable us to hear their voice, and are also particularly useful at times of transition. The sharing of extra information is crucial at different stages in a child’s journey through the education system to ensure all relevant information is easily accessible for those who need it. Information can be shared in a variety of ways, some of which are detailed below.

Being Me! My Personal Care Plan is used in Early Learning and Childcare (ELC) settings for all children. There is scope within the ‘All About Me’ section of this document to provide the inclusive information needed to support a child’s Additional Support Needs (ASN). The “Being Me! All About Me”, is child-centred and written in the child’s voice for those who cannot easily speak for themselves. It should be proportionate to need, containing essential information to support their well-being and learning needs. Some children may also have protocols which need to be referred to and should be recorded in this document.

Communication Passports

These booklets are a way of gathering complex information together and presenting it in an easy-to-read format. They should follow these key principles from [CALL Scotland](#):

- Present the person positively as an individual, not as a set of 'problems' or disabilities;
- Provide a place for the person's own views and preferences to be recorded and drawn to the attention of others;
- Reflect the person's unique character, sense of humour, etc;
- Describe the person's most effective means of communication and how others can best communicate with, and support the person;
- Draw together information from past and present, and from different contexts, to help staff and conversation partners understand the person and have successful interactions; and
- Place equal value on the views of all who know the person well, as well as the views of the specialist professionals.



On the right is an example of a tri-fold Communication Passport from the Speech and Language Therapy Department, Inverness. (01463 720042)

Know Me Support Me is a template for sharing personalised information, based on the All About Me section of Being Me! and could also be used as a transition tool to support children moving between classes. Topics which might be included in this booklet are:

- Sensory needs and strategies to help with self-regulation;
- Additional personal care needs;
- Reference to protocols and other information staff should refer to, including any medical and therapy needs;
- Strategies which best support the child’s play, social interaction and learning; and
- Motivators, triggers and positive behaviour supports.

Booklets can be hand-written or created using an app like [Book Creator](#) to make a digital version. They should all be compiled with a sensitive approach so as to respect the wishes of the child and family around content and who the booklet is shared with. It is important to consider storage to maintain the confidentiality which is needed without compromising accessibility. Many templates and examples are available online so choose one which best suits the child/young person and the main purpose for sharing information.

For information and examples of other useful tools for sharing the child/ young person’s voice, see EASEYS for ASN [Gathering the young child’s views](#) or [Gathering the views of children and young people](#).