# **Access Passport**

## **About This Access Passport**

At **[PRODUCTION NAME/ORGANISATION],** we want to support everyone to have the best possible experience when working with us.

This document is an **Access Passport*.*** By sharing details about your access with us, you’re helping us to support you.

The use of an Access Passport is optional and you can communicate your access with us in a way that is suitable for you.

## **Completing This Access Passport**

All sections in the Access Passport are **optional**. It is **up to you** **how much you want to share** in answer to each question.

This Access Passport is **confidential**. It is owned by you, and can be shared with your Line Manager, or other team members, in order to support you. It will not be shared with anyone without your consent

There is no need to share details about your medical history unless you would like to include it.

The document can be **reviewed or changed at any time**.

This Access Passport Template has been produced by members of The TV Access Project

## **About You**

**Your name:**

**Your pronouns:**

**Your role:**

**Contact details:**

### **How can we support you?**

This is a space for you to share **any information you would like**. You might want to include:

* How you describe **any access requirements, disabilities or health conditions** you might have.
* Any **barriers** that you experience in your work, including in travel and accommodation.
* Any **medication** you take, and how it might impact you.
* If your access requirements might **change from day to day**.
* Any information that might be useful **in case of emergencies**.
* How you prefer to **communicate**.

Your answer here…

### **What adjustments do you need?**

Please let us know any adjustments you **already have in place or would like to be put in place.** You might want to include things like:

* Interpreters or support workers
* Adjustments to travel or accommodation
* Use of a quiet space
* Adjusted hours
* Assistive technology
* How you prefer to communicate

You might want to include adjustments you only need in specific scenarios, including **when your access needs change**.

If you **don’t know what adjustments you might need**, but want support to think about this more, please include this in your answer. Please use this space to share anything else you would like us to know e.g. any adjustments you may already have that haven’t been mentioned above.

Your answer here…

### **Is there anything else it would be useful to share?**

Please use this space to share **anything else** you would like us to know.

If you would prefer us to talk about your access with someone else like a support worker or advocateplease include their details here.

Your answer here…

## **Next Steps**

After completing the Access Passport above, please...

* Send written confirmation of your adjustments to your line manager.
* If you want to change the above it can be reviewed and changed at any time.

**This page should be completed with [LINE MANAGERS / ACCESS CONTACT]**

## **What adjustments have been agreed?**

Please include any adjustments that have been agreed for your role.

Your answer here…

**Date:**

**Date for review:**

Please note, Access Passports should be reviewed within six months at the latest, and adjustments can be changed at any time as required.

**Questions**

If you have any questions, please contact **[LINE MANAGER / ACCESS CONTACT]** at **[EMAIL]**