# Accessibility passport Questions & Answers

What is the Accessibility Passport?

It is a resource designed to support an open discussion between an employee/volunteer and their manager to identify and remove any barriers that the individual may face in undertaking their role. It should help identify the necessary reasonable adjustments to enable them to perform at their best.

The passport can be completed by an employee/volunteer with a disability, impairment, mental or physical health condition that they believe is affecting or that may impact their role now, or at some point in the future.

What is the benefit of using the Accessibility Passport?

It does not involve an onerous process, but a simple method of facilitating conversations which are constructive and lead to agreed practical support. The passport can be used as a review document during supervision or Annual Performance Appraisals as an employee or volunteer’s need may change over time.

If an employee/volunteer has a new manager – the passport provides a record of what has already been agreed and why – the individual does not need to start all over from scratch.

What is the difference between the Accessibility Passport and the Wellness Recovery Action Plan?

The Accessibility Passport is a way to capture agreements about reasonable adjustments that have/will be put in place. The WRAP does this too – from a wellbeing and mental health perspective. It is also intended to capture early warning signs that a person is becoming distressed or experiencing a mental health crisis. The idea is that responses to these situations are agreed beforehand. This way the persons line manager knows what to do or who to contact in the event of a mental health crisis.

What’s the best way to introduce the Accessibility Passport?

It is important to understand that the tool is optional. It can be initiated by an employee/volunteer. A manager too can suggest its use where adjustments are already in place for a worker – the Accessibility Passport can be used as a review of what is in place already and discuss any necessary changes.

A manager may find it helpful to introduce staff to the availability of the Accessibility Passport during a team meeting. Then staff will be aware of its availability. This way those who may not have shared the fact that they have a disability, impairment, mental or physical health condition may feel more confident in starting a discussion with their manager.

Do I have to use the Accessibility Passport?

It is positive resources intended to provide a framework for discussion. Individuals are free to use it if they wish. It is not obligatory.

Can I only use it if my manager says I can?

An employee/volunteer can introduce the use of the Accessibility Passport if they feel it will benefit them and provide the necessary support to enable them to perform their job/role.

Who has access to my Accessibility Passport?

The Accessibility Passport is drawn up between an individual and their manager and kept confidentially on the employee/volunteer’s file, kept by your Local People Team.

Part of the Accessibility Passport includes a discussion about what information is shared (if at all) with work colleagues so they can understand and support the individual. This would need to be agreed with the employee/volunteer beforehand.