

# Joe's passport

This is Joe's person-centred plan. Important people in Joe's life have contributed their knowledge of Joe to put together a comprehensive plan that details his many strengths and qualities; what is important to Joe and what everyone around him needs to know to keep Joe happy and safe. We hope that you find it useful and will jot down any ideas you have about things that might have been missed, things that seem to have changed, and your impressions of what is working well at the moment and what might need looking at again. In this way we will be able to maintain the most accurate plan and use it as the centrepiece of all decisions that affect Joe. In time we hope to increase Joe's direct involvement in this plan and allow him more say in how his life progresses.

**DATE OF FIRST PLAN:** May 24, 2004

**DATES OF AMENDED PLANS:** November 30, 2004; July 24, 2005; June 19, 2006; April 21, 2007; May 2008

## **WHAT PEOPLE SAY THEY MOST LIKE AND ADMIRE ABOUT JOE**

Joe is....

- Happy
- Good looking
- Great fun to be with
- Full of life
- Bouncy
- Friendly and cuddly
- A complete charmer
- A keen singer
- Musical
- Brave and skilled in physical activities like swinging and horse-riding
- Completely unselfconscious
- Gets lots of pleasure from simple things
- Funny

## **WHAT JOE LIKES AND NEEDS IN HIS LIFE TO STAY HAPPY - KEY PRINCIPLES:**

- To be supported and cared for by people who understand his needs including knowing how to communicate with Joe.
- Joe is fun loving and needs lots of play and humour throughout the day. He loves 1: 1 attention and requires lots of it in order to progress and stay safe.
- Joe needs to know what's happening now and next on a visual timetable & reinforced verbally.
- Joe needs plenty of certainty and reliable routines throughout the day.
- Joe needs to feel safe and is easily intimidated and upset by others anger or distress.

## **JOE'S FAVOURITE ACTIVITIES:**

Swinging; Bouncing; Folding material; Singing; Listening to music - especially Beatles and Disney songs; Rough and tumble play; Copying games; Watching videos; Going to the park; Swimming; Walking - especially where he can see water; Sniffing highly scented things -especially orange peel and petals; Watching pretty lights; Playing with musical instruments and toys; Water play; going on buses and trains, esp. steam trains; Joe likes to operate things himself e.g tapes, CDs and videos; he likes watching brightly coloured fish and feeding ducks; Appreciates quiet time.

## **RELATIONSHIPS AND PLAY:**

- Wherever Joe is he needs a lot of 1:1 attention. In the first instance Joe needs new people to make calm, positive and friendly approaches to him.
- Joe likes it and gets the game if you copy his words or copy a bit of what he is singing. He may test you with other things to copy (you don't have to be 100% accurate) or just enjoy repeating the same thing back and forth.
- Joe likes it if you add tickles or suspense or funny voices or faces to these games.

- Joe likes rough and tumble play.
- Joe likes to lead play by using key words or gestures that are part of your games with him to request what you do next.
- To move on or away from this when you need to use 'last time...' then '...finished': e.g 'last time 1,2,3 got you', do it once more then say, '1,2,3 got you has finished' in a friendly but certain way.
- Joe can be confused by lots of chat. Keep language simple & direct.
- Joe needs a quiet place to withdraw to if it is very noisy - particularly if others are upset.
- Joe likes to be out and about and engaged in lots of physical activities.
- Joe likes to spend time at his Daddy's house and his Mummy's house. It is important to Joe to see Carol W, Carol H, Dave, Grandma Susie and Russell regularly.
- It is important to Joe to have opportunities to play alongside other children. He loves it when they make friendly approaches to him.
- Joe needs people supporting him to be confident and definite about what is happening now and next: choices or vagueness make him distressed.

#### KEY PRINCIPLES/ RELATIONSHIPS AND PLAY:

\* Be calm and positive \* Copy what Joe says to make contact and start a game \* Incorporate humour and tickles \* Keep language simple and direct\*  
Help others, especially other children, learn how to play with Joe.

## COMMUNICATION

### (1) UNDERSTANDING HOW JOE COMMUNICATES:

- You will know when Joe is happy. He smiles, sings, squeals, laughs and jumps up and down.
- Joe can verbally request things when highly motivated but prefers not to! Pictures or objects are often needed for Joe to make a choice
- You can know that Joe is upset when he is quiet for any period of time. He may also pull your arm or top and hit out.
- If Joe hits out gently lower his hands and say 'hands down' or 'kind hands' firmly. Use symbol if able to. Also remove Joe from the

- situation if possible/appropriate. 'No hitting' or 'hitting has finished' also work sometimes. Keep verbal interaction to a minimum.
- Joe puts his fingers in his ears to block out noise and confusing chatter. Let him. If he grits his teeth, growls or pulls at your top he needs to be removed from the stressful situation
  - Joe will become upset if he hears a familiar word in an unexpected or confusing context. He will repeat it in an increasingly agitated way. Say 'last time saying...' and 'saying....finished' using symbols. It is important to be careful about what you say when close to him!
  - Joe sometimes greets people by saying a phrase or saying something he associates with them. He wants them to copy it as a reply or greeting.
  - If you ask Joe whether he wants something he will repeat the name of it if he does (sometimes this is not reliable however - questions or choices are often best avoided)
  - Say 'time for toilet' if you think he needs to go. (Joe rarely asks to go)
  - If Joe is crouching or touching his bottom a lot then take him to the toilet
  - Joe will clearly request wanting a drink and asks for favourite food at home. Away from home food needs to be offered regularly. (Joe's behaviour deteriorates markedly if he has not eaten for a while)

#### **KEY PRINCIPLES/ COMMUNICATION:**

Avoid chatting to Joe about anything apart from what is happening here and now\* Keep language simple and direct\* .Avoid conversations with others when standing close to Joe or when he is agitated \* Be aware that verbal choices are likely to confuse and upset Joe.

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#### **HOW TO COMMUNICATE WITH JOE:**

- Give positive commands in simple language. Say Joe's name and wait for his attention then deliver the instruction.
- Not too much chat and no uncertainties or negatives. Give Joe time to process your words.
- Joe responds well to a smiling, confident approach.
- Joe likes you to copy what he says to you. Without this he does not know if you are attending to him or have heard him.
- If Joe says something less clearly communicative but is looking right at you he still wants you to repeat what he has said. Use 'last time.'

- '...finished' if you need to move on from this. If he is getting agitated use 'last time saying' and 'saying finished' symbols and reduce verbal interaction.
- Joe doesn't like people being cross. He can get very distressed by shouting and doesn't seem to know whether this is directed to him or not. Signs and words of impatience or frustration are easily picked up by Joe and make him very anxious.
  - Always tell Joe what to do in a positive way. Say 'walking now' rather than "stop running".
  - Tell Joe he is being good when he is not agitated and/or hitting.
  - Praise explicitly what Joe does well e.g 'good waiting', 'good asking'
  - Don't show uncertainty or make statements sound like questions. Joe likes to be told what you are doing in a clear and positive way. Try to use the same phrases in the same contexts.
  - Reinforce words with pictures where you can. It is particularly helpful to show Joe where he is going or what you are doing with a photo, symbol or related object.
  - If Joe seems anxious point him towards his visual timetable. He may need reassurance about what is happening now and next.
  - If Joe gets upset don't say, "what's the matter" or "sorry Joe" as this really makes him agitated. Instead say something like, "ah, poor Joe", give him a cuddle and then once calmer try to distract.
  - Sometimes when Joe is getting repeatedly upset it means that he needs something to eat. Try this as well as offering a drink and/ or taking him to the toilet. Very hot weather & illnesses also affects Joe like this.

#### **HOW TO COMMUNICATE WITH JOE (contd.):**

- Give one instruction at a time, e.g "Joe - coat off" then after he has taken the coat off, "Joe -give the coat to Mummy".
- Only talk about what is happening here and now. Joe will get very confused and upset if you e.g mention swimming but aren't actually going swimming straight away.
- If you want Joe to make a choice, do it visually not verbally (ie. with symbols or objects)
- Always tell Joe where he is going and afterwards where he is returning to, especially whether he is returning to Mummy or Daddy's house. He might repeat it and is usually asking for confirmation by doing this. Tell him again using the same language as necessary.

- Use 'first, then' if he wants to get onto a particularly desired activity. Say e.g "first toilet, then light room". Stress the words first and then.
- Joe has some understanding of wait. This is useful in the park, e.g 'waiting for swing'. Remember to praise for good waiting. Joe recognises the orange wait for symbol and this can help too.
- Make sure you give a warning about leaving a place or person that he likes, e.g say "last time waterfall" then "waterfall finished". If Joe keeps asking for the waterfall say "waterfall finished now Joe, waterfall another day."
- Be kind but firm. Last time needs to mean last time. Joe will get confused and upset if you don't stick to it. Use "very last time" if needs be but be in charge!
- Joe does not like conversations going on around him, especially with his caregiver. He finds this very confusing. If necessary say "last time talking" then "talking finished" and turn your attention back to him.
- If something is not working or a place is shut say it is 'broken'. Joe knows this means it is unavailable.

#### **KEY PRINCIPLES/ COMMUNICATION:**

Smiling, confident and certain approach is best \* repeat his phrases then move on using 'last time' and 'finished' \* Use the visual timetable, first/ then boards, and the 'wait for' symbol to help Joe know what is happening and when \* stick to what you've told him, try not to change your mind!

### **ESSENTIAL ROUTINES: AT SCHOOL**

- Joe needs his own visual timetable. This needs to be kept in the same place and not obscured. It needs to be ready for him to check first thing in the morning and throughout the day.
- As each activity or part of the day is completed Joe needs to see the appropriate symbol is removed and be pointed to what is happening next, this needs to be reinforced verbally.
- If something changes you can use a 'surprise' or 'something different' symbol to highlight the fact (this helps)
- Joe is particularly concerned to know who will collect him from school. Joe's parents will give school relevant photos and let them know who to put on the timetable each day.

- Joe can use PECS, pictures or objects of reference to make choices about what to eat, drink or play with at choose times. A choice of two is enough at the moment. Verbal choices can confuse him
- Verbal instructions or options need backing up visually wherever possible
- Joe needs taking to the toilet at regular intervals and verbal prompts (and a bit of help) with this.(*see toileting section on next page*)
- Joe can hang his own coat on the peg. He is also being encouraged to put his snacks on the tray & his bag in the box independently every morning.
- Joe will need to be able to withdraw to a quiet space when he or others are getting anxious and distressed. Children crying is Joe's biggest trigger for hitting out.
- The light room; listening to music on headphones, and having material to fold (e.g a tea towel) all help calm Joe down.
- Joe can understand the command 'quiet time' e.g in assemblies.
- Joe needs 1:1 support at playtimes, lunch time and when out on school trips.
- Joe needs all supporting people to have read and have access to this plan. It really helps if they can add comments and suggestions too.

#### **KEY PRINCIPLES/ SCHOOL ROUTINES:**

Use visual supports to alert Joe to what is happening now and next \* Joe needs to know who is collecting him \* Children being distressed or shouting will mean Joe needs to be withdrawn \* Joe finds the light room, music and folding material calming activities

## **ESSENTIAL ROUTINES contd.**

### **MEALTIMES:**

- Joe doesn't eat many foods. He finger feeds and needs larger items cut into small pieces for him.
- Joe often eats better if social demands aren't made of him at this time.
- Joe likes to lick foods that have sugar or strong flavourings on them (eg. doughnuts or crisps). If you give him a separate plate and prompt

him, Joe will place the licked food on it. Joe likes to lick chocolate biscuits if you can stand the mess!

- Foods Joe will eat at the moment are brown toast with spread, crumpets, and plain doughnuts, white bread rolls with butter; pitta bread; some dry cereals e.g coco pops; smiley faces; chicken nuggets or pieces; sausages; fish bites and chips. He likes to lick prawn cocktail crisps particularly, and loves shredding and sniffing orange peel. He is very keen on sugar & sweets: please ration!
- Joe likes to drink orange juice (smooth), and cola. Cola needs to be caffeine free as it affects Joe's sleep. Joe also drinks lemonade and will drink water if thirsty enough.

### TOILETTING:

- Joe needs taking to the toilet regularly. He sometimes asks but by no means always.
- Joe can pull down and up elasticated pants and trousers with sometimes a little help needed
- Joe needs you to guide his hand to aim - say 'wee IN the toilet Joe'(!)
- Joe needs help to be wiped clean
- Joe is more tolerant of handwashing than he used to be
- Joe needs to have a wee last thing at night and first thing in the morning.

### TRAVELLING AND OUT & ABOUT:

- Joe likes travelling in the car or minibus, especially with favoured tapes/ CDs playing (Disney, Beatles, Bagpuss, Mozart etc)
- IF JOE IS HITTING OUT AT YOU IN THE CAR PULL OVER. IF YOU NEED ASSISTANCE RING JOE'S PARENTS AND WE WILL COME AND HELP.
- Joe needs someone to hold his hand at all times around traffic and in other potentially dangerous situations.
- Always let Joe know where you are going. Use 'last time...' and '...finished' when you need to leave. Let Joe know where he is going next or returning to.

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- **AT HOME:**
- Joe likes to go on the trampoline and select a video whenever he comes home. If you are supporting Joe at home make sure you have been shown how to operate the video. Videos need to be played from the beginning (ie. Including the trailers)
- Joe will check his visual timetable. This needs to be ready for him. He also needs his today/tomorrow schedule in his room to be accurate.
- Joe always has a bath before bed.
- It is important to Joe to have a cuddle in bed at night time and first thing in the morning.
- Joe needs close supervision. Make sure he can't get to lamps, hot drinks, open windows etc whenever he is on his own.

#### **THINGS TO AVOID WHERE POSSIBLE:**

- Joe doesn't like people being upset or angry. He gets distressed by other children crying or people shouting.
- Joe needs positive directions - being told what to do, not told off or told what not to do. He is scared by people seeming angry or cross.
- Try not to say 'no' directly to Joe. Use 'last time..., ...finished' instead.
- Joe needs certainty. Choice often confuses and upsets him and vagueness makes him very anxious.
- Joe gets confused and upset by the person who is caring for him having a conversation with someone else. This may apply to the radio too.
- When Joe is upset try not to say, 'what's the matter Joe?' as this winds him up even more! You can say, 'poor Joe' or 'sorry Joe'.
- Don't talk about people or activities that Joe likes unless they are available and happening right away.

#### **WHAT JOE NEEDS TO STAY HEALTHY AND SAFE:**

- Joe is quite fearless when he has mastered a skill like swinging or horse-riding. He seems to have good judgment regarding his safety so caution is more appropriate with new activities.

- Joe may not tune in to or understand verbal instructions though so make sure you are close enough to grab or catch him in any potentially hazardous situation!
- Joe needs to be taken to the toilet regularly as he does not reliably request or answer positively to questions.
- Joe has no means of communicating pain or feeling unwell. If Joe is quiet, or being particularly challenging for any period of time then these possibilities need to be considered and ruled out.
- Joe likes cola but should only have caffeine free or else his sleep is badly affected.
- Joe likes strongly scented things. Make sure he can't get to unsuitable scented things like strong household cleaners.
- Joe needs regular routines to be followed in order to eat and sleep at appropriate times and appropriate amounts.
- Joe is easily distracted and needs supporting people to be alert to potential dangers. He needs his hand held in all situations near cars for example.
- Joe likes lights and may put them close to his eyes or touch them not realizing they are hot. He should not be left alone with easy access to lamps or bright torches.
- Joe is also attracted to sources of heat. Stay close if there are fires on and make sure radiators aren't too hot, as he will press against them.
- Joe will climb when left alone. Make sure he is safe, especially at night time. Make sure windows are shut.
- Joe likes to bang on windows. He needs to not have easy access to non-PVC windows. He is also a lot better at opening doors now.

### **CHARACTERISTICS OF THE BEST PEOPLE TO SUPPORT JOE:**

- |                           |                          |
|---------------------------|--------------------------|
| ➤ Calm                    | ➤ Observant              |
| ➤ Confident and positive  | ➤ Not easily embarrassed |
| ➤ Reliable and consistent |                          |

- Prepared to follow Joe's lead
- 'In the moment' people
- Likes men for rough and tumble
- Those who like to sing: a knowledge of the Beatles and/or Disney songs is a plus
- Cheerful and playful
- No dithering or vagueness. Certainty is good for Joe.
- Patient
- Quote: "Never look sad or say anything negative or critical". Positive people!

### **WHAT JOE NEEDS US TO FOCUS ON AT THE MOMENT:**

- Joe loves to bounce. Consider joining trampolining club.
- Joe needs help to communicate more clearly - e.g that he needs the loo, is in pain, needs help etc.
- Autism friendly strategies like visual timetables; keeping language simple; breaking the day with reliable routines remain essential to Joe's well-being.
- We need to plan for a successful transition to a school where Joe will continue to be happy and safe.
- Joe needs consistent management of his behaviour.

*Please add any suggestions or questions we need to consider to keep this plan up to date & relevant.*

### **Thank you to everyone who contributed to Joe's plan:**

Grandma Susie and Don; Carol W; Dave; Joe's Mum and Dad; staff at Joe's school

**Other people who are important to Joe:**

Carol H, Tom, staff and playmates at Joe's school

**Who else needs to be involved in Joe's plan and important decisions for the future?**

- Speech and language therapist
- Paediatrician
- Social services
- Inclusion co-ordinator
- Occupational therapist

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*Please use these spaces to add comments, ask questions, or suggest things that we might need to address on Joe's behalf. In this way we can keep his plan as up to date and as relevant as possible:*