|  |  |
| --- | --- |
| Choosing the right people | Match skills and interests to projects. Check support needs.Offer training to develop skills.  |
| Consent | Make sure that everyone understands what you are asking them to do. Make an easy read consent form for the project or photos/ videos as needed.Make it clear how to leave the project. |
| Make things accessibleECGCheckmark with solid fillA test of yourheart | Use Easy Read for all documents. [make-it-easy-easy-read.pdf (england.nhs.uk)](https://www.england.nhs.uk/wp-content/uploads/2018/06/make-it-easy-easy-read.pdf)DON’T use acronyms. DO use plain English. Think about how to explain hard concepts.Health literacy checker [NHS Document Readability Tool (newcastlerse.github.io)](https://newcastlerse.github.io/nhs_readability_react/) |
| Meeting online | Make sure everyone has got the right equipment and online access.Make sure everyone knows how to use functions. Raise hand, mute and unmute and leave. |
| Meeting in person | Give everyone a name card which faces the group.Have cards for people to hold up. **I want to say something!** **I need a break!** **Can you say that again?**Have pens and paper ready for extra points or explaining. |
| Thinking ahead | Check for allergies and physical needs like access, breakaway room. Plan a good break.You may need to liaise with carers and taxis.Keep and share up-to-date contact details.Delegate roles. Timekeeper, Chair, Writing notes. |
| Finishing well | Feedback results to people oftenLet everyone know about the next projects they can join. Thanks, awards, special tasks and birthdays are a great way to celebrate. Always be polite and respectful.  |

Learning Disabilities

Coproduction Top Tips

Adapted from Bottomley, M., Bradley, J., Clark, L., Collis, B., Srdanovic, B. D., Farnsworth, V., ... & Wood, T. A. (2024). Co‐producing ethics guidelines together with people with learning disabilities. *British Journal of Learning Disabilities*.

Symbols taken from Canva.com

Involving people with more severe communication difficulties If you listen you will hear us video ["If You Listen, You Will Hear Us" (youtube.com)](https://www.youtube.com/watch?v=Hp4PW17U_h8) Leicestershire Partnership Trust . Under 10 mins.

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