|  |  |
| --- | --- |
| 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 accessible  ECG  Checkmark with solid fillA test of your  heart | 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 often  Let 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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