



Cumbria, Northumberland,  
Tyne and Wear  
NHS Foundation Trust

# Disabled Staff Passport Guidance

## **Purpose**

The disabled staff passport is about supporting disabled staff and their managers in the workplace.

The passport can be used by disabled staff members who have a sensory, physical or cognitive disability or mental health condition. It describes the adjustments that have been discussed and agreed between a disabled staff member and line manager in one place.

The passport should be reviewed regularly and kept up to date to make sure the disabled staff member's needs are met. It is recognised that people's needs may change over time, new equipment becomes available, in addition to any changes required as a result of change within the Trust.

The passport should:

- Ensure that both the disabled staff member and the employer/ manager have an accurate record of what adjustments are required and have been agreed.
- Record any equipment along with servicing dates
- Have a review date
- Be used as a prompt for discussion when a member of staff changes role/job. The adjustments should be reviewed to check they are still appropriate.
- Ensure that if the manager changes then they know what has been agreed with the member of staff
- Inform a newly appointed the manager of any existing adjustments already in place or may be required.
- Provide disabled staff members and their line managers with the basis for discussion about adjustments at future meetings.

## **Information for disabled staff**

As a disabled member of staff, you are expected to discuss any adjustments you may need in a constructive manner with your line manager. The workplace adjustments passport helps you to:

- Explain the impact of your disability or ill health or impairment on you at work.

- Request an assessment by occupational health, Access to Work or other expert if required and offer further information from your doctor, treating specialist or other expert as you feel appropriate.
- Record and keep updated agreed adjustments that make it easier for you to do your job and allow you to report and discuss any change in your circumstances.

We understand this can be a sensitive subject. Your information will be treated with the appropriate confidentiality. The passport is a voluntary tool to assist with structured conversations with your line manager about a particular need. You only need to fill in the sections that are relevant to you.

### **Information for line managers**

As a line manager, you are expected to be aware of any particular needs of those you line manage and the passport should help you discuss and agree these in a constructive way. This could be when a disabled staff member within your team has new or changing needs, or, when you are newly appointed to a team to make you aware of any adjustments already in place.

The information shared with you could be sensitive so you should treat this with appropriate confidentiality.

Discussions allow you as a line manager to:

- understand how a member of staff's disability may affect them at work
- discuss any policies applicable to the particular situation
- understand their condition or need, recognise signs that your member of staff might be unwell and know how to respond if a situation arises
- consider if an assessment by an occupational health or other medical expert is appropriate to help both parties understand what adjustments are needed
- discuss with the staff member the effectiveness of the adjustments already agreed and consider any changes that may need to be made.

The passport is a voluntary tool to assist with structured conversations between you and the staff member about a particular need. The staff member should complete the sections they feel are appropriate although discussions may also include other sections to ensure there are not any further points that need to be considered.