

Learning Disability Alert Card Application Form

This card is for you to show personnel from the emergency services as well as anyone you are dealing with to explain your learning disability condition.

Your personal information will be stored in a secure location at South Yorkshire Police (SYP). By signing this application form, you agree to us retaining your details. No third party will be privilege to this private information without your consent.

You also agree that this card will only be used by yourself and not transferred to anyone else. Please include a passport style photograph with this application.

Your name

Date of birth

Address

Your Phone number

Emergency Contact 1

NAME

Address if
different
to above

Email

Emergency Contact 2

NAME

(Optional)
Address if
different
to above

RELATIONSHIP TO APPLICANT

Home Phone

Mobile

Signature

RELATIONSHIP TO APPLICANT

Home Phone

Mobile

Signature

Please note that to ensure our records are accurate and up to date we require you to let us know of any changes to your name, address or telephone number. We will also contact you around every 12 months to check your information is still correct and you still consent to sharing your information with us.

Please send any updates to:

Email: Autism_Alert_Card@southyorks.pnn.police.uk

or post to

Autism Alert Card, Lifewise, Kea Park Close, Hellaby, Rotherham S66 8LB

Please list the difficulties you have when dealing with people who don't know you, this information will be available to staff to allow us to understand your needs. You may wish to refer to the "Guidance on Completing the Application Form" for more information on what to tell us.

Your signature Date

For the purposes of GDPR and to ensure consent is understood please ask a parent/guardian/carer or other person you trust to countersign here;

Counter signature Date

If this form is being filled in on behalf of a person with learning disability who is unable to complete it themselves or is under 18 years of age, please confirm they understood the above information will be shared with South Yorkshire Police and they agree to it.

Name Signature

Relationship to card applicant

South Yorkshire Police will ensure that any data kept on their database is in accordance with GDPR (Data Protection) and the Management of Police Information Rulings and will not disclose data to any third party without prior consent.

- On completion, please return:
- 1) this application form
 - 2) a passport size/ style photo countersigned by a family member or your professional worker
 - 3) a copy of any medical or GP letter that confirms diagnosis or awaiting diagnosis, countersigned by a family member or your professional worker to

Autism_Alert_Card@southyorks.pnn.police.uk or post to **Autism Alert Card (for both autism and learning disability), Lifewise, Kea Park Close, Hellaby, Rotherham S66 8LB**

If you lose your card you can contact us through the email or postal address to let us know & get a replacement card.

Guidance on Completing the Application Form

Please complete the form as clearly as possible. The emergency contact name could be a family member, a partner or a professional worker. Please bear in mind that sometimes your professional worker can change.

When telling us about your needs please consider using the checklist below as a reminder.

My sensory reactions

Light

Noise

Touch

Pain (how to recognise I am in pain)

Smell

Taste

Abilities that may be affected by my Learning Disability

Balance

Speaking slowly, allow me time to answer

Social conversation

Co-ordination

Short-term memory

Time management

Concentration

Multi-tasking

Following complicated instructions

Filling in forms

Sense of direction

Sleep

Difficulties that might affect my ability to do certain tasks

Busy/noisy places could be stressful

If I become upset it may take me longer to calm down, I may need support to calm e.g. listening to music

Being in a strange place with strangers

Bright or flickering lights could upset me

Being touched could upset me

I have difficulty reading body language

I don't understand complex language including metaphors or figures of speech

I can feel lonely and socially isolated

It's hard to be brief

It's hard to stay on topic during conversations

I need time to plan what I am doing

Changes of plans confuse and upset me

I need more time to complete activities

I get confused by too much spoken or visual information

Gender issues- do I prefer to be supported by a male or female

I may need reminders about;

- Meds
- Toilet
- Eating

Any other diagnosis or medicine that it would help us to know about.

When I get upset, I may:

Get very agitated, loud and upset (meltdown)

Become passive, possibly non-verbal and may appear to go to sleep (shutdown)

Get verbally or physically aggressive, without meaning to

Make high pitched noises

Flap my hands

Become unable to speak coherently

Travelling

I can/cannot make my own travel plans

I can/cannot travel alone on familiar routes

I can/ cannot travel alone on unfamiliar routes

I can travel by bus/train/tram/ railway/tram/taxi/own vehicle

I am always taken places and collected by family/ staff

What things help you?

Tell us somethings that we can talk about to make you feel calmer or some of your interests.

Tell us if you use anything (symbols, signing, communication aid etc) to support effective communication with you.

I am known to learning disabilities services/ have an education health plan/letter from GP.

For the counter signature, please ask a family member or your professional worker to sign:

Passport sized photo included (doesn't need to be passport photo).

Proof of/awaiting diagnosis included (please do not send the original documents).

Please keep a note of the below details in case you need to contact us if you lose your card or need a replacement:

Contact us by email at [Autism Alert Card@southyorks.pnn.police.uk](mailto:Autism_Alert_Card@southyorks.pnn.police.uk) (for both autism and learning disability)

or by post to

Autism Alert Card, Lifewise, Kea Park Close, Hellaby, Rotherham S66 8LB