

PARTICIPANT SUPPORT PROFILE

Digital Tool for Individualised Participant Support

PURPOSE OF THE DIGITAL TOOL

The Participant Support Profile is a password-protected online tool designed to help authorised staff organise relevant information about a participant's individual characteristics and support needs. Its purpose is to support more consistent preparation, communication and adaptation when planning inclusive activities.

The profile supports staff decision-making; it does not replace direct communication with the participant, professional assessment, safeguarding procedures or emergency protocols.

1. How the Participant Support Profile is Used

01	Authorised access - Staff enter the online application using the access credentials provided by the organisation.
02	Profile review - Relevant participant information is reviewed before an activity or mobility.
03	Support planning - Staff use the available information to consider communication, accessibility and practical adaptations.
04	Delivery - Agreed support is applied during the activity while maintaining participant choice, dignity and active involvement.
05	Review - New observations or changes can inform future support planning in line with the organisation's procedures.

2. Participant Support Profile - Documentation Framework

The following framework shows the types of information that can be organised when documenting individual support needs. It is presented as a practical documentation structure for the tool and should be adapted to the fields and procedures used in the live application.

Participant / profile reference	_____
Activity / programme	_____
Profile reviewed on	_____
Reviewed by authorised staff	_____

A. Communication & Understanding

Support area / consideration	Status	Notes / agreed support
Preferred way of receiving instructions or information	Noted / N/A	
Need for simple, step-by-step or repeated instructions	Noted / N/A	
Use of demonstration, visual support or additional processing time	Noted / N/A	
Preferred way of asking for help or expressing a need	Noted / N/A	

B. Mobility & Physical Support

Support area / consideration	Status	Notes / agreed support
Access or movement considerations relevant to the activity	Noted / N/A	
Need for assistance during transfers, entry or exit	Noted / N/A	
Positioning, seating or balance considerations	Noted / N/A	
Need for adapted equipment or additional physical support	Noted / N/A	

C. Sensory & Environmental Considerations

Support area / consideration	Status	Notes / agreed support
Sensitivity to noise, light, crowds, temperature or other environmental factors	Noted / N/A	
Need for a quieter space, breaks or gradual familiarisation	Noted / N/A	
Environmental barriers that may affect participation	Noted / N/A	
Useful adaptations to the activity space or schedule	Noted / N/A	

D. Participation, Learning & Social Support

Support area / consideration	Status	Notes / agreed support
Preferred pace, structure or level of guidance	Noted / N/A	
Support that encourages confidence and active participation	Noted / N/A	
Social interaction or group-participation considerations	Noted / N/A	
Known strategies that help the participant engage successfully	Noted / N/A	

E. Safety & Additional Support Considerations

Support area / consideration	Status	Notes / agreed support
Relevant safety information that authorised staff need for activity planning	Noted / N/A	
Signs that the participant may need a break, reassurance or additional support	Noted / N/A	
Agreed response or support strategy	Noted / N/A	
Other practical information relevant to safe and inclusive participation	Noted / N/A	

3. Good Practice for Staff

- ✓ Use only information that is relevant to providing appropriate support.
- ✓ Confirm support preferences directly with the participant whenever possible.
- ✓ Avoid assumptions: individual needs and preferences may change between activities or over time.
- ✓ Use respectful, person-centred language and focus on participation, autonomy and strengths.
- ✓ Keep access to participant information limited to authorised staff and follow the organisation's data-protection procedures.
- ✓ Review the profile when circumstances change or when new support needs are identified.

4. Support Planning & Review

Key support to be prepared before the activity

Adaptations agreed for this activity

Participant feedback / preferences

What worked well?

What should be reviewed or changed next time?

Development Context

This deliverable documents the Participant Support Profile digital application connected to the Erasmus+ Staff Mobility in Sofia, Bulgaria (2025). The mobility focused on digital inclusion and accessibility, the exploration of accessible digital tools and applications, and practical work with digital resources that can support more inclusive organisational practice.