

# **EXAMPLE**

Private and Confidential

Disclosure Document

For

James Brown

Name of Organisation: \*\*\*

This document has a controlled circulation - before sharing with anyone please check with James Brown.

## DETAILS

**Client Name:** James Brown

**Employer:** \*\*\*

### Introduction

James Brown has dyspraxia (also known as developmental coordination disorder – DCD). This was formally assessed by \*\*\* in \*\*\*. The suggestions in this document are based on the information from that report.

### Dyspraxia

Dyspraxia/DCD affects up to 3% of the adult population in varying degrees. It generally manifests as difficulties with motor co-ordination plus some additional non-motor difficulties. Some of the positive aspects of dyspraxia/DCD are:

- Having an excellent long term memory for detail
- Being persistent and determined
- Having the capacity to see the big picture

Some of the more common difficulties include:

- Learning to use new tools and equipment
- Planning and organising thoughts
- Concentrating, especially in distracting environments
- Slower to pick up on non-verbal signals in others, so can sometimes appear brusque
- Visual and auditory processing differences that result in sensory sensitivity
- Others misunderstanding body language
- Poor balance and coordination

People with dyspraxia/DCD have to focus on their ideas without distraction. This may mean that they do not look directly at others. This must not be misconstrued but understood as being part of the processing difference.

There is no cure for dyspraxia/DCD but there are some helpful strategies can be learned.

### How dyspraxia/DCD affects James

- Poor dexterity when typing
- Difficulty using a stapler
- Weak auditory memory and forgets instructions
- Poor sense of time. This affects time management, planning and prioritisation
- Anxious about using the phone and writing emails
- Finds personal interaction difficult and would like to develop more social interaction skills
- Co-ordination difficulties that have prevented him from learning to drive
- Sensory sensitivity in relation to touch, visual, auditory and movement processing
- Logic and accuracy in his thinking but has a pervasive problem of delay in planning and executing activity.
- Registers a response to the environment less efficiently than others.
- Dislikes change in his environment
- Prefers a small area of repetitive work which he can become an expert in
- Requires longer than others to do practical activities
- Speed of processing impacts on his literacy skills

- Easily distracted by the bustle and noise of the office
- Finds interruptions difficult to deal with

## **Reasonable adjustments**

James would benefit from the following:

- Being provided with a long handled stapler
- Having an ergonomic keyboard
- Having help with planning and time management and prioritisation. It is planned that these skills are developed in a practical way while James is working on a project
- It is an aim that James learns to organise his own time, both in work and at home more effectively
- A course in speed reading skills
- Because of James's weak auditory memory it is important all instructions are written down
- It is suggested James has an ergonomic assessment to establish if his problems with his wrist are because of inappropriate posture
- It is necessary for James to become more confident about using email and the phone to carry out his role effectively.
- We suggest James has a mentor to help develop his social skills and to develop more of a "corporate identity". The aim is for him to become more of a team player. This can be set up relatively quickly with James's agreement.
- To help his sensory sensitivity and environmental awareness, the Occupational Therapist suggests James undertakes some exercise either on site or outside of work
- James dislikes change but it is important he is more flexible and adaptable for any prospective role.
- Because of his visual sensitivity, James needs to have printed documents on pale blue paper. The background colour of his computer screen needs to be changed to pale blue.
- It would be of benefit to James if he had screening around his desk and a "Do Not Disturb" sign to put on his desk when he is focussing on tasks.

If you have any questions about this disclosure document, please do not hesitate to contact James.

*Signed*

James Brown

**This is a sample document and does not apply to any particular individual**

**Further information available from**

**Dyspraxia Foundation, 8 West Alley Hitchin Herts SG5 1EG Tel 01462 454986 (Helpline)  
01462 455016 (Admin) Website: [www.dyspraxiafoundation.org.uk](http://www.dyspraxiafoundation.org.uk)**

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