

To Establish Makaton in an Overseas Country

The Makaton Charity seeks to establish formal relations with organisations in other countries where there is a need for Makaton, to work in partnership with the Charity in a programme of work to:

- a) promote and introduce the Makaton Language Programme into the country for the benefit of children and adults with severe communication disabilities including severe learning disability/intellectual disability, autism, cerebral palsy; and to
- b) develop a culturally appropriate version of the Makaton Language Programme for use in the country.

The partner organisation will provide the financial support and infrastructure to support and enable the programme of work to be carried out. The partner organisation will recognise and safeguard the copyright and intellectual property of the Makaton Language Programme as owned by The Makaton Charity.

The first phase to developing a version of Makaton for use in other countries is to establish an agreement between The Makaton Charity and the organisation. This will include the programme of work that is necessary. Phases in the programme of work will include, for example, meetings with key staff, project manager etc, development of Core Vocabulary wordlist, research and development of Core Vocabulary signs, development of Core Vocabulary symbols, adaptation of training, delivery of training for professionals and carers, initial trials and pilot user groups etc. Further detail on the stages of the programme of work is provided below.

1. Establish a Steering Committee

- a) The Steering Committee should be made up of interested and committed personnel who will be responsible for overseeing the development and implementation of the Makaton Language Programme in the country. Typically the Steering Committee will include professionals, speech and language therapists, teachers, representatives from user groups, researchers, funders, and other interested parties.

The Makaton Charity will require to establish an Agreement or Licence as appropriate with the Steering Committee (see point 5 below).

- b) Forward their names to The Makaton Charity

Their names, profession and contact details need to be registered with The Makaton Charity once they are identified.

- c) Two members of the Committee should act as key contacts between the Charity and the Steering Committee. Their full contact details should be forwarded to The Makaton Charity.

(Two should be given so that when one person is unavailable, for any reason, the other will still be available).

- d) Establish a contact from the deaf community who will work with the Steering Committee to establish the appropriate signs

This link with reliable people or person from the deaf community is important for developing the most appropriate signs as a match for the Makaton concepts. (This person may also serve on the Steering Committee.)

2. Identify and agree the final Core Vocabulary wordlist

The development of the wordlist of Core Vocabulary concepts should be agreed by the Steering Committee with The Makaton Charity, up to a total of 450 words:

- a) Including any especially topical concepts that are considered to be essential for including in the list for everyday use; and
- b) Removing any that are not relevant to the culture

This list should be sent to The Makaton Charity for discussion and approval. This will also ensure that The Makaton Charity is aware of the vocabulary that has been identified.

3. Signs to be used with the Makaton Programme
How is the final wordlist of signs to be recorded and produced?

The finished article may comprise a video or DVD of the signs and a Book of Line Drawings. These would be compiled by the professionals in the Steering Committee and a copy forwarded to The Makaton Charity for approval.

One of these modes of presentation should be completed before Tutors are to be trained. This is in order to produce the Tutors Guidelines for the training course and to ensure that there is consistency in the sign use.

4. Symbols to be used with the Makaton Programme
a) Have the signs been agreed by the Steering Committee as being the most appropriate for the culture of the country?
Once agreed then the Steering Committee need to work with The Makaton Charity to confirm the matching symbols for these signs.

- b) Are there new symbols that need to be created for the relevant vocabulary that reflects the culture?

If so, then the Steering Committee need to work with The Makaton Charity to add new symbols to the collection that correspond more appropriately with the signs as well as for the development of new symbols to illustrate the signs that have been added to the list for cultural reasons.

5. Licence Agreement

The Steering Committee must establish a Licence Agreement with The Makaton Charity. This Licence will be a legal agreement that will allow the Licensed group in any country to produce and sell materials for training and other purposes and to begin to manage the requests for Makaton training that arise from that country. The Licence may be introduced in Stages, according to the stages of development and implementation.

The copyright for Makaton is held by The Makaton Charity. This includes the training, the trademark, service mark and the programme, the selection of the signs and sign illustrations, the symbols.

The Steering Committee should recognise that they are the interim group prior to becoming the Makaton Organisation in their country, operating under Licence from The Makaton Charity.

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Guidelines to Adapt the Makaton Programme for use in Countries other than the UK

There are a number of stages to developing a version of the Makaton Language Programme for use in countries other than the UK. This includes:

- Development of the Makaton Core Vocabulary Wordlist
- Selection of the Signs to match the Wordlist
- Selection of the Symbols to match the Wordlist

These stages should be viewed in conjunction with the stages for Makaton training, and gaining practical experience of use.

1. It is important to use the British version of the Makaton Core Vocabulary showing the 8 wordlists plus the Additional Section.
2. Against these lists, nationals from the country where Makaton is to be used need to confirm that the words (concepts) in each of the Stages are appropriate for the culture of that particular country. This involves translating the words into the relevant language in discussion with The Makaton Charity to establish the correct meaning.
3. If certain concepts are not thought to be appropriate, then these should be identified and may be omitted or moved to a later stage in the Core Vocabulary or Resource Vocabulary.

Also, if there are concepts which are considered to be essential, which are not in the British version of the Makaton Core Vocabulary, then these should also be listed to be considered.

4. With the results from points 3 and 4 above, a letter should be sent to the Makaton Charity detailing those concepts which are thought to be inappropriate and those extras which ought to be added. The Charity will then consider these suggestions and if acceptable, will give permission in writing for an experimental version of the Makaton Vocabulary to be adapted with these changes made, for use in this other country outside the UK.
5. Sign Match for the adapted version of the Makaton Vocabulary for any country outside the UK. This has to be carried out with a representative group of deaf people and workers with deaf people, or specialists in Sign Language in the country where Makaton is to be used.

On no account should signs from British Sign Language be used with the Makaton Vocabulary (adapted version) in another country where BSL (British Sign Language) is not the language of the deaf community.

Signs from the language of the deaf community in the particular country where Makaton is to be introduced must be matched to the Makaton Core Vocabulary (adapted version) and used in that country. Only these will be relevant to the cultural needs of the Makaton users.

6. Makaton symbols to match the adapted version of the Makaton Vocabulary. Symbols are more universal than signs, but there may be some of the British ones which are not culturally acceptable and it is likely that extra symbols have to be produced for the additional concepts in the word lists that were added when the adaptation was made for that particular version of the Makaton Vocabulary for that particular country.

Once again, suggestions for these additional symbols should be sent to The Makaton Charity who will then, if thought acceptable, give written permission for these to be included.

7. The Charity advises any country where Makaton is to be introduced to use it for a period of at least 3 years on an experimental basis. Then, based on results, the adapted version of the Makaton Vocabulary, can then be confirmed as either being appropriate or needing further revision.

After 18 months, The Charity will expect to receive a report on progress, in order to see whether the experimental version is appropriate or further revision is needed.

8. Teaching of the Makaton Vocabulary to parents, carers, professionals and others including children and adults who will need it as their main means of communication. The people who introduce Makaton into any new environment must have attended the recommended The Makaton Charity Training Workshops, either in the UK or another country and they must have been provided with this training from approved and licensed Makaton Tutors.

The Charity will discuss and agree the Makaton training requirements for those wishing to develop and implement Makaton within their environment.

It is essential that the training programme allows sufficient time for people to gain practical experience of using the Programme with a variety of needs before they begin to introduce it to others.

9. If more professional people need to be trained to the level of those who have the appropriate training to share it with others, then they must attend a Makaton Tutor Training. It is not possible for people who have only attended a Makaton Workshop to become Makaton Tutors unless special written permission is given by the Charity.

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