



**Ambitious
about Autism**

Talking about helpful adjustments and disclosures



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It is most helpful to talk about reasonable adjustments directly with the autistic person before they start work, and to review any adjustments regularly whilst the person is settling in.

In a quiet and calm environment, encourage an open conversation with the person.

Discussion points should cover:

- **What** will be helpful for most people to know, and what may be helpful only for specific people to know, such as the line manager, HR or buddy.
- **Who** will brief other colleagues, for example the person, a buddy or line manager.
- **How** the disclosure will be made, for example, on a 1:1 basis discretely, by sharing a digital copy of a disclosure profile, workplace adjustments passport or by briefing in a group situation during autism training.
- **When** to check with the person before briefing or sharing information with others, for example, for any new colleagues joining the team the person may prefer to be asked on a case-by-case basis or it may be ok generally to let all new people know who will be working closely with the person.
- **Whether** the person is comfortable answering any questions from colleagues about how best to help and support them.

A record should be kept of what has been agreed and it may also be helpful to develop a one-page profile that can be used to support any briefings when needed. A copy of the agreement and profile should be kept with HR, with the line manager and provided for the person.

You could consider developing a workplace adjustments passport, that can be easily and regularly reviewed, to capture all the relevant information.

The agreements, profile and passport (if applicable) should be regularly reviewed whenever there are any changes to

- the team
- the role
- the working environment or arrangements
- the persons' circumstances outside work that mean they need more support than usual.



We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

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