

Communication & AAC Access Checklist

A quick standard for respectful, accessible communication with autistic people.

Tool type

Checklist

Primary users

Frontline staff, educators, researchers, healthcare and support teams

Use note: This is a practical institutional resource. It is not a diagnostic instrument, clinical assessment, or legally sufficient consent/approval document. Adapt to local law, policy, ethics requirements and individual needs.

Quick Checklist

Tick each item that is currently in place. Use the final column to record a specific action, owner or date where improvement is needed.

Check	Item	Notes / action
☐	Ask the person how they prefer to communicate.	
☐	Address the autistic person directly, even when supporters are present.	
☐	Use clear, concrete and literal language where helpful.	
☐	Ask one question or give one instruction at a time when possible.	
☐	Allow enough processing time before repeating or rephrasing.	
☐	Offer written, typed, visual, gesture or AAC options.	
☐	Do not remove, block or separate a person from their communication device without an immediate safety reason.	
☐	Check understanding using the person's preferred response method rather than relying only on "yes/no".	
☐	Avoid interpreting limited eye contact, atypical tone or movement as lack of attention or interest.	
☐	Confirm what information may be shared with family, supporters or colleagues.	

Check	Item	Notes / action
☐	Record communication approaches that worked so the person does not have to start again at every contact.	
☐	Provide a clear way to pause, stop or request more time.	

Priority actions

1. Highest-priority change:

2. Responsible person / team:

3. Target date:
