Neurodiversity Quick Guide

- for managers and colleagues

Develop Understanding

- Complete LearnUpon training on Neurodiversity and Disability.
- Use external resources and training recommended by Diversity and Inclusion (DI) team.
- Attend voluntary training facilitated by DI team (next sessions begin December 2023).
- Be aware that someone may only disclose or only be aware of having one condition, but it's very common for neurodivergent (ND) people to have two or more conditions (ND or other).

Ask Questions

- **Ask** about their needs; **don't** assume that everyone with a particular condition experiences the same difficulties or that what works for one person will work for another.
- **Ask** their preference re. privacy; **don't** decide what is or isn't shared with colleagues.

Consider Other Improvements

- Use **neurodivergent-friendly** workplace recommendations to evaluate existing team practices – consider ways of working, processes, office environment, communication methods etc.
- **Discuss** with team to identify possible improvements, **agree** how and when to implement any changes – many ND people struggle with change, especially sudden, drastic or concurrent changes.
- Maintain a **person-centred** approach to adjustments and adaptations for individuals, **don't** assume that wider improvements will be enough to avoid this.

Options to Offer

Complete a Disability Passport

- These are used across the UK in all different industries. An example version is available on request from the DI team.

Referral for Occupational Health (OH) Assessment

- If the employee wants to have an OH assessment a manager must make a formal referral for them.

Scheduled Check-Ins

- Discuss if they would like to arrange regular (monthly/weekly) checkpoint meetings to review their situation.

- This time should always be protected and honoured.

- Ask if they would prefer to have these reviews with someone else, such as a mentor or HR Business Partner and remind them that they can also approach the DI team for advice.

Access to Work (AtW) application

- PAYE employees with a disability can apply for an AtW assessment to determine their eligibility for a grant to purchase adaptive equipment or services, such as non-standard software, hardware, coaching etc.

Signpost to Networks

- Staff Networks such as the *Staff Disability Network* are available for employees to connect with staff across the institution who may have shared experiences. Networks offer a mix of serious discussion of issues and how to combat them, as well as light-hearted chat and organisation of social events.

- There are also local networks across Merseyside (often for specific demographic(s) or condition(s), e.g. parents of ND children or ASC adults with ADHD) these can be found via Facebook, MeetUp or using a search engine.

What else?

Peer Support

- **Share best practice** and lessons learned with others, including managers, teams, staff networks.

- Discuss efficacy of training or resources used and **accept critical feedback**, admitting when you get something wrong.

- **Be willing to adjust** your approach, as and when required.

Seek Opportunities

- Look for groups working on intersectional issues within your school, faculty, or at institutional-level e.g. EDI Committees, RIDE Panels, Athena Swan SATs

  - ➤ Review available documentation (e.g. action plans) to improve understanding of current situation and plans for improvement.

  - ➤ Consider joining, if possible, to contribute your experience, support execution of key actions, improve understanding of the wider situation.

Language and Communication

- Speak and write in an accessible and neuroinclusive way.

- Common terms to look up (and differentiate between):

Neurodiverse	Neurodivergent (ND)	Neurotypical
AD(H)D	Autism/ASC/ASD	Dyscalculia
Dysgraphia	Dyslexia	Dyspraxia/DCD
Tourette's Syndrome	OCD	Mental Illness
Asperger's Syndrome	Executive Function	Hyperfocus
Overstimulation	RSD	Stim(ming)

Links and Resources

- [Neurodiversity Resources](#) – Resources available from The ADHD Foundation – the UK's leading Neurodiversity charity.

- [Neurodiversity at work](#) – CIPD guide on how to support ND people in work and benefits for organisations.

- [Neurodiversity in the Workplace](#) – Guidance for neuroinclusive workplaces.

- [Legal Requirements](#) – What the law says about neurodiversity at work.

- [Managing Adult ADHD](#) – Tips for adults struggling with ADHD.

- [Creating a Dyslexia Friendly Workplace](#) – Guidance for employers, covering training, style/formatting and more, beneficial to all ND staff.

- [Services for ND Adults](#) – Services tailored to ND adults.

- [Understanding Access to Work](#) – An unofficial guide to applying for Access to Work.

- [Access to Work](#) – The official link to applying for an assessment and grant from the government to support employees with a disability to remain in work and fulfill their potential.

- [Six Tips for Helping Employees Succeed](#) – Some basic advice for management of staff with ADHD, beneficial to all ND staff.

- [Employers Guide to ADHD](#) – Guidance including a free PDF download.

- [Tips for Managing ADHD](#) – Resources and fact sheets incl. study tips, parent guides, templates, plans and general information.

- [Equality Act 2010](#) – Legal definition of a disability.

- [Student Support](#) – Disabled and Neurodiverse Students' Community.

- [Diversity and Inclusion Email](#) – Send any queries to the team.