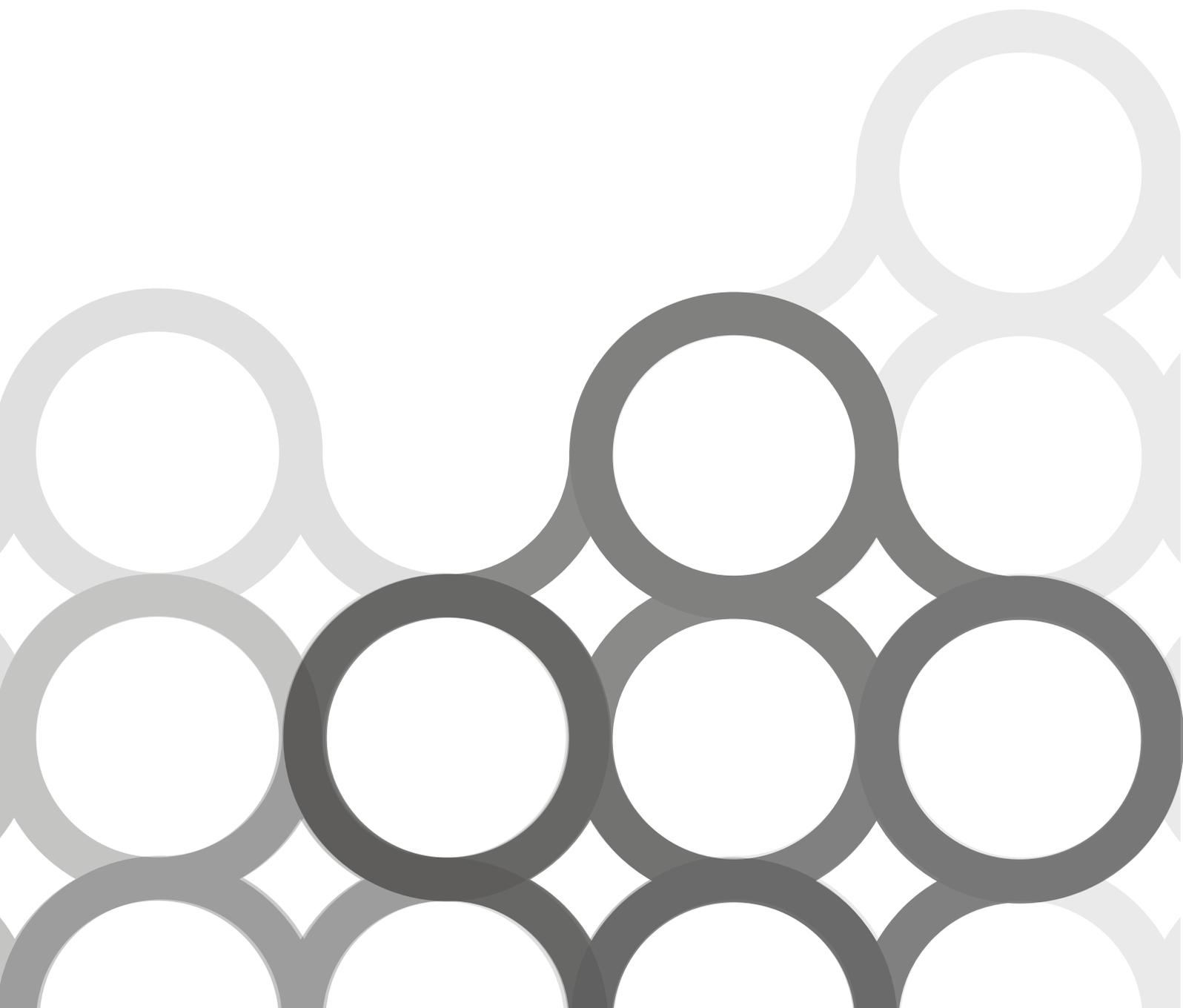


SPEKTRUM

# **CHECKLIST**

## **FOR AN AUTISM-FRIENDLY MUSEUM**



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# CHECKLIST

## FOR AN AUTISM FRIENDLY MUSEUM

In order to help you to make your museum more autism friendly, we composed this checklist that can be used by you, your colleagues and peer supporters or experts. In accordance with the guidelines, the checklist is devised into different parts:

- **STRATEGY AND PLANNING**
- **EQUIPPING THE WORKFORCE (TRAINING, EDUCATION, EMPLOYMENT & VOLUNTEERING)**
- **HELPING PEOPLE PREPARE FOR A VISIT**
- **MAKING ADJUSTMENTS TO THE MUSEUM ENVIRONMENT**
- **CREATING AUTISM-SPECIFIC SERVICES**
- **PERMANENT EVALUATION**

### **HOW TO USE IT?**

Under every part, you will find different statements, that can be answered with 'Yes' or 'No'. To make it more interesting and usable, you are also asked to specify whether everything is already okay if you answer 'Yes'. Or if there is still room for improvement or a need for revision. And if you answer 'No' you are asked to specify whether your museum plans to do something about it in the (near) future, whether it is just no priority for your organization or whether the statement is not applicable (N.A.). So, it brings things into perspective.

### **WHO SHOULD BE INVOLVED?**

Ideally, you fill out this form in a team. Because the different statements can lead to different answers among the colleagues, which in turn can lead to an interesting and fertile discussion. It might be interesting to create a project team that consists of museum staff and external voices, e.g. people with ASD, their caretakers and/or other experts. By doing so, you will have the insider and outsider perspective. As well as the perspective of those people we want to change the museum for: people with ASD.

## **DO WE HAVE TO FILL OUT THE COMPLETE CHECKLIST?**

You don't have to fill out everything at once. You can choose the parts that seem to be most relevant during your trajectory upon becoming an autism-friendly museum. If you don't have that much time, you can limit yourselves to the more general (orange marked) statements. The checklist is a tool to help you. You can use it as you want, as long as it helps you to become more autism-friendly.

## **WHAT ELSE?**

You can also use this checklist as an evaluation instrument by filling it out yearly (or more regularly) to see what progress you made upon the previous time you filled it out. It would be strange if everything is already 'totally okay' within the museum. Usually there is always space for improvement or revision. And, besides just filling out the checklist, you can also use it as an internal driver for discussion and as a planning or project management tool by asking questions such as: Why is this no priority for us? What room for improvement do we see? Is this really totally okay? When will we start implementing this? Why does it take so long? How will we do it? What's the time scope? What's the budget needed? ...

Every statement and checkbox can lead to additional qualitative and more in-depth questions that will help you to think more deeply about the process of becoming an autism friendly museum, and as such a more inclusive organization. It will also help you to argue and make clear why you make specific choices, or on the contrary prefer not to make them. So, for every statement you could also add an extra 'comments' column and/or extra columns for more detailed planning and budgeting. Again, use it the way you think it will help you the most.

### **We found our inspiration for this checklist amongst others here:**

<https://livingautism.com/create-autism-friendly-environment/>

<https://www.southwestyorkshire.nhs.uk/services/autism/#toc-item-0>

<https://www.autism.org.uk/advice-and-guidance/topics/leisure/museums>

<https://www.autism.org.uk/advice-and-guidance/professional-practice/museums>

[https://positiveaboutautism.co.uk/uploads/9/7/4/5/97454370/checklist\\_for\\_autism-friendly\\_environments\\_-september\\_2016.pdf](https://positiveaboutautism.co.uk/uploads/9/7/4/5/97454370/checklist_for_autism-friendly_environments_-september_2016.pdf)

**1.**

# **STRATEGY AND PLANNING**

**| CHECKLIST**



# MISSION, VISION AND STRATEGY

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>'Being inclusive' is one of the core values of the museum.</b>					
The mission of the museum explicitly mentions 'inclusiveness' in one way or another.					
The museum has a written diversity plan and policy.					
The museum makes sure that its staff reflects its mission concerning inclusiveness and diversity.					
The museum makes sure that its board reflects its mission concerning inclusiveness and diversity.					

	YES		NO		
The museum makes efforts to be as inclusive as possible for all its visitors and broader stakeholders.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum has a clear vision about becoming an autism friendly organization.</b>					
We wrote a succinct, clear statement of why we want to be autism friendly.					
We realize and know how our vision about becoming more autism friendly fits into our broader mission of being an inclusive organization.					
Our vision is approved and supported by the museum direction and its board.					
<b>The museum has a clear strategy about becoming an autism friendly organization.</b>					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
We set out what we want to do and what we expect to achieve: goals and objectives.					
We have a realistic timetable that is affordable.					
We have an internal project team to instigate and follow-up the process of becoming an autism-friendly museum.					
Everybody within the organization knows who is in charge for this project.					
We “sold the plan” internally and checked that key people within the organization understand what we are doing.					

# EXPERT KNOWLEDGE AND LIVED EXPERIENCE

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>We make use of expert knowledge and lived experience in order to become an autism friendly museum.</b>					
We involve people with autism or expert networks on autism.					
We involve other people with 'lived experience' of autism, such as carers and parents.					
We asked them about the best ways to involve them: from mere advisors to co-creators.					
We involve them at every stage of the process.					

We use their insights and specific feedback in order to enhance and improve the process of becoming an autism friendly museum.

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>We contacted and/or visited other autism-friendly museums and/or organizations to learn and get inspired.</b>					
<b>We are part of a larger network of autism friendly museums that share insights, practices and ideas.</b>					

**2.**

# **EQUIPPING THE WORKFORCE**

**| CHECKLIST**



# MUSEUM STAFF – KNOWLEDGE AND EXPERIENCE

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The whole museum team is aware of and involved in the museums autism policy.</b>					
All staff members followed a (basic) course/training on autism and how to interact with people with autism.					
All volunteers followed a (basic) course/training on autism and how to interact with people with autism.					
People working in the front office (ticketing, information desk, ...) know what information they can/must provide to people with autism.					
People working in the front office, the guides and guards know how to handle in a correct way if necessary. They received a training to do so.					

	<b>YES</b>		<b>NO</b>		
All new employees and volunteers receive a (basic) course/training on autism.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The museum provides possibilities to refresh and/or deepen the available knowledge about autism.					
All the employees know who's internally responsible for the autism policy. They know whom to turn to if they have questions or feedback to give.					

## **MUSEUM STAFF – VISIBILITY AND CONTACTABILITY**

The museum team (front office) is easily recognizable for visitors.		
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	YES	NO
All museum employees may be addressed concerning accessibility and inclusiveness-issues.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
The museum has employees that deal specifically with accessibility and inclusiveness-issues (e.g. ASD or other disabilities).		
These museum employees are easy to reach. Their contact details are easy to find.		

## INTERNAL STAKEHOLDERS WITH ASD

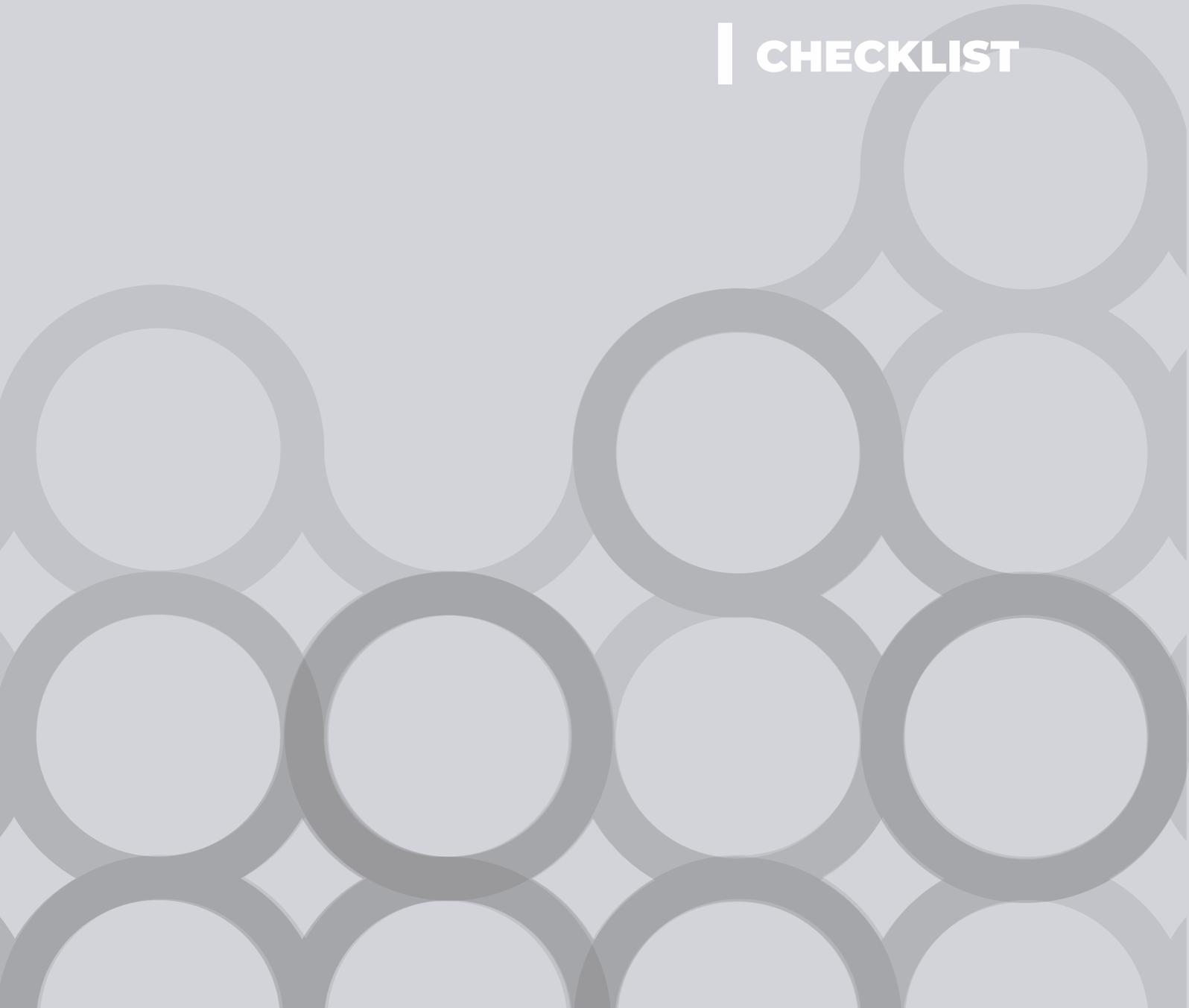
The museum encourages people with disabilities (e.g. ASD) to apply for paid jobs.		
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	<b>YES</b>		<b>NO</b>		
The museum encourages people with disabilities (e.g. ASD) to volunteer within the museum.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The museum accommodates the workplace or working conditions for people with disabilities (e.g. ASD.)					
There are people with ASD within the museums' staff.					
There are people with ASD within the museums' board.					

**3.**

# **HELPING PEOPLE PREPARE FOR A VISIT**

**| CHECKLIST**



# HELPING PEOPLE PREPARE FOR A VISIT

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum communicates actively towards the public and ASD-support groups about its autism friendliness, its policies, activities and actions.</b>					
There is a separate brochure/(e-)guide for people/families/groups with autism.					
This brochure/(e-)guide is also downloadable from the website.					
There is a specific floor plan for people with autism.					
This floor plan is also downloadable from the website or available in the museum app.					

	YES		NO		
There is a multi-sensory guide for people with autism.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
This multi-sensory guide is also downloadable from the website or available in the museum app.					
<b>All the information about the autism friendliness of the museum, its policies, activities and actions is easy to find on the website and/or in the museum app.</b>					
Visitors know in advance what they will be able to do, to see and what alternatives and/or extra offer there is for them.					
The museum can easily be reached if people have specific questions prior to their visit.					
The contact details for the autism focus person(s) within the museum clearly mentioned and easy to find.					

	<b>YES</b>		<b>NO</b>		
The calmer moments to visit the museum during the week are clearly mentioned.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
There is a real time 'busy barometer'.					
The museum organizes specific autism friendly museum days during which the museum diminishes the usual sensory overload.					
<b>All the communication for people with autism across the different platforms or media channels is clear, well designed, easily understandable and up to date.</b>					
<b>There is a possibility to organize a pre-visit meeting in the school or care institutions in order to get acquainted with the museum, the guide and/or the workshop supervisor.</b>					

**4.**

# **MAKING ADJUSTMENTS TO THE MUSEUM ENVIRONMENT**

**| CHECKLIST**



# UPON ARRIVAL

	YES	NO
	Totally okay	Needs improvement or revision
		Planned for the future
		No priority
		N.A
<b>We try to make the queues more pleasant and/or less boring.</b>		
We give some kind of time indication.		
We provide some distraction for the people queuing-up.		
<b>People with autism are allowed to evade the queues.</b>		
People with autism can alert the museum prior to their arrival.		

	YES	NO
People with autism can (discreetly) inform the staff upon arrival.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
The people in the front know how to act and what information to give.		

## WAYFINDING

<b>The museums wayfinding is attuned to people with autism.</b>		
We need more signage.		

	YES	NO
We need less signage.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
We need different signage.		
The wayfinding has been developed in collaboration with people with lived experience.		
The signage has been tested and is approved by people with autism.		
<b>The museum signals strong stimuli in every room or prior upon entering.</b>		
The warning signs are clearly visible.		

	YES		NO		
The warning signs are comprehensible.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The warning signs have been developed in collaboration with people with lived experience.					
The warning signs have been tested and are approved by people with autism.					
<b>The function and content of every room is clear (i.e. what is there to see/to do).</b>					
There is a floor plan attuned to the needs of people with autism.					
The floor plan has been developed in collaboration with people with lived experience.					

	YES		NO		
The floor plan has been tested and are approved by people with autism.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>It is clear what can be touched and what can't throughout the museum.</b>					
The signs are clearly visible.					
The signs are understandable.					
The signs have been developed in collaboration with people with lived experience.					
The signs have been tested and are approved by people with autism.					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>It is clear what the start and the end is of specific do-exercises or tasks.</b>					
The do-exercises and tasks have been developed in collaboration with people with lived experience.					
The do-exercises and tasks have been tested and are approved by people with autism.					
<b>It is clear what's being expected from visitors in (more) participatory places.</b>					
The (more) participatory elements within the museum have been developed in collaboration with people with lived experience.					
The (more) participatory elements within the museum have been tested and are approved by people with autism.					

# TIME-OUT POSSIBILITIES

	YES	NO
	Totally okay	Needs improvement or revision
		Planned for the future
		No priority
		N.A
<b>There are escape-routes or possibilities.</b>		
A person with autism can make clear that he/she wants to go. The staff has been trained to get these signals and/or understand the message.		
There is a rest room where people in distress can go to.		
Everybody within the museum (staff, volunteers, guides, ...) knows about the restroom, it's function and how to get there.		
The rest room can easily be found and reached by the person with autism him/herself or together with his/her carer.		

	YES		NO		
The rest room has specifically been designed and furnished for people with autism.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The rest room has been developed in collaboration with people with lived experience.					
The rest room has been tested and is approved by people with autism.					
The rest room is completely separated from the other visitors.					
<b>The visitors can re-enter the museum/the exhibition for free after a break.</b>					
Everybody knows this upon entering the museum or when buying the tickets.					

# STIMULI

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>Visitors have (to a certain extent) control over the different stimuli within the museum.</b>					
Visitors can ask for a reduction in visual, auditive, ... stimuli.					
Visitors get information where and how they can control the different stimuli upon request.					
It is easy for them to control the different stimuli themselves.					
The museum provides aids to reduce certain stimuli (hearing protection, sunglasses, ...).					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum changes the range and number of different stimuli within each room during the day.</b>					
<b>The museum informs its visitors about the range and number of different stimuli within each room during the day.</b>					
This information is easily available.					
This information is clear for everybody.					

# VISUAL STIMULI

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum warns its visitors about the presence of strong visual stimuli in its rooms.</b>					
The warning signs are clearly visible.					
The warning signs are comprehensible.					
The warning signs have been developed in collaboration with people with lived experience.					
The warning signs have been tested and are approved by people with autism.					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum is aware of the effect of light on people with autism.</b>					
The museum uses blinds or curtains in order to soften or block the direct sunlight.					
The museum makes sure there are no very bright or extremely dark spaces within the museum.					
The museum minimizes or avoids stroboscopic or flashing lights within the museum.					
The museum minimizes or avoids screens and/or monitors with strong visual stimuli.					
The museum warns its visitors about the presence of (very) strong light in (some of) its rooms.					

	YES	NO
The museum warns its visitors about the lack of light in (some of) its rooms.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
The museum adapt its light plan according to the needs of people with autism.		
<b>The museum is aware of the effect of strong colour on people with autism.</b>		
The museum adapts its colour schemes (walls, furniture, ...) to be more autism friendly.		
The museum minimizes or avoids strong colours as much as possible within the museum.		
<b>The museum is aware of the effect of 'patterns' (in carpets, wall-papers, curtains, clothing, ...) on people with autism.</b>		

	<b>YES</b>		<b>NO</b>		
The museum tries to reduce or avoid the use of visual patterns throughout the museum.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The museum tries to reduce or avoid the use of visual patterns where possible.					
<b>The museum is aware of the effect of an overload of visual stimuli on people with autism.</b>					
The museum makes an effort to create a calm and visually not (too) disturbing environment throughout the museum.					
The museum makes an effort to create a calm and visually not (too) disturbing environment where possible.					
The museum offers a visually less disturbing route throughout the museum.					

	YES	NO
<p>This route has been developed in collaboration with people with lived experience.</p>	<p>Totally okay</p> <p>Needs improvement or revision</p>	<p>Planned for the future</p> <p>No priority</p> <p>N.A</p>
<p>This route has been tested and are approved by people with autism.</p>		

## AURAL STIMULI

<p><b>The museum warns its visitors about the presence of strong aural stimuli in its rooms.</b></p>		
<p>The warning signs are clearly visible.</p>		

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The warning signs are comprehensible.					
The warning signs have been developed in collaboration with people with lived experience.					
The warning signs have been tested and are approved by people with autism.					
<b>The museum is aware of the effect of sound on people with autism.</b>					
The museum uses hangings or other sound absorbing materials in order to soften the sound or noises within the museum.					
The museum adapts its sound plan according to the needs of people with autism.					

	YES	NO
<p>The museum tries to avoid or reduce (repetitive) background noises (e.g. from HVAC-installations, central heating, fridges, dripping taps, ...) as much as possible.</p>	<p>Totally okay</p> <p>Needs improvement or revision</p>	<p>Planned for the future</p> <p>No priority</p> <p>N.A</p>
<p>The museum does not equip its toilets with electric hand dryers.</p>		
<p><b>The museum is aware of the effects of (a lot of) external noises (e.g. traffic, kids playing, construction works, ...) on people with autism.</b></p>		
<p>The museum makes an effort to block external noises as much as possible.</p>		
<p>The museum organizes its autism friendly opening hours at times when the external noises are minimal.</p>		
<p><b>The museum makes sure that there are quiet (resting) places throughout the museum – besides a separate rest room.</b></p>		

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
There are enough quiet places throughout the museum.					
The quiet places are easy to find and/or within distance.					
The quiet places are clearly indicated as being 'quiet' places.					
<b>The museum is aware of the effect of an overload of aural stimuli on people with autism.</b>					
The museum makes an effort to create a calm and aurally not (too) disturbing environment throughout the museum.					
The museum makes an effort to create a calm and aurally not (too) disturbing environment where possible.					

	<b>YES</b>		<b>NO</b>		
The museum offers an aurally less disturbing route throughout the museum.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
This route has been developed in collaboration with people with lived experience.					
This route has been tested and are approved by people with autism.					

## TACTILE STIMULI

**The museum is aware of the effect of certain textures on people with autism.**

	YES		NO		
The museum takes measures to reduce the effect of certain materials or textures on people who are hypersensitive to them.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
These measures have been taken in collaboration with and are approved by people with lived experience.					
<b>The museum warns its visitors that certain materials or textures within the museum could have an effect on people who are hypersensitive.</b>					
The warning signs are clearly visible.					
The warning signs are comprehensible.					
The warning signs have been developed in collaboration with people with lived experience.					

	YES	NO
The warning signs have been tested and are approved by people with autism.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
<b>The museum foresees in additional textures or tactile opportunities within the collection presentation or as an extra offer for people who are hyposensitive.</b>		
It is clear for the visitors that there are possibilities for touching and feeling within the museum rooms. These possibilities are clearly marked.		
It is clear for the visitors that there is an extra offer for tactile stimulation within the museums. This offer is clearly communicated.		
It is clear when these extra tactile stimuli can or should be used within the collection presentation/during the visit.		
The additional textures or tactile opportunities within the museum have been developed in collaboration with people with lived experience.		

The additional textures or tactile opportunities within the museum have been tested and are approved by people with autism.

YES		NO		
Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A

## OLFACTORIC (SMELL) STIMULI

**The museum is aware of the effect of certain smells on people with autism.**

The museum takes measures to reduce the effect of certain smells within the museum.

The museum makes sure that the smells that come with cleaning and maintaining the facilities are as neutral as possible (e.g. cleaning products, paints, toilet refreshers, ...).

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum warns its visitors about the presence of specific smells within its rooms.</b>					
The warning signs are clearly visible.					
The warning signs are comprehensible.					
The warning signs have been developed in collaboration with people with lived experience.					
The warning signs have been tested and are approved by people with autism.					
<b>The museum is aware of the effect of external smells (e.g. food, sewers, ...) on people with autism.</b>					

	YES	NO
The museum makes an effort to block external smells as much as possible.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
<b>The museum foresees in additional smells or olfactory opportunities within the collection presentation or as an extra offer for people who are hyposensitive.</b>		
It is clear for the visitors that there are possibilities for smelling within the museum rooms. These possibilities are clearly marked.		
It is clear for the visitors that there is an extra offer for olfactory stimulation within the museums. This offer is clearly communicated.		
It is clear when these extra olfactory stimuli can or should be used within the collection presentation/during the visit.		
The additional smells or olfactory opportunities within the museum have been developed in collaboration with people with lived experience.		

The additional smells or olfactoric opportunities within the museum have been tested and are approved by people with autism.

YES		NO		
Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A

## GUSTATIVE STIMULI

**The museum is aware of the effect of certain tastes on people with autism.**

The museum café or restaurant is also aware of and involved with the museums autism policy. (See also all the previous points)

# SENSE OF BALANCE AND PROPRICEPTION

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum takes measures to avoid the feeling of imbalance and (bodily) out-of-placeness as much as possible when moving through the museum.</b>					
The museum is/the museum rooms are easy to navigate through.					
There aren't too many obstacles within the museum rooms.					
It is possible to have a clear overview of each room upon entering it.					
All the rooms have more or less the same rhythm and structure. There is consistency in design and lay-out (e.g. colours, information panels, lettering, ...).					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The lay-out of the museum parcours is as clear and straightforward as possible.					
There are benches, chairs, stools,... that are high/low and comfortable enough for sitting, rocking or even swinging (i.e. different seating possibilities for different people).					
People with autism are allowed to lean against the wall or to lie down when necessary.					
It is possible to avoid stairs or steps as much as possible when moving through the museum.					
It is possible to avoid narrow corridors, huge (empty) halls, enclosed spaces, too many doors, ... as much as possible when moving through the museum.					
This alternative route has been developed in collaboration with people with lived experience.					

	YES	NO
<p>This alternative route has been tested and are approved by people with autism.</p>	<p>Totally okay</p> <p>Needs improvement or revision</p>	<p>Planned for the future</p> <p>No priority</p> <p>N.A</p>
<p><b>The museum foresees in hands-on activities or things to do for people who do not have (very) fine motoric skills?</b></p>		
<p>The additional hands-on activities have been developed in collaboration with people with lived experience.</p>		
<p>The additional hands-on activities have been tested and are approved by people with autism.</p>		

**5.**

# **CREATING AUTISM SPECIFIC SERVICES**

**| CHECKLIST**



# WORKSHOPS AND GUIDED TOURS

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum organizes workshops and/or guided tours specifically for people with autism.</b>					
The museum organizes these workshops and/or guided tours at regular times.					
These workshops and/or guided tours can easily be organized upon request.					
The museum has a variety of workshops and/or tours for different target groups.					
The workshops and/or tours been developed together with people with ASD or their carers.					

	YES		NO		
The workshops and/or guided tours have been proof run and approved by people with ASD.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museums regular offer of workshops and/or guided tours is also open for people with ASD.</b>					
<b>The (external) workshop supervisors and/or guides know how to interact and deal with people with autism.</b>					
They all followed a (basic) course and/or received a training on autism and how to interact with people with autism.					
They know how to handle in a correct way if necessary (e.g. in moments of distress).					
They know about the possible impact of specific stimuli on people with autism.					

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>It is clear for the participants what they will see or do during the guided tour/workshop.</b>					
<b>It is clear for the participants how long the guided tour/workshop will take.</b>					
<b>The guides and/or workshop supervisors foresee a break during their tour/workshop.</b>					
<b>It is okay for the participants to quit or take a break during the tour/workshop.</b>					
This is always clearly communicated at the start of a tour or a workshop.					
The guides and/or workshop supervisors know about the rest room and where it is.					

They refer to the rest room in their introduction.

YES		NO		
Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A

## MULTI-SENSORY TOOLS AND OTHER AIDS FOR PEOPLE WITH AUTISM

**The museum has a specific offer of multi-sensory tools or other aids in order to make the museum visit more pleasant and rewarding for people with autism.**

These tools and aids are easily available upon entering the museum or even before.

These tools and aids have been developed together with people with ASD, their carers or an expert center.

	YES	NO
These tools and aids have been tested and approved by people with ASD.	Totally okay Needs improvement or revision	Planned for the future No priority N.A
The museum checks the state of these tools and aids regularly.		
The museum keeps on searching for new tools and aids. Or do you keep on adapting and improving them?		

## (E-)GUIDE AND FLOOR PLAN

**There is a special floor plan for people with autism, mentioning all the different stimuli per room, offering alternative routes throughout the museum, indicating the rest room and the quiet resting places.**

	<b>YES</b>		<b>NO</b>		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
This floor plan has been developed in collaboration with people with lived experience.					
This floor plan has been tested and is approved by people with autism.					
This floor plan is clear, well designed and easy to use.					
This floor plan is easily available upon arrival.					
This floor plan can already be downloaded from the website prior to the visit.					

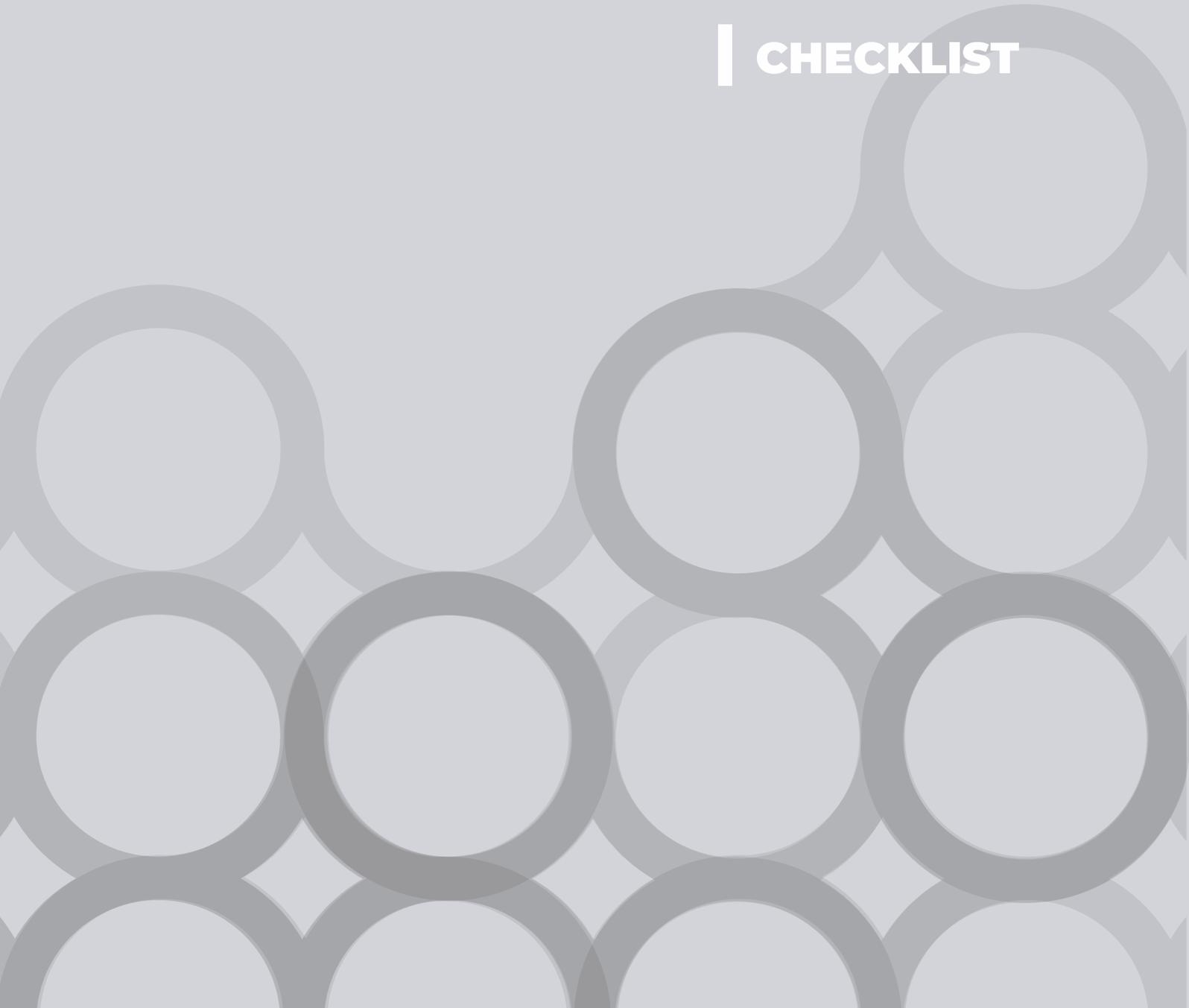
# SPECIAL OPENING HOURS

	YES		NO		
	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
<b>The museum foresees in extra opening hours or special visiting moments for people with ASD.</b>					
This extra offer is clearly communicated towards the general public and the ADS-community.					
During these extra opening hours or visiting moments the museum makes sure that people with ASD and their carers can visit the museum in the best circumstances.					

**6.**

# **PERMANENT EVALUATION**

**| CHECKLIST**



# PERMANENT EVALUATION

	YES	NO
	Totally okay	Needs improvement or revision
		Planned for the future
		No priority
		N.A
<b>The museum build in evaluation from the very start of the project.</b>		
The museum set out specific goals and objectives.		
The museum knows about the type of evidence it wants to collect.		
The museum knows about the way the evidence should be collected (i.e. how).		
The museum knows about the time or moments the evidence should be collected (i.e. when).		

	YES		NO		
The museum knows who will collect the data/evidence.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The museum knows the purpose of collecting the data/evidence and what it will do with it.					
The museum knows who will analyze the data and report the findings.					
<b>The museum regularly evaluates and re-evaluate its policy for people with autism.</b>					
There is a (structural) way for people within the museum to give feedback about the autism policy.					
There is a (structural) way for people with autism or for their companions and carers to give feedback to the museum.					

	<b>YES</b>		<b>NO</b>		
The museum keeps track of this feedback.	Totally okay	Needs improvement or revision	Planned for the future	No priority	N.A
The museum acts upon this feedback and is willing to change and adapt.					
The museum gathers data/evidence itself to evaluate and re-evaluate its autism policy.					
The people in charge (direction, project team, ...) meet up regularly to talk about progress and evaluation of the current autism policy.					
The museum is flexible and resilient enough to change course if and adapt where necessary.					

# ABOUT SPEKTRUM PROJECT

The **SPEKTRUM** project under **ERASMUS+ YOUTH. ACTION 2 - STRATEGIC PARTNERSHIPS**, with The National Museum in Krakow as a leader, involves cultural organizations and research centers from Great Britain, Italy, Spain, and Belgium, partners with rich and long-standing experience in working with people on Autism Spectrum Disorder.

Project includes an analysis of the current educational offer and accessibility of cultural institutions in Poland and also exchange of good practices among European institutions. We seek the inspiration to develop new solutions and activities dedicated to the young audience on the autism spectrum and to their families.

Two years of cooperation aims at creating strategic project resources, tools for museums to become more autism-friendly. The important feature is a training for museum staff tailored to the needs of the culture institutions, sensitizing to the needs of people with an ASD.



**Co-funded by  
the European Union**

# SPEKTRUM SUITE:

## 1) GENERAL GUIDELINES FOR MAKING MUSEUMS AUTISM-FRIENDLY

Izabela Stawarz (MNK), Paul Swift (OutsideIn),  
Maria Rosaria Re (Roma Tre)

## 2) SPEKTRUM EDUCATIONAL TOOLKIT. INNOVATIVE LEARNING METHODS TO MAKE MUSEUMS MORE AUTISM-FRIENDLY

Antonella Poce (Roma Tre), Maria Rosaria Re  
(Roma Tre), Mara Valente (Roma Tre)

## 3) THE CHECKLIST FOR AN AUTISM-FRIENDLY MUSEUM

Alexander Vander Stichele (FARO), Beata Cichy  
(MNK)

## 4) GUIDEBOOK TO THE EXHIBITION IN THE PRINCES CZARTORYSKI MUSEUM

Katarzyna Szczygieł (MNK)

## COORDINATOR OF THE SPEKTRUM PROJECT:

Anna Berkowicz (MNK)

## GRAPHIC DESIGN:

Izabela Stawarz (MNK)



Erasmus+

