

SJP inclusive communication and accessibility check

Accessible by design. Inclusive by default.

A simple checklist to help make sure your communication is accessible, inclusive and gets your message across.



Inclusive Care Consultancy

1



Plain English

Use clear, everyday language.

2



Clear structure

Use logical headings and layout.

3



Readable text

Use easy to read fonts and sizes.

4



Strong contrast

Use clear colour contrast.

5



Mobile friendly

Make sure it works well on phones and tablets.

6



Alt text

Add alt text to images for screen readers.

7



Inclusive communication

Consider different communication needs.

8



Compassion

Understand that some topics may be triggering. Write with care and signpost to support if possible.

9



Respectful communication

Show cultural awareness and use LGBTQ+ inclusive language.

10



Accessible formats

Provide information in alternative formats when needed.

11



Participation focused

Design for understanding, participation and influence – not just compliance.

12



Have you got your message across?

Check people understand the message and know what to do next.



Why this matters

Everyone has the right to access, understand and participate. We design information that is accessible, understandable, compassionate and respectful.

Beyond reasonable adjustments. Real inclusion in practice.

Available formats



Accessible PDF



Word



Easy Read



Large Print



Audio



Accessible Web Content



Accessible versions available on request
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