

SUPPORTING TRANS STUDENTS POLICY

The purpose of this policy is to:

- Inform and educate staff about Trans issues
- To provide guidance on sensitively and appropriately supporting trans students to achieve their full potential
- Set out the process for making changes to Trans personal information
- Provide a working and learning environment based on dignity and respect
- Maintain legal compliance

Who does this policy apply to?

This policy applies to all staff but especially those that have direct contact with students where gender identity disclosures or requests for support may occur. It is also for those staff involved with handling students' personal information and data.

Policy Statement

Every Transgender (Trans) person is different and so it is important that the college is flexible, supportive and makes it clear that discrimination and harassment of Trans people will not be tolerated.

The term Trans is used to describe someone who feels that they are not the same gender (sex) as the physical body they were born with, or who does not fit easily into being either male or female.

The college celebrates and values the diversity of its work and learning community. The college will treat all employees and students with respect and seek to provide a positive working and learning environment free from discrimination, harassment or victimisation.

Why this policy is needed / background information

With growing numbers of Trans people coming to study at our college, we need to ensure that we are inclusive and provide appropriate support. This policy will help staff who may be unsure on how to best achieve this. It provides information about Trans issues, rights etc which for some may be an unfamiliar topic and provides helpful advice on providing the right support for Trans people.

Legislation

Legislation that informs the participation of Trans (including gender variant) students in education settings include the:

- Human Rights Act 1998
- Gender Recognition Act 2004
- Equality Act 2010

The college has in place an Equality, Diversity and Inclusion Policy, the purpose of which is to define and encourage best practice and to guide our compliance with the Equality Act 2010. There is an accompanying action plan to ensure that we achieve the objectives of the policy.

Roles and responsibilities

The college should work with the individual who is transitioning or has transitioned to agree an action plan, the appropriate support required and which personal records should be changed. This should ideally be the student's personal tutor who may want to call on the support of their Director of Learning/Head, Learning Manager, the Quality Department, the Wellbeing Team or College Nurse as appropriate. We also have Space Youth Project, a group for young Lesbian, Gay, Bisexual, Trans, Questioning (LGBTQ+) people under 25 based in Dorset, working out of the college providing advice, advocacy and support to young people and staff.

- **All Staff**

All staff are responsible for responding appropriately and sensitively to disclosures of Trans identity following the procedures as set out within this policy. Of particular importance is maintaining a student's identity when seeking advice on how best to support a Trans student. All staff have a responsibility to maintain an environment of dignity and respect, challenging any forms of transphobic comments or bullying.

- **Admissions, Enrolments and Exams Manager**

The Admissions, Enrolments and Exams Manager is responsible for ensuring that the Enrolment Team are trained to respond appropriately to requests to changes to personal information. The Enrolment Team are committed to completing the changes to personal information within 2 working days of the request.

- **Quality Department**

The Quality Department is the first point of contact for staff with student Trans queries. They are also responsible for providing or arranging staff training as and when required and for supporting individual students where appropriate. This department is also responsible for sharing any legislative updates and good practice.

- **Wellbeing Team**

The Wellbeing Team is responsible for sensitively handling requests for Disclosure Barring Services (DBS) when it is required. The Wellbeing Team are responsible for providing any wellbeing support to Trans students should it be required.

- **Directors/Heads and Teams responsible for Work Placements and Apprenticeships**

Those staff involved with supporting students in work settings are responsible for sensitively handling requests for Disclosure Barring Services (DBS) when it is required. Please see the guidance notes on how to obtain DBS checks for Trans students. Such staff will also be expected to liaise as directed by the student, concerns about their needs, with the relevant staff members at the work setting. These college employees will likely want to seek support from the college's Wellbeing Team and Space Youth Project to ensure legal compliance is maintained as well as providing dignified and confidential support for the Trans student.

Liaison with external agencies (where applicable)

In following the requirements of this policy there will be a need for liaison and exchange of information between college departments and external bodies. These may include, but not be limited to:

- Student Services
- Estates
- Students Union
- Awarding Bodies
- Medical or Social Care agencies
- Dorset Police
- Other local/national Trans support organisations, i.e. Space Youth Project

Links to College values and other College policies

This policy should be used in conjunction with the following policies and procedures:

- Equality, Diversity and Inclusion Policy
- Safeguarding Policy
- Health & Safety Policy
- Prevent Policy
- Student Anti-Bullying Policy
- E-Safety Policy
- Managing Student Behaviour Policy
- Data Protection Policy
- Freedom of Expression/Speech Policy
- Appropriate HR policies

Who needs to understand this policy and how will they know about it?

The following training and awareness will be put in place:

| Who? | How? |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students, Parents/Carers, Employers | Policy available on the college website, E&D tutorials, bespoke training and events |
| College managers | Policy available on college website and intranet, support available from Space Youth Project. Contact Space directly or through the Quality Department. |
| All teaching staff | Policy available on college website and intranet, support available from Space Youth Project. Contact Space directly or through the Quality Department. |
| Business Support staff who interact with students | Policy available on college website and intranet, support available from Space Youth Project. Contact Space directly or through the Quality Department. |

POLICY GUIDANCE

Terminology and Language

It is extremely important as a matter of fairness, respect and inclusion, to ensure that the correct *gender*, *name* and *pronouns* are used uniformly to address Trans people. Hearing people use 'him' or 'her' incorrectly can be uncomfortable or seriously detrimental for a Trans person to hear, especially when they are trying hard to confirm people's awareness of their true identity. Therefore non-binary terms such as "one", "their", "they" or "them" should be used, when requested by the individual. Non-binary terms should not be challenged as grammatically incorrect in this context.

A glossary of Trans terms is also provided (Appendix 7) as it will be helpful to staff to understand the language being used and its context.

Transphobia and Bullying

Transphobic incidents or crimes must be recorded and dealt with in the same manner as other incidents that are motivated by prejudice or hate, e.g. racist, homophobic, sexist and disablist incidents. Any such incident will be managed under the college's Anti-Bullying Policy and Managing Student Behaviour Policy, both of which centre around supporting the victim by managing any offenders future behaviour.

Recommended Memorandum of Understanding

If a student discloses that transition is imminent it is good practice to draw up a Memorandum of Understanding. This is a confidential document with restricted access. It should be signed by both parties although the arrangements within must remain flexible. This document is intended to indicate the commitment of the college rather than any explicit requirements of the person undergoing transition. Please see Appendix 1 for the Memorandum of Understanding template. This is available under the policy section on MyBPC.

Matters discussed at the time of completing the Memorandum of Understanding may include:

1. Timing of the transition: including change of gender presentation, name and pronouns.
2. Changing of documentation and previous records. This is often supported by official documentation of change of name and title by Statutory Declaration or (Free) Deed Poll. It **does not** require a Gender Recognition Certificate.
3. Ensuring absolute security of documentation that reveals previous identity.
4. Deciding when, how and who should inform colleagues or students. Some people prefer to inform people themselves, with appropriate support, whilst others wish it to be undertaken by someone of their choosing.
5. Ensuring additional help and support to catch up if term time is lost if absences are required for treatment purposes.

Ideally the Recommended Memorandum of Understanding should be drawn up with the student's tutor. There will be occasions where this may not be appropriate or the transitioning person would feel more comfortable with an advocate or a person with whom they have developed a trusted relationship. This is acceptable practice but it

must be made clear to the student that some of the information disclosed may need to be shared with appropriate staff to ensure the student's welfare and dignity throughout their transition period.

The student will also be asked to complete the Statement of Understanding which they will hand to the Enrolment Team at the time they make a request to change their personal details. Please see Appendix 2 for an example of this document. This is also available under the policy section on MyBPC.

Absence from College

Reasonable adjustments should be made to accommodate absence requests for treatment and support from external sources in line with the college's absence policy.

Care must be taken to accurately and sensitively record the reason for the absence, e.g. if the student needs time off to attend a medical appointment relating to their transitioning, this should be recorded as an 'explained absence' ('E') and not as sick/absent. Other absences not related to a student's transitioning should be recorded accordingly as it would for any other student.

Changing records and references to a Trans person's former name, gender and Trans status

The Enrolments Team should be contacted to change the student's name and gender on college personal records. A student who transitions may wish to adopt a variation of their legal name, or use a different name entirely. Once a Trans student has notified the college and department of their preferred name and title (Ms, Miss, Mrs, Mr and Mx) this name should be used in all circumstances rather than their birth name and all relevant records should be updated to reflect this change.

Student name changes should include student records, registers, email details, ID card, etc. Where possible, information relating to a Trans student's previous identity that needs to be retained, such as copies of qualification certificates, should be kept confidentially and separate from their current record.

It is also recognised that some students may not wish to identify as male or female binary and may refer to themselves as gender non-conformity/non-binary, either while they transition or permanently. In such instances the gender will not be recorded.

Whilst a full Gender Recognition Certificate (GRC) gives a Trans person the means to obtain a new birth certificate, other official documentation reflective of their preferred gender can be gained without a full GRC. ***It is illegal for college staff to ask to see a GRC.*** However, it is acceptable to ask for a Statutory Declaration of Name Change, (Free) Deed Poll or other official identification, if the person does not have a GRC. Please refer to Appendix 3.

Photographic Identification

An individual who is transitioning should be given the opportunity to update any photographs on their college student cards. They may wish to make several changes as their physical appearance changes over time. This will be allowed at no extra charge to the student.

DBS Checking

On occasion and on certain courses, i.e. health and social care or work based courses a Disclosure and Barring Service (DBS) check is required. In this situation some individuals who have transitioned may be concerned about 'outing' themselves if previous names are different from present names. The Trans student may have a confidential conversation with the Wellbeing Manager/Director of Learning/Head for their area who can then use the DBS confidential checking service for the DBS. This can also be done by the student if they are stealth or have a Gender Recognition Certificate.

Further information on how to gain a DBS for a Trans student can be found in the Government Guidelines found in Appendix 4.

DBS Confidential Checking Service Contact Details: Email: sensitive@db.s.gsi.gov.uk / tel: 0151 676 1452. Please refer to Appendix 4.

Confidentiality and information sharing

All staff should follow the usual college data protection protocols to ensure that the right to privacy of the Trans student is protected.

A parent or carer may not always be the most supportive or appropriate person to assist the young person through transitioning. In some instances a Trans young person will not even have told their parents/carers that they are Trans.

Therefore before contact is made with parents/carers (i.e. letters, emails, telephone calls) check whether the student has disclosed to their parent/carer – **Always refer to the student using the gender, name and pronoun the student advises for home use – this may be different to who they are known as in college.**

In short, staff should not disclose information that may reveal a student's Trans status to others, including parents/carers, other members of staff or external agencies that may be involved with the student unless legally required to do so, or unless the student has given explicit permission. During conversations with a student about their Trans identity it is important to talk to them about confidentiality and who if anyone the information may need to be shared with.

Dealing with concerns of Staff, Families and Carers

Staff concerns can be dealt with by providing appropriate training and referring to this policy. Staff must know and understand their duties and responsibilities around data protection so that they fully appreciate why information is protected, and when, how and to whom certain information can be disclosed.

Use of Toilets and Changing Facilities

The use of toilets and changing room facilities need to be carefully considered. Facilities for Trans students should be sensitive to their needs and also recognise the needs and sensitivities of other students.

A Trans person should have access to 'men-only' and 'women-only' areas according to the gender in which they present. The college has provided a number of gender-neutral toilets but it is not acceptable to restrict a Trans person to using disabled toilets or other unisex facilities.

Educational Visits, Trips, Exchanges and Overnight Stays

There may be opportunities for students to participate in educational visits, trips, exchanges and overnight stays. Whilst this may cause a few issues for Trans students this does not mean that they should be excluded from the opportunity. Working with the Trans student to give careful consideration to any additional needs well in advance should alleviate any issues and allow time to make any appropriate arrangements.

On overnight stays, consideration will need to be given to sleeping arrangements before the trip is undertaken. As far as possible, Trans students should be able to sleep in dorms appropriate to their gender identity. However, it is possible that the student would prefer to have a separate room; this must be their decision. Each individual case and trip needs to be thought through separately and in depth discussions should happen well in advance with any and all appropriate bodies.

Similarly, the degree of participation in physical activities that a Trans student feels comfortable with should be discussed with them and their parent/carer, if appropriate, prior to the trip.

Where the trip is overseas, the college will need to consider that Trans people, just as anyone can, maybe searched at borders and other places. Different countries will have their own policies and procedures that they will follow. Contacting the relevant border control agency in advance will ensure that any policy or risk assessment completed by the college is accurate for that visit or trip.

There are countries that are not as legally or culturally open as the UK. The college should investigate the laws regarding Trans people and communities in countries being considered for trips that may pose a risk to Trans individuals.

Apprenticeships, Work Experience and Work Placements

When undertaking the risk assessment on any placement of a student it needs to take into account rights of privacy. As a general principle personal information on a young Trans person must not be shared.

The college must be sensitive to this in planning before any young Trans person is placed in any business or organisation. Careful consideration about the placement with the student and parents/carers (where appropriate) needs to occur as early as possible to find the most suitable way forward to ensure the placement is successful. It is the decision of the young Trans person to disclose to the employer and should they wish to, then appropriate support for the student and employer should be offered.

Uniforms and Regulations

Uniforms in areas where it is required should not present an issue for Trans students and they should be expected to follow the uniform policy. Curriculum areas should however endeavour to ensure a broad range of uniform or gender neutral styles is available suitable for both genders.

In curriculum areas where no uniform is required students will likely wear clothing that expresses their individual style. However, all students must dress in an appropriate manner for their curriculum or work environment. They must also feel safe and supported and that the clothes they are wearing are appropriate for them.

Training

If a knowledge and understanding need is identified amongst staff, the Line Manager for the staff should in the first instance seek support from the Quality Department or Space Youth Project. Once the training development need has been assessed the Quality Department or Space Youth Project will arrange appropriate training, using external agencies such as Space Youth Project as appropriate. As a minimum all staff should know how to respond if a student discloses their Trans status and/or intention to transition. Please refer to Appendices 5, 6 and 7 for the Trans Respect Guidelines, External Support and Resources and Glossary.

Policy approved by: Senior Leadership Team

Date: November 2017

This policy will be reviewed in: June 2019

Appendix 1

Memorandum of Understanding – Trans Students

Purpose: To clarify the arrangements that will be put in place to support the Trans student. To be reviewed regularly and amended as necessary.

| | | | |
|-------------------------------|--|-----------------------|--|
| Student Name (current) | | Student Number | |
|-------------------------------|--|-----------------------|--|

Areas of discussion and agreements reached:

Date of proposed transition

Name (as it should appear on certificates and official documents) and gender-marker (pronoun) change (i.e. he, she, they, them):

| NEW DETAILS FOR THE COLLEGE RECORD | | | | | | CONFIRMED |
|------------------------------------|------------------------------|----------------------------|----------------------------------|--------------------------|--------------------------|-------------------------------------|
| TITLE | <input type="radio"/> MR | <input type="radio"/> MRS | <input type="radio"/> MISS | <input type="radio"/> Ms | <input type="radio"/> MX | <input type="radio"/> PROCESSED BY: |
| PREFERRED NAME | <i>If applicable</i> | | | | | <input type="radio"/> |
| FORENAME | | | | | | <input type="radio"/> |
| SURNAME | <i>If applicable</i> | | | | | <input type="radio"/> |
| GENDER | <input type="radio"/> FEMALE | <input type="radio"/> MALE | <input type="radio"/> NON-BINARY | | | <input type="radio"/> DATE: |

NB. See glossary in Trans Policy

Disclosures (who is aware, who will be made aware, who can be made aware and when, include employer if the student is an apprentice or going on work experience):

Toilet facilities:

NB. Ensure that student is aware where the gender neutral toilets are located and that they will be supported in using the toilets of their choice.

Changing Facilities (including extra time which may be required):

Uniform (where applicable):

Personal tutor name and contact details (main contact for student (and parents if appropriate)):

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Procedure for reporting issues of transphobia (to whom and how): | |
| Support that will be put in place/referral that will be made: | |
| <ul style="list-style-type: none"> ▪ Space Youth Project ▪ Wellbeing Team (including College counselling services) ▪ Other (please specify) | |
| Known medical dates/appointments: | |
| <i>Apprentices only: Is your employer aware? What support is required for you and/or your employer? Do you have any concerns?</i> | |
| Actions required: | |
| Signature of student: | Date: |
| Signature of personal tutor/main contact: | Date: |

This form is to be stored securely and **must not** be saved in public folders. No discussion about a student's Trans status is to be shared with any persons that the student has not agreed to or been named in this form.

Please provide the student with a copy. If the student cannot keep their copy, a copy must be held securely on their personal file. It is not to be stored centrally, i.e. on ProMonitor where with other staff members or students might access it.

Appendix 2

Statement of Understanding - Request to change personal details

| | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|----------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------|
| Student Name (current) | | Student Number | | | | |
| I have completed a Memorandum of Understanding with a Bournemouth & Poole College staff member within my learning area and would like my student details to appear as the following. | | | | | | |
| Date of request (to be completed by Enrolment) | | | | | | |
| Name (as it should appear on certificates and official documents) and gender-marker (pronoun) change (i.e. he, she, they, them): | | | | | | |
| NEW DETAILS FOR THE COLLEGE RECORD | | | CONFIRMED ACTION | | | |
| TITLE | <input type="radio"/> MR | <input type="radio"/> MRS | <input type="radio"/> MISS | <input type="radio"/> Ms | <input type="radio"/> MX | <input type="radio"/> PROCESSED BY: <input type="radio"/> DATE: |
| PREFERRED NAME | <i>If applicable</i> | | | | | |
| FORENAME | | | | | | |
| SURNAME | <i>If applicable</i> | | | | | |
| GENDER | <input type="radio"/> FEMALE | <input type="radio"/> MALE | <input type="radio"/> NON-BINARY | | | |
| <i>NB. See glossary in Trans Policy</i> | | | | | | |
| I am happy for correspondence to be sent home in the above name and gender | | | | | | |
| <input type="radio"/> YES <input type="radio"/> NO | | | | | | |
| I want correspondence to be sent home using my birth name and gender | | | | | | |
| <input type="radio"/> YES <input type="radio"/> NO | | | | | | |
| At this time I only want to make changes to how my preferred name and gender appears on college only documentations (i.e. registers, ProMonitor) | | | | | | |
| <input type="radio"/> YES <input type="radio"/> NO | | | | | | |
| Signature of student: | | | | | Date: | |
| Signature of personal tutor/main contact: | | | | | Date: | |

This form is to be stored securely and **must not** be saved in public folders. No discussion about a student's trans status is to be shared with any persons that the student has not agreed to or been named in this form.

Please provide the student with a copy. If the student cannot keep their copy, a copy must be held securely on their personal file. It is not to be stored centrally, i.e. on ProMonitor where with other staff members or students might access it.

Appendix 3

Trans student Changes to EBS record

All name changes due to transitioning students must go through their tutor in order to complete the Memorandum of Understanding.

Upon receipt of the Memorandum of Understanding form we will action within 2 working days if all information is in full with supporting evidence as necessary.

Where student is asking the College to amend their name as a preferred name change:

This is where the student wishes to be given a preferred name for student facing documents in the college. This will only include Class Lists, Moodle, ProMonitor, Registers, Student ID card. *This will not amend their official name.*

If there is no official documentation for the name change such as a (Free) Deed Poll or Statutory Declaration of Name Change, we will only amend the Preferred Name, Title and Gender as necessary.

Preferred Name: If no name change legally but student wishes the College to refer to them as a different name, then use this box. **ONLY USE THIS FIELD FOR TRANSITIONING STUDENTS**

Legal Name Change: If evidence supplied, use Title, Forename, Surname, Gender fields as applicable for name change, then add the previous surname field. **SAME AS ANY OTHER LEGAL NAME CHANGE (e.g. married, etc)**

This preferred name change is only available to those that have a Memorandum of Understanding and it will be made clear to them that this will only enable us to amend the college documentation. Certificates through Awarding Bodies will be in the legal name.

Where student is asking the College to amend their name as a legal name change:

Upon receipt of Memorandum of Understanding and supporting official name change documentation such as (Free) Deed Poll, Statutory Declaration of Name Change or other legal documents (passport, driving license etc). We will amend the Forename, Surname, Title and Gender. As we have evidence of the official name change then this documentation is copied and saved for Awarding Bodies evidence for qualification certification.

ID Cards

Upon name or preferred name change please check with the student to see if they want to update their photo at the same time. Transitioning students may wish to update their photo during their transition, this will be allowed at no extra charge to the student.

Appendix 4



Disclosure and Barring Service Checks for Transgender Persons

December 2012

Introduction

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. If your job role involves regularly working with, or having close contact with vulnerable groups, including children, you may be asked to apply for a criminal record check.

What is a Disclosure and Baring Service check?

There are two types of DBS Check: Enhanced and Standard. Both will reveal a person's criminal record as recorded on the Police National Computer (i.e. convictions, cautions, reprimands and warnings). An Enhanced DBS check will also reveal any non-conviction information held locally by the police and, if requested, whether a person is barred from working with children or vulnerable groups.

Why do some organisations require Disclosure and Barring Service checks?

When you apply for certain types of jobs, the law allows recruiting organisations to ask you about your spent or unspent convictions and apply for a criminal record check.

These are generally jobs that mean you:

- will be working regularly with children
- will be working in an establishment that is wholly or mainly for children
- will be providing healthcare, personal care or social work
- have applied to be a foster carer, adoptive parent or childminder
- will be working in certain other professions

Will I have to reveal my previous names when I apply for a DBS check?

The law requires that you disclose all of your previous names and addresses to the DBS so that they can correctly process your application. The DBS does however have a process whereby you can disclose your previous gender/name to the DBS only and not reveal this on the CBS application form. This is known as the 'Sensitive Applications Process'. This process ensures that your information is handled sensitively and securely by the DBS and not revealed to the person who asked you to apply.

How does this process work?

If your employer/potential employer has asked that you apply for a DBS check and you are concerned about disclosing previous gender/name changes, you must contact the DBS's Sensitive Application's Team. This will ensure that your previous gender/name is not released on your CBS certificate without your permission. A member of the team will be able to answer all of your questions about completing the application form and will record

your details so that we can track your application when it arrives. Once it arrives at the DBS we will monitor your application and check the content of your DBS certificate before it is issued.

What can happen if I don't use the DBS's Sensitive Application route?

If you have not contacted the DBS's Sensitive Applications Team to let them know you are going to or have submitted an application then they will not be able to monitor that application and your certificate could reveal your previous names / gender and criminal information in that name / gender.

Can I have my convictions / cautions or other criminal information about me transferred to my new name?

Yes. If you have obtained a Gender Recognition Certificate you can ask the police to transfer the information to your new name. The Police will amend your record, by changing your gender and file name to reflect your new name. Your former names will be retained on your police record but will not appear on your DBS.

What if I don't have a Gender Recognition Certificate?

If you do not have a Gender Recognition Certificate, you should still contact the DBS's Sensitive Applications Team who will monitor your application. If your DBS is going to reveal information in your previous gender/name that would be printed on your DBS certificate, we will contact you before it is issued and discuss the options available to you. If you have no criminal information recorded against you then the DBS can remove your previous names/gender from your DBS record so that they do not appear on your certificate.

How can I find out more about the process?

For more information, you should contact DBS's Sensitive

Application's Team on: Phone: 0151 676 1452
Email: sensitive@db.sgsi.gov.uk Address: The Sensitive Application Team
Customer Services
Disclosure and Barring
Service PO BOX 165
Liverpool L69 3JD

Appendix 5

Trans Respect Guidelines for students

The following informal guidelines on how to treat people who are transitioning may be helpful for a Trans person and fellow students.

- Think of the person as being the gender with which they identify.
- Use the name and pronoun that the person asks you to use. If you aren't sure what the right pronoun is, ask. If you make a mistake with pronouns, correct yourself, apologise and move on. Don't make a big deal out of it.
- Respect people's privacy. Do not ask what their 'real' or 'birth' name is. Trans people are often sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.
- Similarly, respect their privacy. Do not tell others about a person's Trans status. If documents have to be kept that have the person's old name and gender on them, keep them confidential.
- Respect people's boundaries. Do not ask a Trans person anything that you would not ask a cis person. Personal questions include anything to do with one's sex life, anatomy (not just genitalia) and relationship status – past, present or future. Questions such as, 'Are you on hormones?' can be considered personal and are irrelevant.
- Listen to the person, and ask how they want to be treated and referred to.

Appendix 6

External Support and Resources

The following are organisations that exist to provide support to students, staff and families/carers.

Local Organisations

Space Youth Project, Dorset's youth project for Lesbian, Gay, Bisexual and Transgender young people - www.spaceyouthproject.co.uk

Over the Rainbow, offer advice and support for the local Lesbian, Gay, Bisexual and Transgender community - www.rainbowbournemouth.co.uk

National Organisations

The Beaumont Society is a support network for the transgender community – www.beaumontsociety.org.uk

Broken Rainbow is a national organisation offering support to lesbian, gay, bisexual and transgender victims and survivors of domestic violence and abuse – www.broken-rainbow.org.uk

Depend is an organisation offering free non-judgmental advice and support to family and friends of transgender people in the UK – www.depend.org.uk

The Gender Trust is a support and information centre for trans people and their families. It also provides advice for employers and others who encounter reassignment in their work – www.gendertrust.org.uk

The Gender Identity Research and Education Society (GIRES) initiates and promotes research into gender identity – www.gires.org.uk

Gendered Intelligence offers a free mentoring service for trans students and those questioning their gender identity – www.genderedintelligence.tumblr.com

Mermaids is a support group for gender variant children, teenagers and their families – www.mermaids.org.uk

Press for Change is a major support and lobbying organisation for UK trans people – www.pfc.org.uk

Queer Youth Network is a national voluntary group for lesbian, gay, bisexual and transgender young people – www.queeryouth.org

T-house is the first Black Trans organisation in the UK, addressing gender and cultural identity – www.t-house.me

Trans Media Watch gives guidance for transgender people dealing with the media – www.transmediawatch.org

The UK Intersex Association (UKIA) campaigns and supports intersexed people – www.ukia.co.uk

Appendix 7

Glossary

Assigned sex – The sex you were given when you were born.

Cisgender – A match between your assigned sex and gender identity. A person who is not transgender.

Coming out – A process by which a trans person will tell friends/family/co-workers etc about their trans status.

Cross Dresser – An individual of either sex that likes to wear the clothes of the opposite sex, but are otherwise happy with their gender identity.

Deed Poll/Statutory Declaration – The means by which a person can legally change their name.

FTM/trans man/a transgender man – Someone assigned female at birth but has transitioned or intends to transition to male and live full-time as such.

Gender – How a person feels in regard to male/female/neither/both.

Gender Identity – How a person feels in regards to male/female/neither/both. A cognitive process of recognising one's identity.

Gender dysphoria – A recognised medical term which refers to the physical/mental/social discomfort of being perceived and living as one's assigned sex.

Gender Fluid - Refers to a gender which varies over time. A gender fluid person may at any time identify as male, female, neutral, or any other non-binary identity, or some combination of identities.

Gender neutral – Refers to something which does not have specific genders, e.g. gender-neutral toilet signage might include a WC or toilet symbol, but would not include any combination of the standard "male" or "female" figures.

Gender queer - Commonly used to describe a person who feels that his/her gender identity does not fit into the socially constructed "norms" associated with his/her biological sex. It is an identity that falls anywhere between man/boy/male (masculine) and woman/girl/female (feminine) on the spectrum of gender identities.

Intersex – An individual born with the genitalia and/or secondary sex characteristics determined as neither exclusively male nor female, or which combine features of the male and female sexes.

Legal gender – is defined by a person's birth certificate. People who obtain a Gender Recognition Certificate under the Gender Recognition Act 2004 can now apply for a revised birth certificate in their acquired gender.

MTF/trans woman/a transgender woman – Someone assigned as male at birth who has transitioned or intends to transition to female and live full time as such

Non binary – To not identify within the binary male or female ideologies in Western society.

Passing – Being seen or read as the gender you present yourself as e.g. a male identifying person being read as male.

Post/pre op – Referring to the surgery status of the individual.

Sex – Assigned at birth in relation to one's genitals, chromosomes etc.

Sexual Orientation – Attraction to people i.e. gay, straight, bisexual, pansexual etc

Stealth – Term used to refer to a person who passes as their desired gender at all times, and who has broken contact with everybody who knew their gender history. Thus, everybody around them is unaware that they were not always presenting as the current gender, and they are effectively invisible within the population of their current gender. In order to *live in stealth* an individual has to be extremely passable. People may also choose to be stealth in some parts of their lives and not other, disconnected parts (for instance, being stealth at work, but openly transgender amongst friends).

To gender – To assign someone else a gender by noticing behaviour and body presentation.

Top surgery – Known term that trans men use when referring to chest surgery which produces a male contoured chest via double incision surgery or periareola.

Transition – The act of changing from one sex to the other. What constitutes as transitioning may be different for many trans people e.g. medical transition, social transition, etc.

Trans – An umbrella term used to describe an individual or group of people whose gender identity is in-congruent with what sex they were assigned at birth.

Transphobia – The discrimination of others based upon their gender identity. A person does not have to be trans to suffer from transphobia.

Transsexual- A person who medically transitions from the sex they were assigned to at birth with the gender identity they feel they are e.g. a person transitioning from male to female.