

Transitioning Guide

A Guide to supporting our Transgender Staff and Students through transitioning

For use by Staff and Students



Member



Equality Challenge Unit

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Section 1 – Our Commitment to Trans¹ Equality

1.1 Who is the guide for?

This guide is intended for use by all students and staff who identify as transgender, or who are beginning to explore their gender identity and those supporting them. It has been developed in association with Student and Academic Services, Student Support Services, the Staff LGBT+ Forum, Leicester LGBT Centre and guidance from the Equality Challenge Unit ²

1.2 What does the guide set out to achieve?

This guide aims to promote an awareness and understanding of transgender identity and the journey of transitioning. It provides guidance to those who are supporting staff and students through transitioning as well as highlighting key points of contact and support. It is important to acknowledge that the experience and journey of transitioning is unique to every individual and therefore this guide should be used to inform and advise support which is tailored to the individuals needs of the person transitioning.

The University of Leicester will treat all employees and students with respect, seek to provide a positive working and learning environment free from discrimination, harassment or victimisation; where transgender people are able to be open about their gender identity and are valued as an individual for their skills and contribution to the organisation. This commitment is defined within our Equality and Diversity Strategy.

We are members of Stonewall, have a partnership with the Leicester LGBT Centre and support an active Staff LGBT+ Forum and Student LGBTQ+ Society.

“Transitioning has been one of the most terrifying and rewarding periods of my life. The University has been incredibly supportive at all levels, and this has been invaluable to me over these last few months. My management, HR and colleagues have all been fantastic and I could not have asked for more. If you are wondering if you can be yourself whether trans or not at the University of Leicester, then the answer is, Yes you can!” - Amy, Engineering.

1.3 Introduction

Understanding Gender Identity:

A **transgender** person does not identify with the gender assigned to them at birth. Gender, which is the social norm of ‘man’ or ‘woman’ differs from biological sex, which is generally thought of as ‘male’ or ‘female’. A transgender person might, for example, be registered as female at birth based on their genitalia, but identify as a man.

Transsexual refers to a person who seeks medical intervention to change their body to match their gender. While some trans people still use this term, others find it offensive, so it is best to avoid it unless an individual asks you to use this word to describe them.

¹ For the purposes of this guide the words ‘trans’ has been used as an inclusive umbrella term for people whose gender identity and/or gender expression differs from the sex (male or female) they were assigned at birth.

² ECU Publication “Trans Staff and Students in Higher Education and Colleges: improving experiences” November 2016

An **intersex** person is born with ambiguous sexual anatomy, making it incorrect to define them as either 'male' or 'female.' Many doctors will choose a sex assignment for the child at birth, but sometimes parents choose to raise their child as gender neutral. Other times the individual does not realize they are intersex until later in life.

Some trans people identify neither as a man or as a woman, or as a mixture of both, or feel that their gender varies over time. An umbrella term that many of these people use is 'nonbinary'. They might also use identity terms like 'genderqueer' or, if their gender identity varies, 'genderfluid', or may prefer other terms.

People can identify as trans at any point in life and every individual's journey is unique. None of these terms are related to sexual orientation. An extensive glossary can be found in Appendix 1.

For the purposes of this guide we will be using the umbrella term trans to include all of the above and anyone who has undergone, is undergoing or intends to undergo a permanent or periodic changes to their gender identity. This may or may not include physical changes and/or medical procedures. A person is recognised and protected by Equality Law for their trans identity irrespective of whether they have pursued any surgery/ treatment, physical or official change to their identity.

The decision to transition is not something a person undertakes lightly and during transitioning a trans person may face a number of issues, many of which are supported by legislation. However, they may face great anxiety about how the University, their fellow students or colleagues will respond and this may be of great detriment to their work, studies and life.

The aim of this guide is to ensure that there is a consistency in procedures and knowledge of the subject so that no current or prospective student or member of staff is subject to discrimination or victimisation as a result of being a trans person whether transitioning or not. The support of managers and colleagues, staff and fellow students is vital. Throughout this document the word student is used to refer to current or prospective students i.e. enquirers, applicants and offer holders.

1.4 Confidentiality

The University treats all personal data, including data related to someone's gender identity as strictly confidential. All staff are required to undertake training related to information security and equality and diversity which highlight the importance of confidentiality particularly in relation to trans identity. The University recognises that S.22 of the Gender Recognition Act 2004 makes it illegal to disclose an individual's gender identity or history internally/externally without their consent.

Whilst we currently only collect information relating to male or female sex, we have established processes to recognise gender identity and update our systems to reflect this. These are currently updated through a manual update undertaken by the named contact in Human Resources or Student Services, once written notification is provided.

We currently do not ask all employees to disclose data relating to whether they have transitioned as we are developing our systems and processes to be suitable to collate and store this

information. Where information is disclosed relating to a staff member's gender identity this is held and accessed on a strictly confidential basis.

As well as a requirement to provide equalities monitoring data to the Higher Education Statistics Agency, under the Equality Act 2010 we are also legally required to produce and publish equalities monitoring information annually. This data will only be used anonymously and to make high level analysis.

We recognise that even where data relating to trans identity is captured, low disclosure often means that the data is not statistically viable. Therefore we are taking a pro-active approach to advance trans equality across the University, through raising the profile of trans people and developing our processes and policies to promote an inclusive culture. We have already started to do this by creating a staff LGBT+ equality forum.

Section 2 – The Transition Process

2.1 Transitioning

Transitioning is a term used to describe the process of presenting in a gender different to that assigned at birth. A trans person may wish to pursue a number of changes to live in a gender role that matches their true gender identity rather than their assigned gender. For instance, by changing the name that they want to be known as, by dressing differently, by obtaining voice training, by accessing endocrinology services to affect hormones or by having surgery to change primary or secondary sex characteristics (e.g. chest or genitals).

Not everyone that identifies as a trans person will choose to transition in the same way. Each person's journey to transitioning is unique. Each person's situation and the period of time to transition will vary depending on a range of factors, including whether or not they want medical assistance and whether they are receiving this privately or via the NHS. Some people may wish to transition periodically, in which case they should also be supported the same as someone who has decided to transition permanently. Appendix 2 outlines some of the ways people may wish to transition.

It is therefore difficult to outline a definitive process to support the transitioning process, however this section aims to ensure that the journey of gender assignment is facilitated and supported fully at the University through outlining points for consideration.

The table in Appendix 6 may be useful to transitioning staff and students as a reminder that they are very much in control of their transitioning and that their Human Resources Business Partner or Personal Tutor will be helping to manage their experience within the University. Each stage as applicable is explained in greater detail in the following sections.

2.2 Showing Respect to Trans Students and Staff

The following informal guidelines on how to treat trans people may be helpful for a trans person's colleagues and fellow students:

- Think of the person as being the gender that they self-identify as.
- Use the name and pronoun that the person asks you to. If you aren't sure what the right pronoun is, politely ask them what name and pronoun they use. If you make a mistake with pronouns, correct yourself 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. You may just be curious, but this implies that you don't believe that their gender identity is 'real'.
- 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.
- If you hear, or see staff members or students using transphobic language or behaviour challenge it and/or bring it quickly to the attention of someone in a position of authority.
- Respect people's boundaries. If you feel it is appropriate to ask a personal question, first ask if it is ok to do so. Personal questions include anything to do with one's sex life, anatomy (not just genitalia) and relationship status – past, present or future. Questions about medical transition, such as 'Are you on hormones?' can be considered personal.
- Listen to the person, and ask how they want to be treated and referred to.

2.3 Appropriate Terminology

Once there is an awareness that a person wishes to transition, failing to address a trans person in their chosen identity or name could constitute discrimination. A trans person does not have to pursue any legal changes to their birth name or initiate any medical treatment in order to be acknowledged in their new name and identity. Addressing a trans person in their previous name or gender identity could constitute discrimination. It is best to discuss this with the person who is transitioning before the transition takes place to avoid any uncomfortable situations.

If you are not sure of the correct pronouns, ask the person what they prefer, doing so shows a level of understanding of trans issues. If you accidentally misgender with the wrong pronoun, it is important to correct yourself, apologise briefly and move on. Do not make a scene.

When talking with a person who has a non-binary gender identity it is important to avoid any gendered language such as sir/madam, ladies/gentlemen, his/her. Instead use gender neutral language such as they, them, their. A person who has a non-binary gender identity may prefer this to be acknowledged with the prefix Mx in place of 'Mr' or 'Ms', or may prefer not to use such a prefix at all.

It is not appropriate to use the terms sex-change or pre/post-operative as the choice to have or not to have specific surgeries is irrelevant to a person's gender identity and is a private matter. Have respect for people's boundaries. Do not ask personal questions unless you are invited to do so.

2.4 Supporting Changes in Gender Presentation

Before a person starts to present in their preferred gender, it is important that the institution plans with the staff member or student what will happen. Institutions should ensure that everything is in place when a person starts to present in their preferred gender to avoid any contradictory information or embarrassment. No records should be changed without the permission of the person concerned.

A trans person may not wish to transition in the workplace at the same time they transition at home. Therefore assumptions should never be made. Once a person has transitioned you should discuss with them whether they would like all reference to their previous gender identity to be referenced to their current identity.

Bear in mind that it can take several years to transition fully. During this time the trans person may experience extensive physical changes, so it may be necessary to update essential photo ID regularly throughout this period. In the early stages of transition, a trans person may not permanently present in their preferred gender as they may not feel able to do so until, for example, hormone therapy starts to alter their body – the person may require identification in their former as well as their new gender. Note that it is possible to separate photo ID from the staff and student cards used for door and library entry etc.

Staff and students should be given more than one option for proof of ID as many trans people do not have or want a Gender Recognition Certificate and so may not have primary identification documents like a birth certificate in their acquired gender. However, UK passports, driving licences and bank details are available to trans people in their gender identity without a GRC. It should be noted that the GRC can only be requested in very specific circumstances (i.e. for pensions) and never as proof of gender.

2.5 First Steps

It is important to note transitioning is a very personal journey and therefore it is not a prescriptive process. Any action or decision should be made in discussion and agreement with the person transitioning.

Although the person transitioning may wish to nominate a member of staff to support them through their journey, we encourage both staff and students who wish to transition to inform either their line manager or personal tutor so that we are able to implement support or changes required.

It is noted that on some occasions the direct line manager or tutor may not be the most suitable person to have the discussions with. It is important to note that in order to support the person fully the manager or tutor will need to be made aware of the intention to transition. This does not necessarily have to come directly from the person who is transitioning.

The person who is transitioning may wish to contact the named person in student and staff services. These can be found in **Appendix 3**.

Not all persons who are transitioning require support from their colleagues or the University and are happy to directly contact departments such as Registry, Recruitment or Human Resources to change their details.

In such instances the person who is transitioning should notify the University of their intention to transition by writing to the College's Human Resources Business Partner (for staff) or the Head of Student Support Services (for students). See Appendix 3: Contacts for Nominated Persons and Appendix 7: Template Letter 1).

The steps a person who is transitioning wishes to take should never be assumed. The process should be led by the person who is transitioning and the way they wish to manage this.

2.6 First Meeting

A face to face meeting should be offered with the line manager and/or Human Resources Business Partner for staff; personal tutor and/or Head of Student Support Services for students, who can help the person manage their transitioning experience at the University. If it is not appropriate for either of these to be contacted then the individual nominated by the trans person should seek support from the Human Resources Business Partner/Head of Student Support.

The person should also forward a letter to the Head of Student Support Services or their Human Resources Business Partner to formally notify the University of their intent to transition (See

Appendix 3: Contacts for Nominated Persons and Appendix 7: Template Letter 1). Informing the University in writing ensures that the request is treated formally and appropriate action is undertaken.

The nominated member of staff initially contacted should organise a face to face meeting in a private space with the person and offer reassurance that the University will support them during their transition and afterwards. They should also reiterate the institution's commitment to equality and its policy on harassment (see the section on University Policies and Guidance). The trans member of staff or student should have the option to be accompanied by a colleague, friend or a trade union or students' union representative to this meeting.

We suggest that the points in Appendix 4 are considered by the person transitioning before the meeting. During the meeting, you should discuss how they anticipate their transition may impact upon their work or study and start to agree an action plan.

2.7 The Action Plan

Co-development on an action plan will be offered to include timescales with the person to ensure that appropriate steps are taken by both parties during their transition. It should be made clear that they need only disclose information to enable the institution to support them.

The timescale will help the institution to consider any necessary arrangements for time off work or study in advance and when changes to records are likely to be required.

The action plan should be kept confidential, and discussion should take place with the individual to agree where copies should be kept and who should have access to them.

The action plan and timescales will need to be reviewed periodically with the person concerned and particular attention will need to be given to people in programmes of work or study that require them to undertake placements etc. This action plan should include the dates or expected timescales as appropriate to the person.

A list of possible consideration for actions, which may need to be developed is provided in Appendix 5. Appendix 6 may be useful in outlining the steps that a person transitioning may wish to take.

2.8 Managing the Reactions of Colleagues and Fellow Students

When people transition or come out as trans or non-binary, the process itself may present challenges for other staff and students who have fixed notions of gender. A member of staff or a student who transitions or comes out as trans may face a broad range of challenges in their work or learning environment.

Institutions that are supporting trans staff and students and managing the reactions of their colleagues or fellow students may initially have no idea how to respond to these challenges.

The trans person may want to tell their colleagues or fellow students that they intend to transition or about their trans status; some trans people will not want to. In agreement with the person, it may be useful to arrange a meeting to discuss communication plans

In arranging a meeting or communicating the transition to others, please consider the following:

- The content of any meeting and who attends should be discussed and agreed with the trans person in advance. It may be appropriate to involve an external trans organisation.
- If agreed and practical, invitations can be sent to anyone the person works with or interacts with frequently at the institution, in student accommodation or on programme placement. It is best not to discuss transition or trans status via email, although a letter (and ECU guidance materials) could be circulated at the meeting.
- The individual should be free to choose whether they make an announcement themselves, or whether it is made for them by a chosen representative.
- There should be an opportunity for other members of staff or students to ask questions, either of the person hosting the meeting or, if they are comfortable, the person concerned. People should be made aware that what is appropriate to ask a professional trainer or educator is not always what is appropriate to ask an individual trans person.
- It is important that a senior member of staff within the student's or staff member's department or faculty, and in the case of students, their residence, is (and is seen to be) supportive.
- It would be good practice for the senior member of staff to make it clear that trans people, including people who transition while at a HEI or college, have the full support of the institution, and that the institution supports all people to express their gender however they feel most comfortable.
- The senior member of staff should also explain and reiterate the institution or college's commitment to equality, and its policy on bullying and harassment.

The senior member of staff should emphasise that the person be addressed by their preferred name and the appropriate pronoun. They should be referred to with their preferred name and pronoun in their absence.

Transitioning is a journey for both the trans person and their colleagues/fellow students. We recognise that training is an indispensable tool in supporting and empowering our colleagues in feeling supported and confident in supporting their trans colleague.

When developing training programmes it is good practice to involve any trans staff or students in the planning and design phases, should they wish to be involved. Keep in mind that some trans staff or students may choose not to be publicly identified; confidentiality is vital. Through our partnership with the Leicester LGBT Centre we will ensure that training is conducted in such a way as to ensure participants are able to raise issues and concerns of their own; it is of paramount importance that they know what is expected of them and how the University will support them in meeting these expectations.

If you require training or support please contact the Equalities Team (Email: equalities@le.ac.uk) who will be able to provide support and training to personal tutors, managers, colleagues and students.

Section 3 – Practical Issues

3.1 Accommodation

The University's Accommodation Service works closely with Student Support Services to ensure that University accommodation meets the needs that any student may have. A trans student applying for accommodation will be offered their preferred type of accommodation based on their application preferences wherever possible. For current residents any change of requirements at any point will be addressed in consultation with the needs of the individual. This may include alternative accommodation or consideration of the contract term.

Accommodation: 0116 252 2428 – accommodation@le.ac.uk
www2.le.ac.uk/offices/accommodation

3.2 Award Ceremonies

The University of Leicester will support any student who wants to be announced in a way which is different from their name registered with the University and can do this by speaking to Student and Academic Services there is no need to mention the reasons for this.

Student and Academic Services, Graduation Ceremonies: 0116 252 2448 - graduation@le.ac.uk
www2.le.ac.uk/institution/graduation

3.3 Competitive Sports

The Gender Recognition Act recognises that, in certain circumstances, it may be appropriate to restrict trans people from participating in competitive sports in their gender. This is to ensure fair competition and the safety of other competitors as well as the trans person; however, the Act makes it clear that a trans person should be given the same access to sports clubs as a non-trans person. Note that any restrictions only apply to competitors, not referees, coaches or club employees.

The implications for each sport will differ and the National Governing Body's guidance on transgender will be used as a point of reference where there is some dispute about who can play in what team:

British Universities & Colleges Sport:
www.bucs.org.uk/athlete.asp?section=18556§ionTitle=LGBT+

Sport & Recreation Service: 0116 2231500 – sport@le.ac.uk - www2.le.ac.uk/offices/sports

3.4 Confidentiality

Confidentiality is crucial and the Gender Recognition Act prohibits disclosure of the fact that someone has applied for a gender recognition certificate (GRC), or disclosure of someone's gender before the acquisition of a GRC. Such disclosure constitutes a criminal offence liable to a fine.

Referring to or referencing a person's gender identity before their transition, including their name is considered as direct discrimination. Therefore the strictest of confidentiality must be upheld.

Information Assurance Services: 0116 229 7946 – ias@le.ac.uk - www2.le.ac.uk/offices/ias/dp

3.5 Criminal Record Checks

The Disclosure & Barring Service works within the Gender Recognition Act. They have a confidential checking process for transgender applicants who do not wish to reveal details of their previous identity to the person who has asked them to complete an application form for a DBS check.

Email: sensitive@dbs.gsi.gov.uk or write to: Sensitive Applications Team
Customer Services
PO Box 165
Liverpool L69 3JD

3.6 Degree Certificates

The University recognises its role in balancing the rights of trans students and staff whilst protecting the degree integrity from the risk of fraud. We are also required to ensure that we maintain accurate records for UK visa and immigration purposes as well as for a number of professional bodies. We therefore require legal proof of change to name and/or sex in order to change degree certificates.

Legal proof of a change of name is required in order to issue or to reissue a degree certificate in a name different to the name in which the student originally registered. Forms of legal proof of a name change in lieu of a birth certificate include a Statutory Declaration of Name Change or a Deed Poll or overseas equivalent.

UK Deed Polls – www.gov.uk/change-name-deed-poll/overview and www2.le.ac.uk/offices/sas2/studentrecord/certificates

If none of these are available then the Deputy Academic Registrar may exercise discretion as to what is acceptable, for example, a document witnessed by a UK-based solicitor to endorse the persons ID.

A fee will not be charged for a replacement degree certificate required because of a transition. Any costs associated with acquiring a proof of name change should be covered by the institution, not the individual as not all people choose to change their name officially. (See Appendix 3: Contacts: Nominated Persons for the Deputy Academic Registrar, Student Administration)

3.7 Dress Code

Dress codes impact on all trans people, particularly if they are forced to wear clothing that doesn't align with their gender identity or expression. Dress codes should apply to all employees and use gender neutral language, for example, specify that 'Staff may wear a skirt or suit trousers' rather than 'Women may ...'. Gender neutral dress codes should encompass hair, makeup and jewellery too.

Where uniforms are required then these should be gender neutral and staff should be able to choose which style they prefer. If a person is transitioning then the organisation should make plans to make new uniforms available in good time.

3.8 Facilities

A trans person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets – according to their preference at the time. This may mean that a person changes the facilities they use at the point when they start to live in their gender. It is not acceptable to restrict a trans person to using disabled toilets or other unisex facilities, although providing that option is helpful for non-binary trans people and some trans people prefer to use unisex facilities. The University has a number of gender-neutral toilets and changing facilities, and endeavour to have more of these facilities when new builds or refurbishments are undertaken.

3.9 Forms and Questionnaires

When designing forms or questionnaires, include a further option in addition to 'male' or 'female' such as 'other' as well as 'prefer not to disclose'. It should also be made clear on forms requesting this information what the intended use is, as this may affect how some trans people respond.

Our current systems are not able to record any options other than 'male' or 'female'. However, we do have processes to change these when a person transitions. (See Section 3.4: Confidentiality)

3.10 International Staff and Students

Some countries do not have a process in place to enable their citizens to change their gender on identification documents. In other countries trans people can experience societal hostility and persecution. Consequently some international students and staff may not have identification in their self-defined gender and may seek to transition while working and studying in the UK.

Others may have had their self-defined gender legally recognised by another country and may be eligible to apply for a GRC (Gender Recognition Certificate). Trans foreign nationals whose national authorities do not recognise changes to names and/or gender in their passports or national identity cards can obtain a biometric residence permit in their chosen name and self-identified gender.

See:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550968/Home_Office_Use_and_Change_of_Names_revision_060916.pdf

If a student or staff member is faced with returning to a country where they have a well-founded fear of persecution due to their gender identity they can make an asylum claim.

3.11 Legal Change to Name and/or Sex - Non-Legal Change to Name and/or Sex

Under the Equality Act 2010, a person who wishes to change their name due to transitioning does not have to present any official documentation to show this and equally the University do not pursue requests for evidence of legal name or gender change. The University is satisfied with notification of a name change due to transitioning to be communicated in writing to the relevant persons (see appendix 8, Template Letter 2, which may be used to notify the University of this change).

It is important for the trans person to be aware of the implications should they choose not to change their legal name or sex.

Although the University is able to change internal systems, the University is unable to make changes to some records unless official documentation of a legal name change or change to legal sex is provided. These include changes to the pension service records, bank/funder, details returned to national statistical agencies and degree certification (prior to them being issued). This documentation could be in the form of a passport or birth certificate.

If someone does not have a suitable driving license, passport or bank account then legal change of name documentation (i.e. deed poll or statutory declaration or overseas equivalent) is acceptable as proof of ID.

Any material that needs to be kept that is related to the person's trans status is filed so that it is inaccessible to anyone other than an agreed person. This should include any document that links a person's present name and gender status with a different name and gender status, such as records of absence for medical assistance, birth certificate and documentation of name change. For example, these records could be placed in a sealed envelope and attached to a new file with instructions such as, 'Confidential: Human Resources Business Partners Only' or 'Confidential: Deputy Academic Registrar Only'. The Human Resources Business Partner or Deputy Academic Registrar should allow other staff to view the information only if they require it to perform their specific duties and only with the permission of the person concerned.

When a trans person receives a gender recognition certificate, they have the legal right to request that all references to their former name and gender be removed from old records to ensure their former identity is not revealed. If this legal right is requested then the University will ensure that all paper files which have reference to the previous gender identity will be updated accordingly. For example, if a student or new recruit has changed their name, their original offer letter will need to be replaced with an offer letter in their new name. Where information is stored in a format that cannot be changed or replaced easily, such as microfiche, consider producing the document in a new (e.g. digital) format (as you would for similar documents that have been lost or damaged).

3.12 Pension Schemes

Trans people without a GRC are treated as their assigned gender for state pension purposes. Those with a GRC are treated as their acquired gender and backdated state pension payments may be applicable if the GRC was obtained after retirement. It is important that a person, who has had their marriage annulled or their civil partnership dissolved in order to gain a GRC, reviews their pension arrangements otherwise a dependant's benefit may be adversely effected.

University Pensions Office – pensions@le.ac.uk – www2.le.ac.uk/offices/finance/staff/pensions

3.13 Recruitment

It is not necessary for applicants to disclose their trans status as part of the application process. Successful candidates will be required to abide by the statutory requirements of proving your right to work in the UK as per this guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

3.14 References

References for staff and students who have transitioned should make no reference to their former name or status otherwise the University would be at risk of breaching the Data Protection Act and the Gender Recognition Act, regardless of whether they have a Gender Recognition Certificate.

3.15 Time Off

The law recognises that someone under medical supervision who is transitioning may require substantial periods of time off study or work to undergo medical procedures. A trans person under medical supervision who has time off relating to their transition has the right to be treated in the same way as someone who is absent for reasons of sickness or injury. The University will endeavour to support and facilitate leave which is related to medical appointments related to transitioning.

HR Absence and Attendance Policies – www2.le.ac.uk/offices/hr/policies/abs/abs

Staff should also be aware that the possible side-effects of medication may adversely affect performance, and the person may need reduced hours or duties for a temporary period when they return following surgery.

A student may apply to take time off from their studies or for extenuating circumstances, it is important to discuss what process, support or adjustments are needed to ensure the student remains on their programme of study or can return when they have recovered.

Section 4 – Discrimination and Harassment

4.1 University Policies and Guidance

Equalities Statement

The University of Leicester will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.

Equal Opportunities Policy (PDF) – www2.le.ac.uk/offices/equalities-unit/Equalities%20Documents/EO%20Policy_v5_Final_Mar12.pdf

Dignity at Work (Harassment) Policy – www2.le.ac.uk/offices/hr/policies/diff-sits/dignity-at-work

Student Dignity and Respect Policy – www2.le.ac.uk/offices/welfare/dignity-and-respect-whilst-studying

Our Commitment to Trans Equality – www2.le.ac.uk/offices/equalities-unit/protected-characteristics/gender-1/trans-people-and-transitioning

Our policies protect the rights of trans people to dignity in their work and studies. The University will not tolerate discrimination or bullying and harassment of anyone based on their gender identity or expression. This is a serious offense and will be dealt with in accordance with the policies above.

Examples of unlawful direct discrimination based on a person's trans identity include:

- Refusing to promote a member of staff because they are trans.
- Refusing to support a member of staff or a student who is trans.
- Deliberately excluding a trans person from any work or work-related activity on the grounds of their gender identity.
- Dismissal of a trans person for reasons connected to their gender identity.
- Verbally or physically threatening a trans person.
- Spreading malicious gossip about that person.
- Refusing to associate with or ignoring someone because they are a trans person.
- Refusing to address the person using their correct pronoun or name.
- Sexual harassment of a trans person.
- Revealing the trans status of a person to others, by disclosing information to individuals or groups – in other words, 'outing' someone.
- Not respecting a person's gender identity because the college or HEI thinks the individual is not sufficiently 'convincing' in their gender role.
- Indefinitely refusing to allow a trans person to use single-sex facilities appropriate to their gender or forcing them to use gender-neutral facilities.
- Treating a trans person less favourably than others in regard to sickness or other absences.
- Refusing to acknowledge the rights of a trans person and failing to acknowledge that they are living in their self-identified gender.

Steps can be taken to prevent discrimination and harassment:

- Ensure gender identity is covered in policies aimed at preventing harassment.
- Train all staff and managers on relevant policies and their responsibilities under them.
- Make harassment a disciplinary offence.
- Monitor the effectiveness of policies aimed at tackling harassment.
- Develop clear procedures for investigating complaints.
- Train staff involved in investigating complaints.
- Ensure subcontractors are aware of the institution's policies to promote gender equality and their obligations under them.
- Work in partnership with the local police to ensure hate crimes are reported.

Some examples of transphobia include:

- Speculating about someone's gender – "Is that a man or a woman?"
- Referring to someone's trans history – "Yeah, he used to be such a beautiful woman."
- Inappropriate questions about medical treatment – "So have you had, you know, the surgery?"
- Questioning someone's ability to 'pass' – "She'd be more convincing if she used more makeup."
- The use of facilities – "Why is he using the women's toilet? He must be a pervert."

4.2 Complaints

The University undertakes to ensure a prompt response to all complaints and to treat them with due respect, relevant confidentiality and fairness. In some instances, they may be dealt with informally. In others, there may be grounds for disciplinary actions, including dismissal or expulsion from the University. In the interests of investigating a complaint, it is necessary to make disclosure of the person's trans status to particular named persons that will only be done with written permission of the trans person. If the trans person feels unable to agree to such disclosure it must be explained to them as to how this will impact the investigation of the incidents and the limits on any actions that can be taken.

In the first instance, a person can contact the HR Advisory Team or Head of Student Support Services who will help the student or member of staff make a complaint or contact an adviser. (See Appendix 3, Contacts of Nominated Persons)

Section 5 – Legislation

5.1 The Law

Although the law protects all those in the UK that propose to undergo, are undergoing or have undergone gender reassignment, the University will go above and beyond what legislation recognises as everyone deserves dignity and respect regardless of their trans status or gender identity, including non-binary or pangender identities. In the workplace it is illegal to treat someone differently or discriminate against them because of their trans identity and there is a statutory duty on all public bodies such as the University to have due regard to the need to eliminate unlawful discrimination and harassment and to promote equality between men and women. As part of that duty, the University is specifically required to address and eliminate discrimination and harassment of trans students.

5.2 The Equality Act 2010

The Equality Act 2010 applies to England, Scotland and Wales. Gender reassignment is one of nine protected characteristics under the act. The protected characteristic of gender reassignment applies to a person who ‘proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex’ (Equality Act, 2010).

Importantly, the EHRC technical guidance states that ‘under the (Equality) Act gender reassignment is a personal process ... rather than a medical process. Protection applies from the moment the person indicates their intention to start the reassignment process, even if they subsequently change their mind. The act does not require someone to undergo medical treatment in order to be protected’ (EHRC, 2012). In short the Act affords protection to the following people:

- Trans people including applicants to and students in post school and higher education, former students, employees and former employees. School children are also protected but the harassment provisions of the act do not apply to them.
- People who experience direct discrimination or harassment because they are perceived to be trans. The report of the Women and Equalities Committee and the government’s response (House of Commons, 2016) highlight that non-binary people are afforded protection under the discrimination by perception provisions of the Equality Act. Consequently, colleges and HEIs in England, Scotland and Wales should ensure their policies and procedures are inclusive of all trans people.
- People who experience direct discrimination or harassment because they are associated with someone who has the protected characteristic of gender reassignment. For example, it would protect the parents/guardians of a trans person from being discriminated against or harassed because their child is transitioning.
- People who are victimised because they have asserted their rights under the Equality Act, have helped someone else to do so, or are suspected of doing so or intending to do so. For example, a member of staff experiences hostile treatment from their manager after they supported a complaint about the treatment of a trans colleague.

- People who experience indirect discrimination as a result of a provision, criterion or practice that may appear neutral, but its impact causes disadvantage that is not considered to be a proportionate means of achieving a legitimate aim. For example, a blanket policy of not changing names or gender on student and staff records may cause trans people significant disadvantage as it will cause them difficulties when going about their day-to-day life at their HEI or college.

For further information on the terms used in the Equality Act see ECU's 2010 guidance, *Equality Act 2010: implications for colleges and HEIs revised*: www.ecu.ac.uk/publications/equality-act-2010-revised/

5.3 The Gender Recognition Act 2004

The Gender Recognition Act 2004 covers all four countries of the UK and allows trans people to apply to the gender recognition panel to seek full legal recognition of their self-identified gender. The gender recognition panel, made up of lawyers and doctors, requires applicants to demonstrate that they:

- Are 18 years old or over.
- Have, or have had, gender dysphoria.
- Have lived in their self-identified gender for at least two years, ending with the date on which the application is made.
- Intend to continue to live in their self-identified gender for the rest of their life.
- Have medical records to demonstrate gender dysphoria.

If an applicant is successful, they will be issued with a full or interim GRC. In terms of employment, a person holding an interim GRC should be treated as though they have received a full GRC. <https://www.gov.uk/apply-gender-recognition-certificate/overview>

5.4 The Data Protection Act 1998

Under the Data Protection Act 1998, which applies to all four countries of the UK, trans status and gender reassignment constitute 'sensitive data' for the purposes of the legislation. Therefore information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met. These include but are not limited to the need for an individual's explicit consent for information to be processed. The definition of processing under the act is very broad and covers both data and information in relation to obtaining, recording or holding the information and data or carrying out any operation on them.

Information Assurance Services – 0116 229 7946 – ias@le.ac.uk – www2.le.ac.uk/offices/ias/dp

Section 6 – Useful Links

Beaumont Society are the largest and longest established transgender support group in the UK – www.beaumontsociety.org.uk

Beyond the Binary is a magazine for UK non-binary people – beyondthebinary.co.uk/

Depend gives support, advice and information to anyone who knows or is related to a trans person in the UK – www.depend.org.uk

Equality Challenge Unit: Trans staff and students in higher education (revised 2010) – www.ecu.ac.uk/publications/trans-staff-and-students-in-he-revised

Equality Challenge Unit: Trans support web pages – www.ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people/

Gender Matters offers consultancy services – www.gendermatters.co.uk

Gender Trust offers support for those affected by gender identity issues – gendertrust.org.uk

Gendered Intelligence especially supports young trans people aged 8-25 – www.genderedintelligence.co.uk

GIRES' purpose is to improve the lives of trans and gender non-conforming people, including those who are non-binary and non-gender – www.gires.org.uk

Leicester LGBT Centre established to support lesbian, gay, bisexual and transgender people in our area – leicesterlgbtcentre.org

leicesterlgbtcentre.org/project/young-transgender-centre-of-excellence/

NHS Choices covers transgender health issues – www.nhs.uk/livewell/transhealth

Press for Change are experts in transgender law – www.pfc.org.uk

Stonewall has extended its remit to campaign for lesbian, gay, bi and trans equality – www.stonewall.org.uk/our-work/campaigns/trans-equality

Transformation provide advice for trans and non-binary staff at work – www.transformationuk.com

Transbareall works to help people accept their bodies and live more fulfilling lives – transbareall.co.uk

Section 7 – Appendices

Appendix 1: Terminology: ECU’s: Trans staff and students in HE and colleges: Improving experiences

There are many terms and phrases that are used to describe trans people and some trans people may identify with some or none of these. The following is not an exhaustive list as terms relating to gender are developing quickly.

In order to understand trans issues, it is important to be aware of the variety of terms that may be used both socially and legally.

Glossary of terms

Terminology changes and its use can be highly individualised. It is important to be mindful of trends in language as a staff member or student may associate with a term perceived by some, even members of the same community, to be inappropriate.

This glossary covers the terms used in this publication and elsewhere.

Acquired gender	A legal term used in the Gender Recognition Act 2004. It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. Affirmed gender may be used when a person has transitioned but has decided not to apply for a GRC or is not/not yet eligible for a GRC.
Cisgender	A term used to describe people who are not transgender. Cisgender is based on the Latin prefix cis which means ‘on this side of’. The Latin prefix trans means ‘across from’ or ‘on the other side of’. The use of cisgender is debated within the trans community and some people prefer the term non-trans as it familiarises the use of the term trans (see below).
Dual role	A dual role person occasionally wears clothing and/or makeup and accessories that are not traditionally associated with the sex they were assigned at birth. Generally, dual role people do not wish to transition and do not necessarily experience gender dysphoria. Some people prefer the term alter ego. Historically the terms transvestite and cross dresser were used to describe dual role people, but they are now considered to be outdated. While some people may use the terms to describe themselves, other people may find the terms offensive.
Gender	Gender refers to the cultural and social distinctions between men and women. It consists of three related aspects: a society’s constructed gender roles, norms and behaviours which are essentially based on the sex assigned at birth; gender identity, which is a person’s internal perception of their identity; gender expression, which is the way a person lives in society and interacts with others. Gender does not necessarily represent a simple binary choice: some people have a gender identity that cannot be defined simply by the use of the terms woman or man. It should be noted that currently, only male and female genders are recognised in UK law. However, there is growing pressure from campaign groups for this to change in line with other countries including Australia, Bangladesh, Denmark, Germany, India, Nepal and New Zealand.
Gender expression	While gender identity is subjective and internal to the individual, gender expression refers to all of the external characteristics and behaviours that are socially defined as either masculine or feminine, such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions. Typically, trans people seek to make their gender expression match their gender identity, but this is not always possible. It is best practice to not assume someone’s gender identity on the basis of their gender expression. If you are not sure, it is

	best to ask a person how they would like to be addressed.
Gender incongruence and gender dysphoria	Gender incongruence is a medical term used to describe a person whose gender identity does not align, to a greater or lesser extent, with the sex assigned at birth. Where this causes discomfort it is known as gender dysphoria. Gender dysphoria 'is a term describing the discomfort or distress caused by the discrepancy between a person's gender identity (their psychological sense of themselves as men or women) and the sex they were assigned at birth (with the accompanying primary/secondary sexual characteristics and/or expected social gender role)' (NHS, 2013). Gender dysphoria is not considered a mental health issue but unmanaged dysphoria or the social stigma that may accompany it and any changes a person makes to their gender expression can result in 'clinically significant levels of distress' (NHS, 2013). In order to qualify for NHS medical assistance to transition, a trans person in the UK must have a diagnosis of gender dysphoria. As not all trans people have gender dysphoria this presents a significant barrier to accessing medical support and the provisions of the Gender Recognition Act. See page 17.
Gender reassignment	The legal term used in the Equality Act to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex' (Equality Act, 2010). This is the protected characteristic that protects trans people from discrimination, victimisation and harassment in employment, education and when using services. Importantly, the act requires no medical supervision or interventions for a trans person to be afforded protection.
Gender recognition certificate	Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the Gender Recognition Act 2004. The holder of a full GRC is legally recognised in their acquired gender for all purposes. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application, and intends to live permanently according to their acquired gender status. See page 17. It is never appropriate to ask a trans person for a GRC and regarded as unlawful because it breaches their right to privacy. Once a person has obtained a GRC their gender history can only be disclosed where there are explicit exceptions in law: <ul style="list-style-type: none"> • In accordance with an order of or proceedings before a court or tribunal, when it is strictly relevant to proceedings • For the purposes of preventing or investigating crime, where it • Is relevant • For the purposes of the social security system or a pension scheme
Gender variance	Gender variance, also referred to as gender non-conformity, is behaviour or gender expression that does not match socially constructed gender norms for men and women.

Intersex	<p>An umbrella term used for people who are born with variations of sex characteristics, which do not always fit society’s perception of male or female bodies. Intersex is not the same as gender identity or sexual orientation.</p> <p>Until recently, parents of intersex babies were encouraged to elect for surgery so that their child would conform to stereotypical male or female appearances. As a result, many intersex people can encounter difficulties as the gender assigned at birth may differ from their gender identity and surgery may have compromised sexual, urinary and reproductive function. Today, parents are advised to delay surgery until their child reaches puberty so that the child can inform decision-making. Some parents do not observe this advice and attitudes will vary country by country. Not all intersex people opt for surgery, and many will consider themselves to be intersex rather than male or female. Some intersex people may decide to transition to their self-identified gender and start to identify as trans.</p>
Legal sex	<p>A person’s ‘legal’ sex is determined by their sex on their birth certificate and the assumption made at birth is that their gender status (boy, girl) matches. For higher education institutions (HEI’s) and colleges a person’s legal sex is only relevant for insurance, pension purposes and in rare cases occupational requirements.</p> <p>For the purposes of everyday life (including banking, personal identification and travel), a person’s legal sex may not be the same as their self-identified gender. For instance, a trans woman can have identity documents such as a passport, driving licence and employment records based upon her gender as female, but still have a birth certificate which states that she is male.</p>
Lesbian, gay, bisexual, trans plus (LGBT+)	<p>While being trans or having a trans history is different from sexual orientation, the forms of prejudice and discrimination directed against trans people can be similar to those directed against lesbian, gay, bisexual plus (LGB+) people and historically the two communities have coexisted and supported each other. As a result, advocacy and support groups often cover LGBT+ issues. Trans people can also identify as LGB+.</p>
Non-binary	<p>Non-binary is used to refer to a person who has a gender identity which is in between or beyond the two categories ‘man’ and ‘woman’, fluctuates between ‘man’ and ‘woman’, or who has no gender, either permanently or some of the time. People who are non-binary may have gender identities that fluctuate (genderfluid), they may identify as having more than one gender depending on the context (eg bigender or pangender), feel that they have no gender (eg agender, non-gendered), or they may identify gender differently (eg third gender, genderqueer).</p> <p>Research by the Scottish Transgender Alliance (2016) found that 65 per cent of non-binary respondents identify as trans. Just as with trans men and trans women, non-binary people transition and live their lives in various ways – which may or may not include medically transitioning (ie taking hormones or having surgeries).</p>
Pronoun	<p>A pronoun is the term used to refer to somebody for example she/her/hers/herself or he/him/his/himself. Gender-neutral pronouns include</p> <ul style="list-style-type: none"> • they/them/their/themselves • che/chim/chis/chimself • E/Em/Eir/Eirs/Emself • Per(person)/pers/perself • Xe/ hir/ hirs/ hirsself
Real-life experience or experience	<p>‘Real-life experience’ or ‘experience’ are the terms used by the medical profession and refers to the period in which an individual is required to live, work and study full-time in their affirmed gender before they can undergo genital surgery. Previously the requirement applied to hormone replacement as well as genital surgery. Some trans staff and students may be asked by a gender identity clinic to provide confirmation from their institution that they are undertaking real-life experience or experience.</p>

Self-identified gender	The gender that a person identifies as. The trans community is campaigning for UK law to be based on self-identification as is currently the case in other European countries. ECU recommends that colleges and HEIs recognise a student or staff member's self-identified gender.
Sex	Sex refers to the biological status of a person as male or female in their physical development. Sex is judged entirely on the genital appearance at birth but internal reproductive organs, skeletal characteristics and musculature are also sex differentiated.
Sexual orientation	Sexual orientation is different from gender identity. Trans people, like any other people, can have a wide range of sexual orientations beyond those recognised by the Equality Act including heterosexual, lesbian, gay, bisexual, asexual, pansexual, omnisexual and demisexual.
Trans and transgender	Trans and transgender are inclusive umbrella terms for people whose gender identity and/or gender expression differs from the sex (male or female) they were assigned at birth. The term may include, but is not limited to, trans men and women, non-binary people and dual role people. Not all people that can be included in the term will associate with it. The terms trans should only be used as an adjective, for example, trans people, trans man or trans woman. However, a trans person may say 'I am trans'.
Trans history	A person with a trans history will have transitioned to their self-identified gender. Consequently, they may no longer identify as a trans person, and simply see their transition as one part of their history.
Trans man	A person who was assigned female at birth but identifies as a man or towards the masculine end of the gender spectrum. He usually uses male pronouns and is likely to transition to live fully as a man. The terms 'female-to-male' or 'FtM' are shorthand for indicating the direction of a person's transition but these terms can be seen as offensive. Other people may use these terms to describe themselves.
Trans woman	A person who was assigned male at birth but identifies as a woman or towards the feminine end of the gender spectrum. She usually uses female pronouns and is likely to transition to live fully as a woman. The term 'male-to-female' or 'MtF' are shorthand for indicating the direction of a person's transition but these terms can be seen as offensive. Other people may use these terms to describe themselves.
Transition	Transition is the process of a person changing their social role in order to match their gender identity. Examples of transitioning include telling friends, family and colleagues, changing names, asking people to use different pronouns, and changing the way gender is expressed. For some people, this may involve medical assistance such as hormone therapy and surgery.
Transphobia	Transphobia is a term used to describe the fear, anger, intolerance, resentment and discomfort that some people may have as a result of another person being trans. This can result in discrimination, harassment, victimisation and hate crime.
Transsexual	Transsexual is a term that was traditionally used to describe a person diagnosed with gender dysphoria. Increasingly trans people are not comfortable with the use of this term preferring instead trans or transgender. While some people may find the term offensive, others may use it to describe themselves.

Appendix 2: ECU Trans Staff and Students in HE and Colleges: improving experiences (Supporting Individuals)

Social transition	Medical transition	Legal transition
A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.
The person may tell their friends, family and HEI or college.		To secure legal recognition of transition the person seeks a diagnosis of gender dysphoria.
The person may change their gender expression part-time or full-time, for example, their external characteristics and behaviours such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.	The person seeks referral to a gender identity clinic or if in Scotland may be able to self-refer.	After two years of living in their self-identified gender, whether or not they have undergone surgery, the person is able to apply for a gender recognition certificate (GRC). The majority of trans people who transition do not apply for a GRC as to many it is irrelevant to their lives or inaccessible for various reasons.
The person may change their name and pronouns and identity documents.	The person is placed on a waiting list for a gender identity clinic.	If the person meets the requirements of the gender recognition panel a GRC is awarded and if the person was born in the UK a new birth certificate is also issued.
At the person's request, organisations that hold records (eg their HEI or college, bank, funder, utility company) change their records to reflect their new name (if appropriate) and gender.	When seen in a gender identity clinic the person may be diagnosed with gender dysphoria.	The person is now legally recognised in their self-identified gender. Legally any documents and references that have not already been changed must now be changed, for example identification held on file to prove right to work in the UK.
At any point during their transition, a trans person may contact their HEI, college or qualifications agency to request that their degree or qualifications certificates are issued in their new name. Formal proof of name change in the form of a deed poll or statutory declaration of name change will be required for this.	After at least three months, the person may begin hormone therapy. In view of the current delays in accessing treatment, a person may also be self-medicating.	If the person is a staff member who is a member of the HEI or college pension scheme, they must send their new birth certificate to the appropriate person to ensure their gender is changed on pension records.
	After at least 12 months, the person may be referred for surgery. Again, waiting times can be an issue.	

Appendix 3: Contacts

Nominated Persons

STAFF - Business Partnering and HR Advisory Services

Contact your Business Partner below or ask HR Advice to arrange for them contact you.

0116 252 2439 (advice)

hradvice@le.ac.uk (advice) www2.le.ac.uk/offices/hr/about-hr/people (business partners)

STUDENTS - Head of Student Welfare Services

Claire Heggs

0116 223 1154

ch274@le.ac.uk www2.le.ac.uk/offices/ssds

Contact details for managers and tutors supporting transitions:

Deputy Director of Service Delivery (all IT and email account changes)

Chris Tilbury

0116 229 7284

cjt23@le.ac.uk www2.le.ac.uk/offices/itservices

Head of Student Operations (student records & degree certificates)

Eleanor Jackson

0116 229 7917

ej86@le.ac.uk www2.le.ac.uk/offices/sas2/studentrecord

Other Contacts

Accommodation – 0116 252 2428 – accommodation@le.ac.uk

www2.le.ac.uk/offices/accommodation

Equality, Diversity and Inclusion Team – 0116 252 2747 – equalities@le.ac.uk

www2.le.ac.uk/offices/equalities-unit

Graduation Ceremonies – 0116 252 2448 – graduation@le.ac.uk

www2.le.ac.uk/institution/graduation

HR Advice Line – 0116 252 2439 – hradvice@le.ac.uk

www2.le.ac.uk/offices/hr/

Information Assurance Services – 0116 229 7946 – ias@le.ac.uk

www2.le.ac.uk/offices/ias/dp

Staff LGBT+ Forum – lgbt@le.ac.uk

[www2.le.ac.uk/offices/equalities-unit/protected-characteristics/sexual-orientation-1/lgbt\(plus\)-staff-forum](http://www2.le.ac.uk/offices/equalities-unit/protected-characteristics/sexual-orientation-1/lgbt(plus)-staff-forum)

University Pensions Office – pensions@le.ac.uk

www2.le.ac.uk/offices/finance/staff/pensions

Appendix 4 - Planning your transition- points for consideration before the meeting:

- Any change of name or personal details, such as title.
- The start of real-life experience.
- Appointments with doctors.
- The start of any hormone therapy or dates other medical procedures.
- Change of gender.
- Whether they want to continue in their current role / programme of study or consider redeployment / deferral or another arrangement and what supportive arrangements and adjustments are available.
- Which amendments to records and systems will be required?
- Whether they want to inform relevant people (line manager / colleagues / students) in person or for this to be done on their behalf and by what method, i.e. email or face to face.
- What training or briefing of colleagues, fellow students or service users will be necessary, when this will occur, and who will carry this out. It may be appropriate to circulate this document and to make sure people have completed the University's mandatory Equalities and Diversity training on Blackboard (See Appendix 3: Contacts: Other Contacts to check with the Equalities Team).
- If a larger meeting is required, it may be useful to send invitees this set of three documents and a covering note explaining the person's intention. The note should include a clear statement of confidentiality.
- How to provide an opportunity for other members of staff or students to ask questions, either of the person concerned if they are comfortable or another relevant person.
- What emotional support can be put in place for the person if they feel that they require it, i.e. Counselling, referrals to other agencies etc.?
- How will previous records and information identify the previous gender identity be protected?

Appendix 5- Template Action Plan

	Who will do this?	When?	Date completed
Name badge Provide new ID cards including those for the library, NUS, gym, clubs and societies.			
Business cards			
First day back: <ul style="list-style-type: none"> • When will this be? • Change of role? • Are you ready? • Is your wardrobe ready? • Are colleagues ready? • Additional support for you / family? • Any media concerns? 			
Notifying colleagues/partners: <ul style="list-style-type: none"> • Who will tell colleagues/partners? • When will this take place? • Where will this take place? • What information will be provided? 			
IT - Update staff and student record systems, organisational charts, any web-presence and IT accounts (See Appendix 2)			
Update finance, HR (See Appendix 1) and accommodation systems, plus other master databases and records.			
Voicemail			
Change local records in departments and other miscellaneous lists, including door nameplates.			
Intranet address entry			
Work based social media			
Update volunteering, placement and mentoring records with third parties.			

Union membership			
Pensions Scheme			
Find out if there are any Genuine Occupational Qualification (GOQ) requirements during the persons study, employment, volunteer placements, vocational placements or work based study. Any gender related GOQ would need to be a proportionate means of achieving a legitimate aim and would not always exclude a trans person.			
Check and change Welfare, Accessibility and Counselling records, including those on paper (See Appendix 2).			
Handle membership of gender-specific sports clubs and societies with care and consideration (see the section on Competitive Sports).			
Reissue certificates, for example, council tax exemption and training attendances (see the section on Degree Certificates).			
Update third party records, for example; UCAS, Student Loans Company, pension scheme, local authority and UKVI CAS requests.			
Amend their thesis and other publications.			
Certificates/awards			
Additional Actions not listed above:			

Appendix 6 – Notification Stages

	Transitioning Staff	Transitioning Students
1	Employee informs their Line Manager/HRBP or colleague of their intention to transition.	Student informs their Personal Tutor/Head of Student Support Service/Deputy Academic Registrar or member of staff of their intention to transition.
2	Line Manager/HRBP or colleagues asks how they wish to proceed and puts the trans person in touch with the relevant staff member/s and guidance (with their consent).	Personal Tutor and/or the Head of Student Support Services or colleague asks how they wish to proceed and puts the trans person in touch with the relevant staff member/s and guidance (with their consent).
3	Confirm transition in writing to your Human Resources Business Partner (see Appendix 7).	Confirm transition in writing to the Deputy Academic Registrar (see Appendix 7)
4	Line Manager and/or Business Partner will arrange a face to face meeting. A colleague may accompany the person (see Appendix 4).	Your Personal Tutor and/or Head of Student Support Service will arrange a face to face meeting (see Appendix 4).
5	Line Manager and/ or Business Partner are informed about any important dates and plans (see Appendix 5).	Personal Tutor and/or Head of Student Services/Deputy Academic Registrar are informed about any important dates and plans (see Appendix 5).
6	Any necessary support and/or changes required are identified.	Any necessary support and/or changes required are identified.
7	Agree who needs to be made aware of changes such as to names and pronouns, records, and who needs to be informed and how. This may include their line manager, team, head of department, students and external agencies such as pension and insurance providers (see Appendix 8).	Agree who needs to be made aware of the changes such as to names and pronouns, records, and who needs to be informed and how. This may include their tutor, head of department, fellow students and external providers e.g. placement providers, funders (see Appendix 8).
8	Ensure the employee is aware of any limitations of the changes. For example, is the name in which they registered viewable to staff accessing their record even though they use the known as or nickname option within records?	Ensure the student is aware of any limitations of the changes. For example, is the name in which they registered viewable to staff accessing their record even though they use the known as or nickname option within records?
9	Review changes periodically to ensure they are appropriate. A review may be triggered by changes in technology (e.g. capabilities within records systems), services and facilities available or further changes in the employee's gender expression (see Appendix 5).	Review changes periodically to ensure they are appropriate. A review may be triggered by changes in technology (e.g. capabilities within records systems), services and facilities available or further changes in the student's gender expression (see Appendix 5).
10	When an employee leaves ensure that references are provided in their preferred name and should they request, on presentation of a new birth certificate, their former name and gender will need to be removed from records.	
11	Report any transphobia or discrimination immediately to your Business Partner.	Report any transphobia or discrimination immediately to your Personal Tutor.

Appendix 7 - Template Letter 1

Notification of intent to transition or of having previously transitioned

It is optional for applicants/students/staff/alumni to complete this form

This form is for trans applicants/students/staff /alumni who intend to transition or have previously transitioned and would like to ensure that the University of Leicester is aware so that appropriate support can be provided.

If applicants/ students/staff/alumni do not wish to complete this form they can instead contact their personal tutor, Head of Student Support Service, their line manager, Human Resources Business Partner or the Equalities Team.

Our commitment to trans equality

The University of Leicester will treat all employees and students with respect, and seek to provide a positive working and learning environment free from discrimination, harassment or victimisation; where transgender people are able to be open about their gender identity and are valued as an individual for their skills and contribution to the organisation. This commitment is defined within our Equality and Diversity Strategy.

Further information and support

Please refer to our transitioning at work guide which has detailed information relating to the support available.

Dear _____ ;

I am writing to notify the University of Leicester that (please tick as appropriate):

- I have already transitioned to my self-defined or legally recognised gender
- I intend to transition to my self-defined gender
- I understand that the information that I share with you will be used to ensure that I can go about my day to day life in my self-identified or legally recognised gender with ease.
- I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as an applicant to/ student of /staff member of the University of Leicester.

Please tick:

- I understand that the information I share with you will only be passed on with my consent.
- I understand that you will contact me within 7 working days to organise a meeting within 14 working days that will provide an opportunity for me to give an overview of my circumstances, discuss the changes that can be made, the support available and any timescales.

Name:	Student/staff identifier:
<input type="text"/>	<input type="text"/>

Known as/nickname:	Pronouns:
<input type="text"/>	<input type="text"/>

Email:	Contact number:
<input type="text"/>	<input type="text"/>

Signed:	Print name:
<input type="text"/>	<input type="text"/>

Date:

STAFF: Please send letter to the Human Resources Business Partner (HRBP), see Appendix 2.

STUDENTS: Please send letter to the Head of Student Operations, Eleanor Jackson:
ej86@leicester.ac.uk

Appendix 8 -Template Letter 2

Notification of change of gender, name, title and pronouns

This form is for trans applicants/students/staff/alumni who intend to change their name, gender, title and pronouns and want to inform the University of Leicester so that their records can be updated.

Our commitment to trans equality

The University of Leicester will treat all employees and students with respect, and seek to provide a positive working and learning environment free from discrimination, harassment or victimisation; where Transgender people are able to be open about their gender identity and are valued as an individual for their skills and contribution to the organisation. This commitment is defined within our Equality and Diversity Strategy.

Further information and support

Please refer to our Transitioning at work guidance which contains detailed information relating to the support available.

Current details on record

Name on student/staff record:	Student/staff identifier:
<input type="text"/>	<input type="text"/>
Known as/nickname:	Date of birth:
<input type="text"/>	<input type="text"/>
Email:	Contact number:
<input type="text"/>	<input type="text"/>

Dear Deputy Academic Registrar / Human Resources Business Partner, (**delete as appropriate**)

I understand that you are the named contact for trans applicants/students/staff/alumni (**delete as appropriate**) and that information that I share with you will be used to ensure that I can go about my day to day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as an applicant to/ student of /staff member of (**delete as appropriate**) the University of Leicester

Please tick:

I understand that the information I share with you will only be passed on with my consent.

For college/HEI purposes my **personal details** (please select one of the following):

- Are reflective of my preferred names, gender, pronouns and title (**delete as appropriate**). If you are using nicknames or known as names you will need to have formally changed your name for a degree certificate to be issued in a name that is different to the one in which you registered.
- Are not reflective of my preferred names, gender, pronouns and title (**delete as appropriate**). I would like to meet with you to discuss changing my records. Please complete the information below if you would like a different name/s to be used during the meeting.
- Are not reflective of my preferred names, gender, pronouns and title (**delete as appropriate**). I would like my records to be changed as per the information provided below as soon as possible. I understand that you will contact me to ensure I am aware of the implications of the change and to agree a date from which the change will occur.

Changes to be made to records

Title:	Pronouns:
Forename(s):	Surname (if applicable):
Gender:	Email (if applicable):
Signed:	Print name:
Date:	

STAFF: Please send letter to the Human Resources Business Partner (HRBP), see Appendix 2.

STUDENTS: Please send letter to the Head of Student Operations, Eleanor Jackson:
ej86@leicester.ac.uk