



Trans, Non-Binary and Intersex Equality: Policy and Guidance

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Scope

The Trans, Non-Binary and Intersex Equality: Policy along with additional guidance, demonstrates and sets out the University of Roehampton's ("University" and "Roehampton") commitment to the inclusion of trans, non-binary and intersex staff members, students and visitors. The procedures and guidance within and attached to this document are for all individuals associated with the university and should be used as best practice to support trans, non-binary and intersex people.

Equality, Diversity and Inclusion

The University of Roehampton is a supportive, close-knit and inclusive community. Roehampton is shaped by its people who come from a diverse range of backgrounds, and who have brought a rich set of experiences and knowledge which have culminated in a truly enriching environment for students, staff and visitors. The University is committed to preserving these qualities and is committed to increasing diversity, promoting equality and aims to create an inclusive culture and environment in which students, staff and visitors are treated fairly and can prosper irrespective of their background. The University believes that people have a right to be able to participate fully in the education, employment and development opportunities that the University has to offer. The University strives to provide an environment that is inclusive and welcoming to all and recognises that people perform better when they can be themselves.

The University is committed to upholding equality legislation in the best way practical, particularly the provisions within the Equality Act 2010. The University has policies and procedures to ensure that the University abides by legislation and continues to strive for a community where all people are accepted and have opportunities to succeed.

1. Policy Statement

The University of Roehampton is committed to equality for trans, non-binary and intersex people and to creating a culture in which equality of opportunity is promoted actively and in which unlawful discrimination, harassment or victimisation based on a person's gender identity and/or gender expression does not occur.

Roehampton is also committed to building and maintaining an inclusive environment based on good relations between members of its community which supports trans, non-binary and intersex individuals.

Roehampton wishes to provide a place where there is a culture of respect for human rights and where all staff, students and other stakeholders feel valued as set out in its [Equality, Diversity and Inclusion Policy](#).

The purpose of this Transgender, Non-Binary and Intersex Equality Policy is to set out specifically how Roehampton supports trans, non-binary and intersex students, staff and other stakeholders and how they are protected from discrimination.

This policy is supported by two additional pieces of guidance:

- **Supporting Trans, Non-Binary and Intersex Staff: Guidance**
- **Supporting Trans, Non-Binary and Intersex Students: Guidance**

These guidance documents should be consulted for more information around supporting a person who is trans, non-binary or intersex.

2. Definitions

This policy and the guidance will use a number of terms with which the reader may not be familiar with, so a glossary is signposted in [Appendix 1](#). Terminology is continually evolving and by the time this policy is published, some definitions may be out of date. For a more comprehensive and up to date list of terms, please see Stonewall's [glossary of terms](#).

3. Introduction

This policy, along with our additional guidance, will assist the University in putting its commitment to the inclusion of trans, non-binary and intersex people into practice.

Regarding staff, this policy applies to (but is not limited to) the advertisement of jobs and recruitment and selection of staff; training and development; opportunities for promotion; to conditions of service; benefits, facilities and pay; health and safety; conduct at work; grievance and disciplinary procedures, and to termination of employment.

For students, this policy applies to (but is not limited to) access to programmes, recruitment, admission or offer, gaining qualifications, placements, trips, housing, sport and recreation opportunities including Roehampton Students' Union activities, student support and student services and all of the aspects of student life at the University.

In implementing this policy, Roehampton seeks to ensure that the inclusion of trans, non-binary and intersex staff, students and stakeholders is embedded in all its activities so as to provide high quality education and support that meets the needs of its staff and students.

In addition, this policy wishes to send out a clear message that the inclusion of diverse people is good for everyone.

Lastly, the visibility of trans people has increased significantly over recent years. Consequently, there is an increasing number of trans, non-binary and intersex people who are sharing more about their identity, particularly in Higher Education settings.

Who are trans people?

A trans person is someone whose self-determined gender does not match the sex that they were assigned at birth. Trans people include those who were assigned male at birth whose gender is female (trans women), those who were assigned female at birth whose gender is male (trans men) and those who do not identify as male or female (non-binary people, Hijra, two spirit, third gender).

At the time of writing this policy it is estimated that around 1% of the population is trans¹. It should be noted that this number is thought not to be representative because of past stigma and that the proportion of trans people may be greater.

Who are non-binary people?

Non-binary is an umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities and/or expressions are varied and can include people who identify with some aspects of binary identities, while others reject them entirely. Non-binary can include terms like 'agender' (without gender) to describe gender identity and in some cases agenda is used as a political rejection of society's gendering practices. Some non-binary people consider themselves to be trans, and some do not.

In addition, people may feel that they express non-binary behaviour rather than identify as gender non-binary per se. This might include appearances, behaviours and social roles that do not adhere to social expectations.

Who are intersex people?

Intersex is a term used to describe a person who may have the physical / biological attributes of both sexes or whose physical / biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

4. Key principles

The key principles of this policy are to:

- Treat people as their self-determined gender. This includes the use of facilities, including toilets, the use of gender markers where they are allocated, and respecting the name, title and pronouns that have been requested.
- Pay respect to trans, non-binary and intersex people in relation to decision making that may affect trans, non-binary and intersex people.

¹ Findings by the *The Gender Identity Research & Education Society* (GIRES) <http://www.bbc.co.uk/programmes/articles/XZjhcLhQW08Ylw5b0p9xgH/gender-dysphoria-transgender> (accessed 09-10-2018)

- Ensure that people have their rights to privacy and confidentiality adhered to (unless there are exceptional circumstances by which please refer to [ICO's Exemptions](#)).
- Avoid making an assumption about a person's gender identity.
- Encourage gender neutral language.
- Respect and have acceptance of (and flexibility for) mental and physical healthcare needs and make reasonable adjustments.
- Create a supportive, respectful and nurturing environment for all trans, non-binary and intersex people within the University's community.

5. Legislative Context

There are four pieces of legislation that are relevant to trans, non-binary and intersex people in a Higher Education setting.

Equality Act 2010

The protected characteristic in the Equality Act 2010 that relates to trans, non-binary and intersex people is called 'gender reassignment'. Individuals are protected from discrimination on the grounds that they:

- intend to undergo gender reassignment,
- are undergoing gender reassignment,
- have at some time in the past undergone gender reassignment.

Gender reassignment is described in the Act as: "a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex." Whilst 'gender reassignment' has medical connotations, there is an emphasis in the Equality Act on the social transition (rather than medical transition) of the trans person.

Protection from discrimination is also extended to:

- any person who is associated with the person who has the protected characteristics, for example a person's partner/spouse/family member/carer who may be a child or adult/son/daughter/ family member.
- any individual who is assumed or thought to have the protected characteristic by another person.

It is also unlawful for any person to instruct someone else to discriminate against a person with one or more protected characteristics.

Gender Recognition Act 2004

The Gender Recognition Act 2004 (GRA) enables a person to change their legal gender, provided it is male or female. The UK does not currently recognise a third or non-binary gender category in law, (although there is an increase in understanding and inclusion of non-binary identities, for instance the Mx title is accepted by most public bodies).

The GRA enables a person to obtain a gender recognition certificate (GRC), which leads to the issue of a new birth certificate. The GRA confers the right to marry and be regarded for HMRC purposes (such as pensions) as a member of their self-determined gender (provided it is male or female). It also works to ensure that the person has the right to confidentiality over their trans status or gender history.

GRA enables a person who is staying in a marriage with their spouse to either convert the marriage based on the original married date with original witnesses or to set the same date or new date with same/different witnesses in recognition of the change in law for same sex marriage (Marriage (Same Sex Couples) Act 2013).

The GRC has strict privacy provisions which must not be breached by any person acquiring such information in an 'official capacity'. Disclosure to a third party without the trans person's consent would be a criminal offence (GRA s22).

It is unlawful to reveal that an individual has, or may have, applied for a Gender Recognition Certificate unless permission has been given by that person. You should never ask to see someone's GRC – they are under no obligation to disclose it. It is good practice to treat a person without a GRC exactly the same as one with a GRC. Everyone's confidentiality should be respected.

A person does not have to undergo any physical medical intervention to receive a GRC. However, they do have to be over 18 and fulfil the other requirements laid down in the Act, which includes providing medical letters and a declaration that their change of gender expression is permanent.

A GRC does not make a person's gender identity any more or less valid, or make them any more or less vulnerable to discrimination.

The government is currently considering reforming the GRA 2004 and ran an open consultation which closed in October 2018. The GRA will now go through the parliamentary stages and this is expected to take up to two years.

Data Protection Act 2018 (UK)

The Data Protection Act 2018 (DPA 2018) complements the EU's General Data Protection Regulation and adds provisions specific to the UK. It has brought stricter rules and tighter controls on personal data. Information about a person's trans status is considered 'sensitive personal data' under the Data Protection Act 1998. The University subsequently treats this data as 'special category data' under the new DPA 2018. This data is subject to tighter controls than other personal data. Everyone's confidentiality should be respected. Explicit consent is required before it can be collected, used and shared.

Personal data must be looked after properly following the seven data protection principles, which include ensuring personal data is accurate, secure and processed fairly and lawfully.

Failure to change a person's title, name and gender when requested could lead to the following:

- Disclosure of personal information that is used, held, or disclosed unfairly, or without proper security
- Failure to ensure personal information is accurate and up-to-date
- Processing of data likely to cause distress to the individual.

There is no obligation (unless in exceptional circumstances) to inform colleagues or students that a staff member or a student is trans, non-binary or intersex.

Information about a person's gender identity, gender history or sex characteristics is personal and is considered to be confidential. Many staff will have access to the student record system and therefore may be able to view information regarding gender identity, however all staff are trained and bound by data protection laws.

Those working in an official capacity, must seek the permission of the trans, non-binary or intersex person to disclose any information to others. This should be on a confidential, strictly 'need to know' only basis. Disclosure of a person's trans status without permission is a violation of the DPA (see Roehampton's [Data Protection Policy](#))

The Human Rights Act 1998

Article 8 of the European Convention on Human Rights, as enacted under the Human Rights Act 1998, protects a person's rights to a private and family life. This can include a person's right to remain private about their identity, but also to live in a particular way or express oneself in a particular way.

Information that relates to a person's trans, non-binary or intersex status is owned by the individual and so they are the ones that should choose to share it (or not). Within this principle anything that is considered personal information (records, images and letters) should be kept secure and not shared without the permission of the individual.

There are however exemptions to this (and other Acts mentioned above), where it would be lawful to share this information without permission. For example, if there is a safeguarding issue or a crime has been committed.

6. Harassment and Bullying

All staff, students and other stakeholders should expect to be treated with respect at all times. All complaints of harassment or bullying will be treated seriously and thoroughly investigated. Disciplinary action can be taken in cases where bullying/harassment have been proved.

Examples of bullying and harassment in this context may include (but are not limited to):

- Deadnaming – referring to an individual's previous name
- Misgendering – referring to an individual's incorrect gender identity
- Denial of an individual's gender identity – for example denying that a person is trans, non-binary or intersex
- Transphobia – for example stating that particular genders are invalid or that trans men and women are not 'real'.

It is acknowledged that people make mistakes, however, people who are consistent and are found to be malicious will be subject to disciplinary action.

The University has the following policies, procedures and guidelines in place to be invoked where harassment and bullying have taken place or where allegations are made.

For staff:

- [The Staff Grievance Procedure](#)
- [The Staff Bullying and Harassment Procedure](#)

- Harassment and Bullying of a member of staff by students is not tolerated and information as to how this can be dealt with is within the [Staff Bullying and Harassment Procedure](#).

Staff who feel they are being discriminated against on grounds of their gender identity, expression or history should raise the matter under the University's grievance procedure. If the complaint is substantiated and qualifies, the disciplinary policy will be invoked.

For students:

- [Dignity and Respect Policy](#)
- [Student Charter](#)
- [Student Code of Conduct](#)

Students who feel they are being discriminated against on grounds of their gender identity or gender expression should raise the matter under Roehampton's [Student Disciplinary Regulations](#).

Confidential support is available to staff and students affected by bullying and harassment in the workplace through Roehampton's [Employee Assistance Programme](#) and the [Working Relationship Advisers Scheme](#). A network of trained volunteers can assist by acting as a sounding board, exploring options available and helping with the understanding of policies and procedures. Advisors can be contacted directly via phone or email. For students seeking support, they should consult the [Student Support webpages](#) and the Roehampton Students' Union.

7. Named contact

Whatever an individual's circumstances, Roehampton will respond in a supportive way. The University and the individual will jointly appoint a representative who can act on their behalf ('named contact').

- For staff this generally would be a [HR Account Manager](#) who could be contacted to ensure the necessary actions are taken.
- For students, in the first instance the student may feel comfortable contacting a member of staff that they are familiar with, this staff member should then refer the student to a member of staff from Student Services.

In either case the individual staff member or student will select a 'named contact' and inform Roehampton of who that contact is. The named contact would be responsible for providing information, advice and guidance and, if the individual should require it, the named contact can act on their behalf to ensure that arrangements are in place across the institution.

8. Transitioning

It may be that a member of staff or a student intends to transition or is already in the process of transitioning. Transitioning means taking steps to move from your assigned sex/gender to expressing your self-determined gender; this can refer to social, medical and/or legal changes.

Roehampton supports staff and students who wish to, or are transitioning, into their self-determined gender.

9. Support around well-being

The University seeks to go beyond current legislation in its treatment towards trans, non-binary and intersex people. Under current legislation within the Gender Recognition Act 2004 (currently under review), there is a requirement for a medical diagnosis of gender dysphoria which is intrusive, humiliating and a violation of rights which has resulted in a further stigmatisation of trans, non-binary and intersex people. It is important to make clear that being trans, non-binary or intersex is not a mental illness. However, due to experiences of harassment, discrimination, abuse, and/or fear of discrimination and prejudice in wider society, some trans, non-binary and intersex people may experience mental health problems, distress and anxiety. Some trans, non-binary and intersex people may also have mental health conditions that are unrelated to their gender identity.

Trans, non-binary and intersex people can feel an enormous social pressure to behave in a way that does not reflect their sense of self, and this can cause discomfort, anxiety and distress. If a person does not feel they can be open about who they are, or is made fun of, or excluded as a result of sharing their trans, non-binary or intersex identity or feelings related to it, they may experience mental distress.

It is important to ensure staff and students have access to support regarding their mental health and emotional well-being.

For staff:

Staff who identify as trans, non-binary or intersex should be offered the opportunity to be referred to Occupational Health (OH) for advice. OH staff are able to provide confidential support and counselling for those who are struggling emotionally or managing their mental distress.

The role of Occupational Health is to:

- Advise the employee on fitness for work issues and temporary adjustments to help with return to work
- Identify medical issues which may impact on an individual's ability to carry out the full scope of their job
- Carry out on-going Risk Assessments for employees, where the job is physically demanding.

For students:

As for all students, it is important to ensure they have access to support regarding their mental health and emotional well-being. Students who identify as trans, non-binary or intersex should be offered the opportunity to be referred to Student Wellbeing Officers. The [Wellbeing Team](#) offers confidential, psychological support to all current students who may be experiencing personal or academic difficulties as well as mental health advice and guidance.

9.1. Disabled students' allowances

If a student is experiencing mental health problems due to, or exacerbated by, their sex or gender identity then they can apply for [disabled students' allowances](#) (DSA) to access mentoring specifically to support them around their gender identity while studying at university. It should be noted that this is government funded and the contact is external to the university.

10. Monitoring

It is important for Roehampton to collect equality monitoring data on all protected characteristics and we would encourage both staff and students to disclose this information on University record systems. This will enable the university to better understand its populations and improve the experiences of all. Staff personal data can be accessed and updated through the [Employee Self-Service](#).

The University has an obligation to operate in line with HESA policies, and as such the data that is collected may be mandatory and subject to change.

Students complete equalities monitoring forms through their UCAS application and when re-enrolling onto their programmes each year. If a student wishes to change their equalities data they can do so through [Registry](#). The changes will be managed discreetly and in line with [Data Protection Policy](#). If students feel uncomfortable contacting a member of either teams directly, then they may ask a staff member that they feel comfortable with to action this on their behalf. The member of staff will require written permission to demonstrate that they are permitted to proceed on behalf of the student.

11. Inclusive practices

Trans, non-binary and intersex staff and students should be fully included in all of the activities and experiences offered to them at the institution. Inclusive practices include:

- Listening to the needs of the individual and placing those needs at the centre of all decision making and actions.
- Ensuring that people have their rights to privacy respected.
- Not making assumptions about anyone's gender identity just by looking at them. Neither can we assume that all trans, non-binary and intersex people will be visibly so.
- Using gender-neutral language with / about people you do not know and avoid terms like 'Sir' or 'Madam', 'young lady' or 'mate', or addressing groups of people as 'guys' or 'women' simply based on how you read their gender expression. Gender neutral terms to address groups might include 'everyone', 'folks', 'students', 'staff' or 'colleagues'. Gender neutral pronouns include 'they'.
- As and when a person makes it clear how they identify their gender, respect their preferences, whether you are talking with them or about them. If you are not sure how someone would like to be addressed or described, it is okay to ask.

Acknowledgements

We would like to thank City University's LGBT+ Network for enabling Roehampton to use their policy and adapt it within the context of Roehampton.



Supporting Trans, Non-binary and Intersex Staff: Guidance

This guidance, along with our Trans, Non-Binary and Intersex Equality Policy, demonstrates Roehampton's commitment to the inclusion of trans, non-binary and intersex people as staff members.

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Introduction

This guidance is aimed at members of staff and in particular those who are line managers or members of the HR who are supporting trans, non-binary and intersex staff. It will also be useful for trans, non-binary and intersex staff members to read this guidance in order to understand what to expect from Roehampton and how Roehampton can support you.

It is widely acknowledged that people perform better when they can be themselves at work. When staff work together to create a respectful and nurturing environment for trans, non-binary and intersex people this improves the working environment for everybody. Some trans, non-binary and intersex people choose not to share their identity in the workplace because they fear a negative reaction from their managers, co-workers and students. As a result, such staff may be under considerable stress. This may lead to people needing time off work to take care of their mental health and more generally not feeling able to work to their full ability.

If someone tells you they are trans, non-binary or intersex it is important to respect their confidentiality and make sure they feel included and supported at Roehampton. Make it clear that you will do your best to make them feel comfortable and included at Roehampton.

Recruitment

Where a Higher Education institution is explicit about their commitment to equality, it is more likely for trans, non-binary and intersex potential employees to want to work there.

The University understands that potential members of staff who feel that they can be open about their gender identity or history (without fear of discrimination) will result in performing better at application stage, at interview and also in their job.

It is good practice for institutions to provide information in recruitment packs on how they value equality, diversity and inclusion and of any positive action measures they use. This can include a statement on trans, non-binary and intersex equality and information on who trans applicants can contact. Equality training for recruitment panels must also cover trans, non-binary and intersex issues.

Applicants are asked about their gender identity and history at the point of making an application to the university. This information is treated as sensitive. If an individual notifies the university at the point of recruitment that they are transitioning, the university will support the individual and put in place appropriate reasonable adjustments in consultation with the individual.

An applicant will not be questioned about their sex or gender identity during their interview.

At Roehampton, steps are taken to ensure that a person is not 'outed'. 'Outing' in this context is the exposure of someone's gender identity without their permission. Steps to prevent this include training people about handling people's data sensitively and in compliance with the Data Protection Act 2018 and raising awareness through dignity and respect training. For example, 'outing' someone can be prevented by checking the names used in references before passing them to the person responsible for recruitment and ensuring that documentation showing a person's gender identity or history is viewed on a strictly need-to-know basis.

If the University chooses to use the positive action measures within the Equality Act, in the event that two candidates are of equal merit, human resources can be deferred to for advice as to whether either candidates is:

1. from a protected group and
2. that group is underrepresented in the workforce, or suffers a disadvantage connected to that protected characteristic

A newly recruited member of staff can contact the HMRC to request that tax and pay information (e.g. P60 and P45 forms) reflects their current name and gender identity.

Staff who are offered jobs are only required to present their identity documents to their HR Account Manager and any copies made are managed in line with [Data Protection Policy](#).

References for current or former staff must make no reference to the person's trans, non-binary or intersex status. References will always use the appropriate pronoun and should not refer to a person's former names, or 'out' them as trans, non-binary or intersex.

Transition

Some people might choose to transition, and those that do will navigate individual paths, selecting the elements that they need and want from the options available. It should be noted here that there is no single way for a person to transition.

Social transition means changing your gender expression using cultural cues and signifiers such as name, pronoun (he, she, they etc.), title (Mr. Ms. Mx. Etc.), clothing, hair, walk, speech, mannerisms and any other gendered aspects of presentation and documentation.

Medical transition means having medical intervention such as hormone therapy or surgery. Social transition is a pre-requisite for access (through the NHS) to some medical interventions.

Legal transition typically means obtaining a Gender Recognition Certificate.

Those wishing to transition should receive sufficient support from key members of staff. This may include particular staff members being with them to support them if or when they choose to tell their team, other colleagues, or students of their transition.

Support through transition

The Trans, Non-Binary and Intersex Equality Policy and Guidance aim to ensure that appropriate support is available to people before, during and after transition as well as if the notion of 'transition' does not apply.

Members of staff can inform their line manager of their intentions to transition in the way that they feel most comfortable. This could be a letter or email followed by a meeting with the line manager. See Appendix 4

HR staff or a 'named contact' can be involved if the staff member would prefer. However, for formal procedures to commence the request should be put in writing, should the person transitioning wish to ensure that actions will be taken in accordance with the request (including appropriate timeliness).

Management Action in relation to Transition

It can be a difficult step for someone to approach their manager and 'come out' as trans, non-binary or intersex or to tell them that they are planning to transition. It is therefore important for managers to deal with conversations and exchanges sensitively.

Managers should:

- let the process be led by the individual
- listen and show support
- adopt an approach that meets the needs of the employee
- discuss levels of confidentiality
- agree to seek advice from the HR team
- agree to work together
- draw the attention of the member of staff to the policy and guidance as well as other useful facilities provided by Roehampton (including support around well-being if desired)

Developing an agreement or an action plan in relation to transition

Individuals could have a range of experiences or objectives around their transition. Some people prefer as few people as possible to know about their transition and may decide to discuss this with their manager but require no further action. Some may be planning for medical intervention so there may be particular things to plan for, such as leave.

It is important to agree with the member of staff what steps need to be taken. Some people refer to this as developing an agreement or an action plan. See [Appendix 3](#) for a suggested checklist.

It may be necessary to identify when key changes will take place and how they fit with any relevant work deadlines. For example, communicating to colleagues and students, name changes on systems, the commencement point for using facilities appropriate to their self-determined gender, and planning leave for medical intervention (if taken). It may be important to agree how best to communicate during any period of absence.

As part of this planning, a series of review meetings should be scheduled at an agreed frequency in order to maintain good communication. Any changes in plans can be updated and developed. There should be an agreement about where the plan or any meeting notes are kept and who has access to them.

Throughout the process a trusting and open relationship between the employee who is transitioning and the manager and HR is really important. This should involve joint problem-solving (such as anticipating and planning for any problems), confidentiality, reliability (doing what you say you are going to do) and empathy (providing support).

Transitioning to a new gender role is likely to involve on-going processes of social adaptation. Some people require emotional support over many years, both before and after transition. Managers will continue to offer support.

Support through a person's transition should end through mutual agreement between the individual and their manager.

Communication with colleagues

It may be that the person transitioning will want to communicate with colleagues about their transition. Managers should encourage the individual to describe what they think will be best for them when it comes to sharing relevant information. This could be a verbal communication at team meetings or on a 1:1 basis. The person who is transitioning could be present or absent. It could also be communicated through an electronic message, for example via a secure and confidential email.

Communications will need to be practical and address important issues such as how to address the colleague (new name, correct pronoun), how to support the colleague, how to deal with questions that may come from outside the team without breaching confidentiality etc. Managers must set a tone of absolute inclusion and respect.

Whilst the person transitioning may need to provide information about their requirements, it may be an opportunity for the manager or HR to identify any need for awareness raising training for colleagues or peers if this has not already been undertaken. Ideally individuals should be trained on these matters before a person chooses to transition. It is not the job of the employee who is transitioning to educate their co-workers. This should be arranged through formal CPD programmes.

Names, Pronouns and Titles

If someone makes it clear how they would like to be addressed (in terms of their name, pronoun and title), then it is very important to respect those preferences. Using a trans, non-binary or intersex person's new name and pronoun is one of the most positive, validating things you can do.

Staff can request a name change at any point. A formal name change is not required in order to request a name to be used by colleagues and students, or on records across the University but is required for bank account, HMRC records, pension scheme, and qualification certificates.

If a person chooses to change their name formally, there are two ways in which they can do this – by [deed poll](#) or by statutory declaration of name change. Roehampton accepts either of these methods. A deed poll or a statutory declaration of name change can be created by the person themselves and must be witnessed. This can be done for free and gendered intelligence have [templates](#) to guide people. To find out more about changing your name please check the government website [here](#). For more on changing names see section: [Official Records and Photographs, documents and monitoring](#).

No one can assume what pronouns a person will use. It is best to take each person's lead regarding the names, pronouns and title that they use for themselves.

Along with the pronouns 'he' and 'she', some people prefer 'they' as this is a gender-neutral pronoun. This is often asked for by non-binary or some other gender variant people.

If someone doesn't make it clear what pronoun they use it is okay to ask. You could say: 'which pronoun would you like me to use?' Do not simply assume someone's pronoun based on your assessment of their outward appearance.

It is important to refer to a person using their chosen pronouns, whether or not the person is present. For example, if a manager is discussing something with a HR team member, they should refer to the person with the pronouns that they have requested. If you make a mistake with pronouns, whether the person is present or not, acknowledge the error, apologise genuinely, and move on.

Intentionally not using a person's name or pronoun that they have explicitly asked for can constitute bullying and harassment and is a violation of this policy. Accountability procedures are covered in the Harassment and Bullying Policy.

Along with titles such as Mr. and Ms, people may request gender-neutral titles such as Mx, (pronounced 'Mix'). It is good practice to ensure systems allow for gender-neutral titles as well as for no title. 'Mx' is used by the DVLA and UK Deed Poll Service, as well as banks, some councils and other businesses.

Official Records and Photographs, Documents and Monitoring

Some people choose not to change their name formally straight away, have no intention of changing their name or are unable to for other reasons. When an employee notifies the University in writing of their intention to transition during their employment, the date from which their name and gender marker is changed on all records should be agreed with the individual. The person's file should reflect their current name, title and gender marker.

In order for a person to change their name on their bank account, HMRC records, pension scheme, and their qualification certificates, they will need to carry out a formal name change through either a statutory declaration of name change or by deed poll which can be done for free (see above [Names, Pronouns and Titles](#)).

Under the Gender Recognition Act, a person has the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

A person's trans, non-binary and intersex status is considered 'sensitive personal information' for the purposes of the Data Protection Act and needs to be treated accordingly.

Disclosure of a person's trans, non-binary or intersex status without a person's consent would usually constitute a violation of their privacy.

Any material that needs to be kept related to the person's trans, non-binary or intersex status, such as records of absence for medical reasons, should be stored confidentially. No records relating to gender identity should be changed without the written permission of the staff member.

Photographs should represent an accurate likeness of the member of staff's current appearance and so should be updated if this changes. The Roehampton card service allows trans, non-binary and intersex staff to be issued a new card with updated details and photo free of charge. It should also be noted that some individuals may wish to change their photos without stating anything about their sex or gender identity; this is commonly done under the premise that the photo does not represent an accurate likeness of them.

The employee should consult the checklist in [Appendix 3](#) and contact the HR department who will arrange for the necessary information on their records to be changed.

In circumstances where the University requires official confirmation of a person's identity they will be given the option of providing more than one type of official identification such as driving licence, passport, statutory declaration or birth certificate.

Toilet and changing rooms

Trans, non-binary and intersex people are entitled to access any single-sex facilities e.g. toilets and changing rooms according to the gender by which they identify.

There are gender-neutral toilets in some University buildings across campus. It should be noted that trans, non-binary and intersex people should not be asked nor should they be expected to use accessible toilet facilities.

DBS checks

The Disclosure and Barring Service is responsible for checking criminal records in England. The DBS has processes in place for people who have had previous gender identities. This includes those with a full GRC who do not wish to disclose their former identity to their employer or placement provider.

Employers and placement providers will provide a DBS form that is to be completed by the person whose criminal record is being checked. Before an application is submitted by an employer or placement provider, the applicant will need to contact the DBS sensitivities team: sensitive@db.s.gsi.gov.uk who will guide them through the process, track the application and maintain confidentiality. The applicant does not need to disclose their gender history to their employer.

Leave

People who undergo a medical transition may require periods of time off work. Some people may need reduced hours or duties for a temporary period when they return to work following surgery. The university will handle this confidentially and sensitively via the sickness absence procedure as we would any surgical or medical treatment.

LGBT Staff Network

Roehampton has an LGBT+ Network to raise the visibility of the LGBT+ community. It enables the group to meet regularly on matters to promote inclusivity and greater understanding and awareness of diversity here at Roehampton. The group holds events during the year that promote greater awareness of who we are as a community. Information about Roehampton's LGBT+ Staff Network can be found [here](#).

Pensions

From November 2018, the state pension age will be 65 for everyone.

Where a person has a Gender Recognition Certificate, they will generally receive their state pension at the age appropriate to their self-determined gender. HMRC is informed if a full GRC is issued, either by the Gender Recognition Panel or by the trans person themselves. This will lead to a change in national insurance records to reflect the person's self-determined gender.

The University will agree with the individual the date of change of name, title and, if applicable, gender for pension purposes.

The HMRC will use a person's name and title in all communications.

Occupational pension schemes are now required to have the same retirement age and benefits everyone.



Supporting Trans, Non-Binary and Intersex Students: Guidance

This guidance, along with our Trans, Non-Binary and Intersex Equality Policy, demonstrates Roehampton's commitment to the inclusion of trans, non-binary and intersex people as students.

Owner:	University Secretary and Registrar
Reviewed by:	UR Pride Equality Network Equality Diversity and Inclusion Group Equality Diversity and Inclusion Committee
Approved by:	Council (26 November 2018) Senate (endorsed, 21 November 2018) Equality, Diversity and Inclusion Committee (endorsed, 08 November 2018)
Review due date:	September 2021
Update history:	Committee Name(s) (Date(s))
Related policies	This Policy and guidance should be read in conjunction with: <ul style="list-style-type: none"> • Equality and Diversity Policy • Dignity and Respect Policy and Procedures • Data Protection Policy and Procedures • Student Contract, Regulations Policies and Procedures • Human Resources Guidance, Policies and Procedures Noted that this is list is not exhaustive

Introduction

This guidance is in place to support trans, non-binary and intersex students and to outline what they can expect from the institution. This guidance should also be utilised by members of staff who are working with and directly supporting trans, non-binary and intersex students.

People excel more if they feel comfortable and can be themselves in their learning environments. When all staff and students work together to create a respectful and nurturing environment for trans, non-binary and intersex people this improves the learning environment for everybody. Some trans, non-binary and intersex people may choose not to share their identity at University because they fear a negative reaction from their tutors, fellow students and other individuals at University. As a result, many such students may be under considerable stress. This may lead to people needing time off from their studies to take care of their mental health and more generally not feeling able to study to their full potential.

If someone tells you they are trans, non-binary or intersex it is important to make sure they feel included and supported at Roehampton. Make it clear that you will do all you can to make them feel comfortable and included at Roehampton.

The University has been working closely with its students' union (Roehampton Students' Union) to ensure that there is an inclusive environment for its LGBT+ students. The Students' Union now has a Trans Students Officer who offers support and raises awareness of trans matters. In partnership with the university the RSU devised a Transition at Roehampton guide which is available on their [website](#).

Admissions

Where a Higher Education institution is explicit about their commitment to equality, it is more likely for trans, non-binary and intersex potential students will want to study there. Where applicable the University takes into consideration Supporting Professionalism in Admissions [guidelines](#).

Roehampton understands that potential students who feel that they can be open about their trans, non-binary or intersex identity or history without fear of discrimination will result in performing better at application stage, at interview stage and throughout their student life.

It is good practice for institutions to provide information for students and potential students on how they value equality and diversity across Roehampton. This can include a statement on trans, non-binary and intersex equality and information on who applicants can contact. Equality training for staff responsible for student admissions can also cover trans, non-binary and intersex issues.

Initial data flows on equalities monitoring are controlled by UCAS and not the University. Roehampton encourages disclosures of an applicant's gender identity or history during application processes with the purpose of ensuring they receive any support they may require, particularly with regards to documentation and references. Applicants are provided with an option 'prefer not to say', which when selected could (but not conclusively) indicate that the applicant is trans, non-binary and intersex.

At Roehampton, steps are taken to ensure that a person is not 'outed', for example, by checking the names used in references before passing them to departmental teams and

ensuring that documentation showing a person's legal sex/gender is viewed on a strictly need-to-know basis.

Students who are offered places on a course at Roehampton are required to present photo identity documents on first registration. Students can choose from a selection of documents. Any copies made are kept in line with [Data Protection Policy](#). For more on identity documents see sections: [Names, Pronouns, Titles](#) and [Official Records and Photographs, Documents and Monitoring](#).

References for current or former students must make no reference to the person's trans, non-binary or intersex gender identity. References will always use the appropriate pronoun and should not refer to a person's former names, or 'out' them as trans, non-binary or intersex.

An applicant will not be questioned about their sex or gender identity or history during their interview.

Funding to support trans, non-binary and intersex learners

The University is committed to ensuring all our students are supported throughout their student experience to succeed and progress in the way that is most meaningful for them. Alongside the benefits and support available to students, Roehampton will provide resources to best help students' specific circumstances.

Support may include resources for students allocated within [Roehampton's Access and Participation Plan](#) with the Office for Fair Access, which focuses on activity to help students' retention, success and progression. For more information regarding this, please contact [Student Services](#).

Transition

Some trans, non-binary and intersex people might choose to transition, and those that do will navigate individual paths, selecting the elements that they need and want from the options available. There is no one way to transition.

Social transition means changing your gender expression using cultural cues and signifiers such as name, pronoun (he, she, they etc.), title (Mr. Ms. Mx. etc.), clothing, hair, walk, speech, mannerisms and any other gendered aspects of presentation and documentation.

Medical transition means having medical intervention such as hormone therapy or surgery. Social transition is a pre-requisite for access (through the NHS) to some medical interventions.

Legal transition typically means obtaining a Gender Recognition Certificate (GRC). It should be noted that the legislation surrounding the GRC is subject to change following on from the government's consultation on the Gender Recognition Act which closed in October 2018.

Those wishing to transition should receive sufficient support from key members of staff. This may include particular staff members being with them to support them if or when they choose to tell people of their transition.

Support through transition

The Trans, Non-Binary and Intersex Equality Policy and Guidance aim to ensure that appropriate support is received before, during and after transition as well as if the notion of 'transition' does not apply.

Students can initially inform a member of staff at Roehampton of their intentions to transition in the way that they feel most comfortable. This could be a letter or email followed by a meeting with the staff member. However, for formal procedures to commence the request could be put in writing, should the person transitioning wish to ensure that actions will be taken in accordance with the request (including appropriate timeliness).

Developing an agreement or an action plan in relation to transition

Individuals could have a range of experiences or objectives around their transition. Some people prefer as few people as possible to know about their transition and decide to discuss this with a staff member but require no further action. Some may be planning for medical intervention so there may be particular things to plan for, such as suspension of studies.

It is important to agree with the student what steps need to be taken. Some people refer to this as developing an agreement or an action plan. See [Appendix 3](#) for a suggested checklist.

It may be necessary to identify when key changes will take place and how they fit with any relevant submission deadlines. E.g. communicating to other staff and students, name changes on systems, the commencement point for using facilities appropriate to their self-determined gender, planning leave for medical intervention if taken. It may be important to agree how best to communicate during any period of absence.

As part of this planning, a series of review meetings could be scheduled at an agreed frequency in order to maintain good communication. Any changes in plans can be updated and developed. There should be an agreement about where the plan or any meeting notes are kept and who has access.

Throughout the process a trusting and open relationship between the transitioning student and the member of staff is really important. This should involve joint problem-solving (such as anticipating and planning for any problems), confidentiality, reliability (doing what you say you are going to do) and empathy (providing support).

Transitioning to a new gender role is likely to involve on-going processes of social adaptation. Some people require emotional support over many years, both before and after transition. Staff should continue to offer support for the duration of their student life at Roehampton.

Support through a person's transition should end through mutual agreement between the individual and the staff.

Communication with students and staff

It may be that the person transitioning will want to communicate with other students and staff members about their transition. The named contact should encourage the individual to describe what they think will be best for them when it comes to sharing relevant information. This could be a verbal communication during learning activities of which the person who is transitioning could be present or absent. It could also be more informally through social

interactions or on a 1:1 basis. It could also be through an electronic communication for example email.

This communication will need to be practical and address important issues such as how to address the student (new name, correct pronoun), how to support them, how to deal with questions that may come from the student cohort and the wider University community without breaching confidentiality etc. Staff must set a tone of absolute inclusion and respect. Staff should also ensure that students are aware of the support available.

Whilst the person transitioning may need to provide information about their requirements, it may be an opportunity for the key staff member to identify any need for awareness raising training for colleagues and also fellow students. It is not the job of the student who is transitioning to educate the staff or student body. This should be arranged through formal CPD programmes for staff or through diversity events, curriculum or other educational opportunities across Roehampton.

Names, Pronouns, Titles

If someone makes it clear how they would like to be addressed (in terms of their name, pronoun and title), then it is very important to respect those preferences. Using a trans, non-binary or intersex person's new name and pronoun is one of the most positive, validating things you can do.

Students can request a name change at any point. A name change is not required in order to request a name to be used by colleagues and students, or on records across the Institution. Students should approach their course office to do this. A formal name change is required for the purposes of receiving qualification certificates in the students' new name.

If a person chooses to change their name formally, there are two ways in which they can do this – by [deed poll](#) or by statutory declaration of name change. Roehampton accepts either of these methods. A deed poll or a statutory declaration of name change can be created by the person themselves and must be witnessed. This can be done for free and gendered intelligence have [templates](#) to guide people. To find out more about changing your name please check the government website [here](#). For more on changing names see section: [Official Records and Photographs, documents and monitoring](#).

No one can assume what pronouns a person will use. It is best to take each person's lead regarding the names, pronouns and title that they use for themselves.

Along with the pronouns 'he' and 'she', some people prefer 'they' as this is a gender-neutral pronoun. This is often asked for by non-binary or some other gender variant people.

If someone doesn't make it clear what pronoun they use it is okay to ask. You could say: 'which pronoun would you like me to use?' Do not simply assume someone's pronoun based on your assessment of their outward appearance.

It is important to refer to a person using their chosen pronouns, whether or not the person is present. For example, if a lecturer is discussing something with another staff member, they should refer to the person with the pronouns that they have requested. If you make a mistake with pronouns, whether the student is present or not, acknowledge the error, apologise genuinely, and move on.

Intentionally not using a person's name or pronoun that they have explicitly asked for can constitute harassment and is a violation of this policy. Accountability procedures are covered in the [Dignity and Respect Policy](#).

Students will be able to stipulate their pronoun as part of the on-line registration process.

Along with titles such as Mr. and Ms, people may request gender-neutral titles such as Mx, (pronounced 'Mix'). It is good practice to ensure systems allow for gender-neutral titles as well as for no title. 'Mx' is used by the DVLA and UK Deed Poll Service, as well as banks, some councils and other businesses.

Official Records and Photographs, Documents and Monitoring

Some people choose not to change their name formally straight away, have no intention of changing their name or are unable to for other reasons. When a student notifies the University in writing of their intention to transition during their time at Roehampton, the date from which their name and gender marker is changed on all records should be agreed with the individual. The person's file should reflect their current name, title and gender marker.

Students will need to formally change their name by statutory declaration of name change or deed poll prior to certificates being issued if they wish for their new name to appear on their qualification certificate. For more on names on certificates see section: [Qualification certificates](#).

Under the Gender Recognition Act, a person has the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

A person's trans, non-binary and intersex identity is considered 'sensitive personal information' for the purposes of the Data Protection Act and needs to be treated accordingly.

Disclosure of a trans, non-binary or intersex identity without a person's consent is a violation of their privacy. It is only in exceptional circumstances that disclosure may be exempt, for example, if there is a legal basis for doing so.

Any material that needs to be kept related to the person's trans, non-binary or intersex identity, such as records of absence for medical reasons, should be stored confidentially. No records should be changed without the written permission of the student.

Photographs should represent an accurate likeness of the student's current appearance and so should be updated if this changes. The University card service allows a trans, non-binary and intersex student to be issued a new card with updated details and photo free of charge. It should also be noted that some individuals may wish to change their photos without stating anything about their sex or gender identity; this is commonly done under the premise that the photo does not represent an accurate likeness of them.

In circumstances where the University requires official confirmation of a person's identity, they will be given the option of providing more than one type of official identification such as driving licence, passport, statutory declaration or birth certificate.

International Students

International students who are trans, non-binary and intersex may experience additional barriers outside of Roehampton.

International students who are trans, non-binary and intersex may seek support by contacting [the Recruitment, International and Admissions department](#).

Toilet and changing rooms

Trans, non-binary and intersex people are entitled to access any single-sex facilities e.g. toilets and changing rooms according to the gender by which they identify.

There are gender-neutral toilets in some University buildings across campus. It should be noted that trans, non-binary and intersex people should not be asked nor should they be expected to use accessible toilet facilities.

DBS checks

The Disclosure and Barring Service is responsible for checking criminal records in England. The DBS has processes in place for people who have had previous gender identities. This includes those with a full GRC who do not wish to disclose their former identity to their employer or placement provider.

Employers and placement providers will provide a DBS form that is to be completed by the person whose criminal record is being checked. Before an application is submitted by an employer or placement provider, the applicant will need to [contact the DBS sensitivities team](#) who will guide them through the process, track the application and maintain confidentiality. The applicant does not need to disclose their gender history to their employer or placement provider.

Leave

Students that require periods of time off from their studies should contact student services. Student services provide students with advice and support on a case-by-case basis.

In advance of the student's return to studies the student will need to liaise with their department, named contact and other support services if already engaged with them.

Qualification certificates

Qualification certificates state the formal name of a student, not a name by which a student wishes to be known. Students will need to formally change their name and show proof of formal name change (e.g. a statutory declaration of name change or deed poll) in order for a certificate to be issued under a name different from that under which they registered. At Roehampton the students' formal name will appear on their final transcript, interim transcript and other documents that are required for the validation of their qualification or be use of any official purpose

For alumni students wishing to gain a replacement certificate for a qualification that they received in a previous name must provide proof of a name change.

Disabled students' allowances

If a student is experiencing mental health problems due to, or exacerbated by, their sex or gender identity then they can apply for [disabled students' allowances](#) (DSA) to access mentoring specifically to support them around their gender identity while studying at university. It should be noted that this is government funded and the contact is external to the university.

Support groups

Staff may wish to signpost support groups to students who are trans, non-binary and intersex. This can help improve the experiences and in turn retention of students. For more on support for students see: [Appendix 2](#))

Halls of residence and accommodation

Students at Roehampton are offered collegiate halls as optional residence. The University make every effort to treat issues raised by trans, non-binary and intersex students in relation to accommodation with sensitivity and consideration.

Where single-sex accommodation is available, students can request whether they would like to be allocated single-sex or mixed-sex accommodation in line with their sex or gender identity or history. It should be noted that students do not need to explain why they are requesting it.

The University recognises that some trans, non-binary and intersex students may not feel comfortable using communal toilets and washing facilities in their accommodation provided by the university or its contractors. Where possible, en-suite accommodation will be provided in this instance.

In order to allocate trans, non-binary and intersex students accommodation to suit their needs, it is useful for the University to be aware of those needs when they apply for accommodation. The application form will include a question on gender identity for this purpose. If a trans, non-binary and intersex student is not able to be open about their gender identity in their application for accommodation due to the involvement of a parent/guardian, the student should contact [Accommodation](#) to discuss their application in confidence.

Roehampton recognises that students might decide to transition at any point during their course. In this instance, accommodation contracts will have the flexibility to allow students to change their accommodation in line with their needs. This might involve moving from or to single-sex accommodation or providing en-suite accommodation.

Where accommodation is provided by private contractors, the University will ensure that contractors have processes in place to accommodate trans, non-binary and intersex students.

Sport Roehampton

Participating in sport can be a really valuable experience for students at Roehampton. Trans, non-binary and intersex students should have the same access to participate alongside everyone else.

At Roehampton, trans, non-binary and intersex students should not be excluded from participating in non-competitive sporting activities and events. In addition, trans, non-binary

and intersex students should not be excluded from participating in other roles in sports such as referees, managers or coaches.

For representational competitive sports in Higher Education, the [British Universities and Colleges Sport](#) (BUCS) may also be able to assist, along with guidance from the sports National Governing Body. BUCS have a Transgender Policy which students may want to consult for rules and regulation guidance and general support. This can be accessed [here](#).

If you approach the sporting body and you and/or the student is unhappy with the response, it would not be unreasonable for them to question it. In all situations, please contact the [Sport Roehampton team](#).

Overseas trips

Travelling abroad can pose problems for trans, non-binary and intersex people. There is no single experience of travelling as a trans, non-binary or intersex person. Destinations that look particularly challenging on paper might prove to be straightforward for a traveller (and vice versa). However, it is advisable to assess the risk of travelling, particularly to countries that have a tradition of disproportionate punishments for gender variance and where it will be difficult to access diplomatic assistance.

The University will assist students to assess the risk of travel where it is part of their course. Trans, non-binary and intersex students will not be expected to travel to countries that pose a significant risk to their safety as part of their course. The student will not be put at a disadvantage in relation to other students on their course if they cannot travel due to fears for their own safety.

Safety might refer to physical safety, i.e. safety from physical harm, harassment, but also to safety from being arrested or imprisoned on the basis of gender identity or perception of a student's gender identity.

Field trips

Trans, non-binary and intersex students should have the same access to field trips alongside other students. In all aspects, they should be treated in their self-determined gender. The University will endeavour to support the student in finding toilets, showers, changing facilities and room allocation with which the student feels comfortable.

It may be that some trans, non-binary and intersex students may not feel comfortable using communal toilets and washing facilities, or sleeping in a large dormitory. Where possible, single private rooms with en-suite accommodation should be provided, where the trans, non-binary and intersex student has requested it.

Some gender variant people such as non-binary people may not feel particularly comfortable in gendered spaces, so you may wish to think about not allocating dorms based on the gender binary, and offering gender neutral facilities.

Mitigating circumstances for overseas trips and field trips

Some students may not want to go on field trips because of their trans, non-binary or intersex gender identity and the potential issues that they may face. Special consideration should be given to students who are reluctant to go on trips. Students should raise concerns at the

earliest opportunity to ensure that alternative examinations, assessments or modules can be put in place and completed without penalty.

Considerations for employment and placements

The University has in place, and works to ensure, support is available for all students whilst they undertake placements in line with their course, regardless of whether this is a short-term placement such as a 'micro-placement' or a long term placement such as a 'sandwich year'.

Depending on the school or programme of study, the key contact will differ, however these may include: Academic Staff including a Link Tutor, Learning Advisor, or any other key members of staff including (but not limited to) Personal Tutor, Mentor or Lecturer.

If a student faces any issues, discrimination, logistical or practical issues or any other experiences whilst on placement, they should contact a member of Roehampton staff that they feel comfortable with as soon as possible.

Due to the nature and scope of the placements available, each employer may have a different policy or procedure in place for supporting trans, non-binary and intersex people and unfortunately some may not. Roehampton will work with the student and placement provider to ensure a smooth process for all stakeholders.

All Roehampton students that undertake a placement, are still students and have full access to all of the support mechanisms in place that Roehampton has to offer.

Appendix 1: Glossary

Terms and language regarding trans people and trans issues are evolving rapidly and many terms may mean different things to different people. Below you will find a static glossary of terms. The definitions provided here are common, but not universal, understandings of these terms are varied.

ALLY	A (typically) straight and/or cis person who supports members of the LGBT community.
CISGENDER OR CIS	Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.
DEADNAMING	Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.
GENDER	Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.
GENDER DYSPHORIA	Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the gender they were assigned at birth.
GENDER EXPRESSION	How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not confirm to societal expectations of gender may not, however, identify as trans.
GENDER IDENTITY	A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.
HIJRA	a term given to eunuchs, intersex people, and transgender people in the Indian subcontinent
OUTED	When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.
PRONOUN	Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.
SEX	Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

THIRD GENDER	is a concept in which individuals are categorized, either by themselves or by society, as neither man nor woman. It is also a social category present in societies that recognize three or more genders.
TRANSGENDER MAN	A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.
TRANSGENDER WOMAN	A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.
TRANSPHOBIA	The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.
TRANSSEXUAL	<p>This was used in the past as a more medical term (similarly to homosexual) to refer to someone who transitioned to live in the 'opposite' gender to the one assigned at birth.</p> <p>This term is still used by some although many people prefer the term trans or transgender.</p>
TWO SPIRIT	A modern, pan-Indian, umbrella term used by some indigenous North Americans to describe certain people in their communities who fulfil a traditional third-gender (or other gender-variant) ceremonial role in their cultures

In order to stay up to date with definitions we have signposted two comprehensive glossaries below.

- [Stonewall Glossary of Terms](#) (October 2018)
- [LGBTQ+ Definitions Trans Student Educational Resources \(US\)](#)

Appendix 2: Useful Resources

Internal Resources for Staff

Assistance and support will be available to individuals who require it, internal sources of support include HR, the employee assistance programme, working relationship advisers, trade union representatives and line managers and colleagues.

[LGBT Staff Network](#) (UR Pride)

[Occupational Health](#) Policy

[HR contact list](#)

[Key contacts including working relationship advisers and union representation](#)

Internal Resources for Students:

[Roehampton Students' Union](#)

[Students LGBT Society](#)

[Wellbeing and emotional support](#)

[National Union for Students \(NUS\)](#)

[NUS connect](#)

Other Resources

[Beyond the Binary](#)

Beyond the Binary is a submissions-based magazine website, which aims to give non-binary people in the UK the opportunity to contribute and share what they are experiencing, thinking and doing.

[Depend](#)

Offers free, confidential advice, information and support to all family members, spouses, partners and friends of transsexual people.

[Education UK](#)

[Equality Challenge Unit](#)

Information about transgender staff and students in higher education

Equality and Human Rights Commission

Information about the Equality Act 2010, guidance for employers and supporting transgender people available [here](#)

Information for transgender people about changing your name, including at the Department of Work and Pensions, the Driver and Vehicle Licensing Agency, and the Passport Agency available [here](#)

[The Foreign and Commonwealth Office \(FCO\)](#)

The FCO collates travel advice by country on its website.

[Gender Identity Clinic](#)

The Gender Identity Clinic (GIC) is the largest and oldest gender clinic in the UK, dating back to 1966. They accept referrals from all over the UK for adults (over 17 years and nine months) with issues related to gender. They are a multi-disciplinary administrative and clinical team, including psychologists, psychiatrists, endocrinologists and speech and language therapists. They work together in order to provide holistic gender care, focusing on the biological/medical, psychological and social aspects of gender.

[Gender Identity Research and Education Society \(GIRES\) GIRES: Transgender Policy Guide for Employers 2015](#)

[The Gender Trust](#)

A charity that helps transgender people and all those affected by gender identity issues

[Gendered Intelligence](#)

Gendered Intelligence is an organisation which provides support, training and resources for all those who work with and support trans people as employees, colleagues, students, pupils or clients; youth groups, activities and support for young trans people up to the age of 25; and works extensively in schools, colleges and universities with both staff and students offering mentoring, workshops and training.

Government Equalities Office

[Information about The recruitment and retention of transgender staff \(2015\)](#)

[Information about providing services for transgender customers \(2015\)](#)

For information about the UK Government's action plan to advance transgender equality; there is also a YouTube video about the government's transgender [action plan](#)

[Inclusive Employers.co.uk](#)

Works with employers to create inclusive workplaces.

[Ministry of Justice](#)

For information about the Gender Recognition Panel

[Non-binary Inclusion Project](#)

[NHS](#)

[Organisation Intersex International \(OII\)](#)

An international organisation with branches in a number of countries including the UK, US and Australia. Of particular interest are the following documents:

[Standing up for the Human Right of Intersex People](#)

Organisation Intersex International and ILGA, Dec 2015

Outlines key issues faced by intersex people and some of the distinctions between intersex and trans people

[Employers Guide to Intersex Inclusion](#)

Organisation Intersex International (OII) Australia, 2014

Whilst this is an Australian publication and therefore references Australian law, the vast majority of information and the principles of inclusion are entirely transferrable

[Press for Change](#)

A lobbying and legal support organisation for transgender people in the UK, it provides legal advice, training and research to transgender people, their representatives, and public and private bodies.

[Stonewall](#)

National LGBT campaigning and education charity with a range of programmes and resources. Stonewall became trans inclusive relatively recently and all programmes are now trans-inclusive.

[TransWiki](#)

A comprehensive directory of the groups campaigning for, supporting or assisting, transgender people and their families across the UK.

[Gender Identity Development Service](#)

The Gender Identity Development Service (GIDS) is a highly specialised clinic for young people presenting with difficulties with their gender identity.

[Mermaids](#)

Mermaids is passionate about supporting children, young people, and their families to achieve a happier life in the face of great adversity. They work to raise awareness about gender issues amongst professionals and the general public.

[London Friend](#)

Central London's oldest LGB&T community centre, run or host a number of events and groups each week at their Kings Cross office (86 Caledonian Road, N1). Click here for [support](#) and [counselling](#).

Appendix 3: Check list and Prompts

For Staff

WHO NEEDS TO KNOW?

- HR Account Manager
- Line Manager (if not main point of contact)
- Others?

THINGS TO CONSIDER

Telling colleagues/friends and people you work with/external partners

- Who will tell colleagues/partners?
- Will you be there?
- When and where will this take place?
- What information will be provided?

Getting ready for your first day back

- When is this likely to be? Are you ready?
- Is it a change of role?
- Is your wardrobe/uniform ready?
- Are colleagues ready?
- Is there additional support for you and/or loved ones in place?

You may wish to consider the details on the following records

- Email Address, Signature, Business Cards and Organisational charts
- Telephone and Voicemail (including directory information)
- University ID cards and Name Badges
- Online records and databases, e-portfolio/record of achievements
- Payroll (and banking details) and Pensions records
- Welfare/disability/counselling records
- Social media (e.g. Moodle, LinkedIn) and web information including biographies
- Memberships including Union Membership
- Certificates and awards
- Insurance policies
- Criminal Records Bureau relating to DBS records

Appendix 4: Sample letters

Letter 1: Telling Roehampton about your intention to transition. Send this letter to your Manager

Date: xx/xx/xxxx

Dear (Manager),

I am writing to notify the University of Roehampton that I am intending to change my gender identity. I have read the Roehampton policy for trans, non-binary and intersex staff and I am advising you that I plan to change my name in the near future.

As required by the policy, I hereby give you my explicit written consent to notify people on a need-to-know basis so that support can be provided and an action plan can be developed that will address matters relating to changes to institution records and disclosure to others.

I welcome the opportunity to discuss with you my transition and the impact it may have on my work.

Yours sincerely

[Your name as it is currently held by the University]

Letter 2: Giving explicit consent to share information and update Roehampton records

Please post this letter marked confidential to the HR Account Manager

Date: xx/xx/xxxx

Dear [Named contact]

I am writing to grant you permission to discuss my transition to my new gender role with other staff at the University of Roehampton on a strictly need-to-know basis, so that appropriate arrangements can be put in place to support me during my transition.

Please also accept this letter as my consent to make the necessary arrangements for Roehampton documents, records and systems to be updated so that all references to me in my former name and gender are replaced with my new name and gender role as stated below:

I confirm that I intend to commence living full time in my new gender role from [date]. (*Ideally this date should be at least 8 weeks away, but we will aim to accommodate your request earlier if we can and if this is acceptable to you*).

I welcome the opportunity to discuss changing records so that we can agree priorities and a reasonable timescale.

Yours sincerely

[Your name]