



Transgender Student Handbook V1



Myerscough
College

INSPIRING EXCELLENCE

Overview

Trans is an umbrella term to describe people whose gender is not the same as, or does not fully reflect, the same sex they were assigned at birth.

Gender identity is complicated and has many different parts and can be best understood as being a spectrum rather than needing to be a binary choice between male or female. There are many ways to be trans.

Trans - umbrella term used to describe people who identify for example as:

- Transgender
- Gender queer
- Gender fluid
- Non-binary
- Both male and female (this may be at the same time or over time)
- Neither male or female
- A third gender
- Or who have a gender identity which we do not yet have words to describe

Whenever possible, people should be given the opportunity to say how they identify themselves rather than having labels linked to them.

Acknowledgements

Transgender staff and students in HE and Colleges: improving experiences 2020 Equality Challenge Unit

Equality Diversity UK– Transgender Awareness Training 2019

Transgender Inclusion Schools Toolkit.

Brighton & Hove City Council 2018

Lancashire County Council Transgender Guidance 2014

Cornwall Schools Transgender Guidance 2012

The Equality Act 2010 Gov.uk

The Proud Trust

GIRES

Dr Lewis Turner, Lancashire LGBT



We would particularly like to thank transgender young people and their parents from Myerscough College for their feedback and contribution to the Transgender handbook for students and staff.

Additional support, advice and information from Student Support Services.

Head of Student Support

Lisa Lenton-Hartley
lhartley@myerscough.ac.uk

Equality, Diversity and Inclusion Co-ordinator

Karen Livesey
klivesey@myerscough.ac.uk



Know your Rights

As a Trans young person ...

YOU CAN

Use whatever name, pronoun, title you want

YOU HAVE

The right to be taken seriously

YOU HAVE

The right to decide who knows that you are trans, when you tell people and how to tell them

YOU HAVE

The right to use whichever toilet you feel most comfortable using and to have equal access to a gender neutral toilet

YOU HAVE

The right to positively learn about trans identities at College

Know your Rights

As a Trans young person ...

YOU DON'T

Need any documentation to prove it

YOU DON'T

Have to undergo any changes, medical or social, to have these rights under the Equality Act 2010

YOU DON'T

Have to deal with transphobic bullying. This is a hate crime and you can report it to College or the police.



Useful Book List

Teenagers

Sorted - growing up, coming out and finding my place–
Jackson Bird

Feeling wrong in your own body: Understanding What it means to be Transgender - Jamie A Seba

How Stephen Became Stephanie and Other Transgender Tales - Kate Lesley

Choir Boy - Charlie Anders

My Brother Ben - Rebecca Sardella

Morgan in the Mirror - C C Saint Clair

Parrotfish - Ellen Wittlinger

Adults and Reference

Helping your Transgender Teen: A Guide for Parents -
Irwin Krieger

The Transgender Child: A Handbook for Families and Professionals - Stephanie Brill & Rachel Pepper

Transgender Explained for those who are not - Joanne Herman

Girl Alex. A Personal journey to a transgender identity -
Alex Drummond

[Useful book list \(Wikipedia\)](#)

<http://en.wikipedia.org/wiki/>

Mermaids

www.mermaidsuk.org.uk 0808 801 0400

National charity that connects and supports Trans young people and their families.

Lancashire LGBT

www.lancslgbt.org.uk

Support & information for LGBT people 18+

The Tavistock and Portman Clinic

www.tavistockandportman.nhs.uk

For children and young people (up to the age of 18) and their families experiencing difficulties in the development of their gender identity including children unhappy with their biological sex.

Imaan

www.imaanlondon.wordpress.com

The UK's leading LGBT Muslim Charity

Stonewall

www.stonewall.org.uk

Stonewall campaigns for equality of LGBT people

Gender identity

When thinking about trans identities, it is important to understand there is a difference between the sex assigned at birth (natal sex) and gender identity.

Assigned (natal) sex refers to chromosomal make up, genitalia, hormones etc and would be used when referring to the physical anatomy of a person (e.g. male, female or intersex).

For trans people their natal sex is not the same as their gender identity.

Being trans has nothing to do with sexual identity. As one doctor puts it, "Sexuality is about who you're attracted to. Gender is about who you are."



For some people, it is not appropriate to think of gender identity as being totally female or totally male. They may consider their gender identity to be fluid, part male and part female, non-binary or they may consider themselves to be agender.

Male, female and transgender brains

When a baby is born, a medical professional will declare if the baby is a boy or a girl based on their sexual organs—but does this determine the child's gender? We know that as an embryo forms, the genitalia specializes into either male or female.

But what about the development of the brain?

“The brain and the body can go in different directions,” Dr Altinay* says. “Gender is not only in our genitalia; there's something in the brain that determines gender.”



“When we look at the transgender brain, we see that the brain resembles the gender that the person identifies as, for example a person who is born with a penis but ends up identifying as a female often

actually has some of the structural characteristics of a “female” brain.

Some research shows the brains of trans people are somewhere in between, sharing characteristics of both male and female brains.

This is consistent with the growing understanding that gender exists on a spectrum, with people identifying not only as male or female but also as genderqueer, genderfluid or nonbinary.

*March 2019 Research on the Transgender Brain

<https://health.clevelandclinic.org/research-on-the-transgender-brain-what-you-should-know/>

Useful contacts and resources for trans young people and their families.

The Armistead Centre Liverpool

Free confidential support and information and sexual health promotion for LGBT community. We provide safe space for LGBT groups, one to one help and support for parents and carers of LGBT people.

Helpline Mon—Fri 9.30—4.30 p.m.

0151 247 6560

MindLine Trans+ UK

www.bristolmind.org.uk 0300 330 5468

A confidential, non-judgemental listening space for People who identify as Trans+ , non-binary and their friends and families to talk.

The Proud Trust Manchester

info@theproudsttrust 0161 6603347

Offers individual support, and information about local LGBT youth groups.

Trans Support Service

www.merseycare.nhs.uk/our-services/physical-health-services/trans-support-service-tss

0151 247 6555

Offers counselling with an expert therapist to help people understand themselves and move forward with their lives.

Useful contacts and resources for trans young people and their families.

UR Potential Trans Group

lgbt@urpotential.co.uk 07445 641768

A relaxed, supportive group where you can be your true self and share experiences with others who know and understand what you are going through. We offer advice and information as well as opportunities to be involved in creative projects and events. This is a safe and welcoming group for everyone Trans however you identify on the gender spectrum.

UR Potential Family Support Group in Blackpool, Fylde and Wyre

An adult group which exists to support people who have a family member who is Lesbian, Gay, Bisexual, Trans or identifying somewhere else on the sexuality/gender spectrum. It's a place of safety providing the opportunity to share experiences, get advice on all things LGBT& and be around other people learning how to manage their own situations. Grandparents, parents, aunts, uncles, siblings or partners all welcome.

Support for a young person transitioning

“Transition” can mean different things to different people. Parts of transitioning can be divided into “social” or “medical”.

Social transition could include:

- A name change
- A change in pronoun (he, she, they, zie etc.)
- Wearing clothes linked to their gender identity
- Use of toilets and changing rooms appropriate to their gender identity

Medical transition is when a young person takes steps to physically alter their body.

A medical transition may include:

- Hormone blockers
- Hormones (testosterone or oestrogen)
- Surgery (not available to young people under 18yrs)

Some young people will undergo both social and medical aspects of transition while some young people will choose just the social parts.

Trans Student Disclosure - 6 Steps

1. Student discloses that he/she is trans to a member of staff
2. Student can either email or complete Letter A - regarding change of identity. Letter A is available from your Tutor, College website or Student Intranet
3. Send email or Letter A to Director of Student Support Lisa Hartley lhartley@myerscough.ac.uk
4. Director of Student support replies to the student within 5 working days and allocates a named college person to contact the student within 3 days
5. Director of Student support will give the student details to corporate services (College admin)
6. The allocated college person will meet with the student to discuss, agree and complete a

Confidential Disclosure and Support Plan and complete a **Check list.**

This will include a review within an agreed timescale and agreement to share plan with the EDI co-ordinator for Confidential records.

Glossary A - Z

Transition—the steps a young person takes to live in the gender they identify as. Transitioning can be different for each individual. Social transition could involve name and pronoun changes and dressing differently than before. Medical transition could include hormone blockers, hormones and surgeries. There is not a single pathway for transition: individuals experiences are all different.

Transmasculine - is a term used to describe transgender people who were assigned female at birth but identify with masculinity to a greater extent than with femininity. Usually transmasculine people try to appear stereotypically masculine in terms of their gender expression in order to create social recognition of their dominant male identity.

Transphobia - Irrational fear, hatred, abuse etc. of trans people, people who are perceived to be trans or people who do not confirm to traditional gender norms.

(A) Transsexual (person) - Used in the past as a more medical term to refer to someone who has, or plans to, transition to live in the “opposite” gender to the one assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

Glossary A - Z

Trans - An umbrella term to describe people whose gender is not the same as, or does not fully reflect, the sex they were assigned at birth. May encompass one of more of a wide variety of terms, including (but not limited to) transgender, non-binary and gender queer.

Trans boy or man—a person assigned female at birth and who identifies as a boy or man. They will often change their name to one more commonly used by men, use the male pronoun (he) and wear clothes that are typically worn by men. They will sometimes undergo procedures to change their physical appearance.

Transfeminine - is a term used to describe transgender people who were assigned male at birth, but identify with femininity to a greater extent than with masculinity.

Trans girl or woman - a person assigned male at birth and who identifies as a girl or woman. They will often change their name to one more commonly used by women, use the female pronoun (she) and wear clothes that are typically worn by women. They will sometimes undergo medical procedures to change their physical appearance.

Letter A Template: Notify College of change of name

Please send this letter or email information to the Director of Student Support Services or alternatively email it to lhartley@myerscough.ac.uk

Director of Student Support and Welfare
Lisa Hartley
The Core
Myerscough College
Bilsborrow
Preston
PR3 0RY

Date
Student number (if known)
Date of birth

Dear Lisa,

I am writing to notify the College that I am intending to change or have already changed my gender status from that which I was born. I have read the College's Transgender Guidelines.

As required by the Guidelines, I give you my explicit written consent to notify people on a need-to-know basis so that a named contact can be appointed to provide support and develop a confidential action plan that will address matters relating to changes to College records, disclosure to others and support available during my studies. I know it may take some time to put in place the appropriate arrangements.

Yours Sincerely

(your name as it is currently held by the College)

Letter B Template: Consent to share information and update College Records

Please send this letter to the Director of Student Support Services or alternatively email it to lhartley@myerscough.ac.uk

Director of Student Support and Welfare
Lisa Hartley
The Core
Myerscough College
Bilsborrow
Preston
PR3 0RY

Date

Student number (if known)
Date of birth

Dear Lisa

I am writing to grant you permission to discuss my transition to my new gender role on a need-to-know basis at Myerscough College, 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 necessary arrangements for College 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 understand that by requesting this change, my original College provided email and cloud storage account will be deleted and recreated with my new credentials. I will take appropriate measures to back up any emails, files or other electronic media stored in the cloud and take responsibility for restoring them into my new account. I understand that once my original account is deleted, any information will be lost irretrievably.

New Title:

Glossary A - Z

Pronouns - 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.

Queer - In the past "queer" was used as a derogatory term for LGBT individuals.

However, the term is increasingly used by LGBT young people who don't identify with traditional categories around gender identity and sexual orientation.

Questioning/Unsure - The process of exploring your own sexual orientation and/or gender identity.

Sex - Either of the two main categories (male and female) assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes used interchangeably with "gender" to mean "male" or "female".

Sexual Orientation - A person's emotional, romantic and or sexual attraction to another person.

Testosterone - Sex hormone prescribed to some trans men.

Glossary A - Z

Intersex - a terms used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with society and what constitutes male or female bodies. Intersex people can identify as male, female or non-binary. Intersex people may undergo parts of transition.

Lesbian - Refers to a woman who has an emotional, romantic and/or sexual orientation towards women.

Non-binary - Umbrella term for a person who does not identify as (solely) male or (solely) female. Non-binary people may identify as both male and female, neither male or female, or as another gender identity. Non-binary people may use the pronoun “they”.

This group are under the trans umbrella but may not consider themselves trans.

Oestrogen - Sex hormone which may be prescribed to some trans women

Passing - Being seen, viewed or “read” as the gender you present yourself as e.g. a male identifying person being seen as male by others

Letter Template: Consent to share information and update College Records—continued

New Title:

New Forename (s):

New Surname (if applicable):

New Gender role:

I confirm that I intend to commence living full time in my new gender role from *enter date here*.

I welcome the opportunity to discuss changing records so that we can agree priorities and a reasonable timescale and explore how my transition may impact on my studies. I know it may take some time to put in place the appropriate arrangements.

Yours Sincerely

(Your name as it is currently held by the College)

Statutory Declaration of CHANGE OF NAME

BY

SALLY EXAMPLE SMITH

I, SALLY EXAMPLE SMITH (formerly KELLY JO JONES, of 46 High Street, Newtown in the county of Eastshire) DO SOLEMNLY AND SINCERELY DECLARE as follows:

1. I was formerly called KELLY JO JONES and am a citizen of the United Kingdom.
2. I absolutely and entirely renounce relinquish and abandon the use of my former name of KELLY JO JONES and assume adopt and determine to take and use the names of SALLY EXAMPLE SMITH in substitution of my former name.
3. I shall at all times hereof in all records deeds documents and other writings and in all actions and proceedings as well as in all dealings and transactions and on all occasions whatsoever use and subscribe the said name of SALLY EXAMPLE SMITH in substitution for my former names of KELLY JO JONES so relinquished as aforesaid to the intent that I may hereafter be called or known or distinguished not by my former names of KELLY JO JONES but by the name of SALLY EXAMPLE SMITH only.
4. I authorise and require all persons at all times to designate describe and address me by the adopted name of SALLY EXAMPLE SMITH and I make this solemn declaration conscientiously believing the same to be true and by the provisions of the STATUTORY DECLARATIONS ACT of 1835.

Signed : OLD NAME

Signed : NEW NAME

DECLARED AT *..... THIS DAY *..... BEFORE ME *.....

(*details to be entered by authorised person)

Glossary A - Z

Gender identity - A person's internal sense of their own gender, whether male, female or something else.

Genderqueer—A gender diverse person whose gender identity is neither male nor female, is between or beyond genders, or a combination of male and female. For some this is also a political statement and a rejection of the rigidity of gender norms and the need to identify at all.

Gender Reassignment - Another way of describing a person's transition. To undergo this usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in your self-identified gender. It is a characteristic protected in the Equality Act 2010.

Gender Variant - This is usually used in relation to children or young people for someone who does not conform to the gender roles and behaviors traditionally expected of the sex assigned to them at birth.

Homosexual - This is considered to be a more medical term used to describe someone who has an emotional, romantic and/or sexual orientation towards someone of the same gender.

Glossary A - Z

Cross dresser - A person who dresses in the clothing of the opposite sex as defined by socially accepted norms. They enjoy wearing the clothes of the opposite sex occasionally but they do not want to live their lives as the opposite gender and therefore do not seek hormone therapy or surgery. Transvestite is now and outdated term.

Gay - Refers to a person who has an emotional, romantic and/or sexual orientation towards someone of the same gender. Both men and women may use this term to describe their sexual orientation.

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.

Gender fluid - Gender fluid describes a person who does not identify as solely a man/boy or woman/girl, but may feel more like a combination of, or move between the gender binary. Gender fluid people may feel that their identity is more complex than an either/or choice. They may feel like neither, both, or move between the two as they feel comfortable.

Confidential Disclosure and Support Plan for students who are Transitioning. To be completed with allocated support worker.

This is available from Student support services and includes;

- * Preferred name to be known by
- * Records that need to be changed
- * What supportive adjustments or support is available regarding the students studies
- * When to inform the department and students and if the young person wishes to do this themselves or prefer that do be done for them
- * When will the student start using any single sex facilities.
- * What emotional support can be offered to the young person e.g. mental health support, referral to other agencies
- * Explanation of how the young person is covered by existing policies e.g. Equality Act, Confidentiality

Continued ...

- * Records that need to be changed
- * Any plans the young person may have to start hormone therapy and/or undergo surgery (depending upon their age and consent)
- * Where copies of the form are kept and who has access to this information
- * Is the young person in contact with the College nurse and/doctor.
- * The form will be signed and dated and kept as a Confidential record.

Residential accommodation

A trans student can choose whether to sleep in a room of their self-identified gender, a gender-neutral room or a private space and be fully supported by the Residential team and College.

See the College Allocation of Student Residential Accommodation Policy and Procedure 2021.

Glossary A - Z

Agender - Someone with no or very little connection to traditional ideas of man and/or women. They may see themselves as without gender, and can be known as gender neutral or genderless.

Asexual - Someone who does not experience sexual attraction

Assigned Sex/Sex Assigned at Birth/ Natal sex - Either of the two main categories (male and female) assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes use with “gender” to mean “male” or “female”.

Bisexual - Refers to a person who is romantically and/or sexually attracted to people of more than one gender

Cisgender (person) - a person whose sex assigned at birth matches their gender identity. In other words, a term for non-trans people.

Coming out - When a person first tells someone/ others about their identity as lesbian, gay, bisexual or trans. This may be the first time although many LGBT people will feel the need or want to come out many times in their life as they meet new people.

Legislation

Laws that support trans students in Schools and Colleges include the Human Rights Act 1998, Gender Recognition Act 2004 and the Equality Act 2010.

The Human Rights Act 1998

The following Articles support the rights and needs of Trans people to live their lives in their true gender

- Article 8: right to respect for private & family life
- Article 10: freedom of expression
- Article 14: the prohibition of discrimination

The Gender Recognition Act 2004

This is mainly concerned with the process by which a person can get a Gender Recognition Certificate and correct their original birth certificate to match their true gender. The current minimum age of legal gender recognition is 18.

Further information is available on the Government Equalities Office - Trans People in the UK.

Language

If a young person transitions at College, it is important that all staff are led by the language the young person is using about themselves.

All staff need to be advised of the name and pronoun change if applicable and use the new name for the young person. Staff should not forget or go back to using the old names and pronouns.

Names and pronouns changes

Some trans young people wish to change their name and pronoun. This is an important part of a young person's identity. A formal name change is not required for the College to refer to the young person by this new name and profile. The “**preferred to be known**” option can be used on the Management Information system. Staff will need to work with the young person to agree how to communicate this change with staff.

College data base

The young person has a right to be addressed by a name and pronoun that corresponds to their gender identity. A change of name by Deed Poll or Statutory Declaration is **not** required to make a change to College records on the Management Information systems.

College records

College “records” include:

- All documents, records and systems
- All media, such as paper as well as electronic, including email, blogs, forums, audio and video and covering all platforms, e.g. the Virtual Learning environment, Customer Relationship management system and Myerspace.

You and your support worker will work together on the list of records to be changed. This needs to be done well in advance of the agreed transition day, to allow adequate time to put actions in place. Some changes can be made by you support worker and some will be carried out by other staff due to restrictions on access to systems.

In all circumstances, records are only changed with your agreement and staff are bound by confidentiality laws.

Changes to records are required to ensure the Information College records about students is up to date and accurate, to protect your right to privacy and to prevent disclosure of your change of gender role. Also the changes make sure College keeps accurate records for reporting, insurance and health and safety.

The Equality Act 2010

The Equality Act ensures legal protection against discrimination (direct or indirect) for everyone under the nine “protected characteristics” defined in the Act, one of which is Gender Reassignment (also known as Transgender).

The Equality Act 2010 defines nine protected characteristics;

- Age
- Disability
- Sex (male or female)
- Race
- Gender reassignment
- Religion or belief
- Sexual orientation
- Marriage or Civil Partnership
- Pregnancy/Maternity

“A person has the protected characteristic of gender reassignment if the person is proposing 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.”

The Equality Act 2:1:7

Guide to challenging homo/bi/transphobic language and gender stereotyping — a range of responses.

Confronting response

- Language like that is not acceptable
- You might not think that remark is offensive, but many people would
- What you are saying presents a very stereotypical view of what men and women are like. When you do that is meant that people who don't fit into your way of seeing things can feel left out or ashamed

Personal response

- I am not happy with what you said
- Mono/bi/transphobic language offends me. I don't want to hear it again.
- What you've said really disappoints/disturbs/upsets/angers me. I hoped you would recognise that it is important to treat everyone with respect and that it is therefore wrong to use such sexist/homo/bi/transphobic language

Changing Records

A **nominated staff member** should be responsible for ensuring that records including emails, Pro-monitor, identity cards, website references, course information, student records and registers, photographs and library cards are all changed at the time of any name change.

In order for these changes to take place, it may be necessary to discuss with others in the College the fact that a student is transitioning.

However, it is essential that the student grants permission before their status is discussed with others.

The Director of Student support needs to inform staff linked to Individual Learner Records, Information technology, Management information systems, Exams department, Residential staff, FE or HE Tutors and Inclusive Learning as appropriate.

Legal name change.

If you are **16 or 17 years old**, you do not need to have the consent of your parents or anyone with parental responsibility for you to change your name — legally you have the right to choose your own name.

If you get a **statutory declaration**, it is legal proof that you have undertaken a **name change**.

A **statutory declaration** must be witnessed by a solicitor (but not the person who prepared your **statutory declaration**) or a Justice of the Peace (JP) and be signed by you using your new **name**. This can be very straight forward; you can go to your local Magistrates Court and the Clerk to the Magistrates can sign the Statutory declaration for a nominal fee (around £15.00). A copy of a Statutory declaration template is in the Appendixes.

Myerscough College can change a student's name on the College system without a legal name change at any time and any person changing their name should be treated just like any other person changing their name.

However, this is generally in the 'known as' section and official mail may still be posted in the transitioning student's legal name. Legal proof of a change of name is required in order to issue or re-issue a qualification certificate in a name different to that in which a student originally registered.

Guide to challenging homo/bi/transphobic language and gender stereotyping — a range of responses.

All prejudice based language should be challenged and recorded. How the challenge is made will depend upon the circumstances of the incident, the seriousness of the incident, who it involves, where it takes place and the intention behind the comment.

Questioning response

- What do you think that word means?
- What makes you think that?
- Do you realise what you said is sexist/homo/bi/transphobic?
- Can you explain what you mean by calling that "gay"?
- That word is an insulting term for someone who is trans. Do you know what it means to be trans?
- How would you feel if someone spoke to you in that way?

Guide to challenging homo/bi/transphobic language and gender stereotyping

Be aware ... many trans people can experience:

- Lack of understanding from family, friends, teachers and medical professionals
- Rejection by family and friends
- Transphobic comments
- Violent intimidation on the streets and outside their homes
- Being stared at and laughed at when out
- Bullying and name - calling



(NHS Live Well 2019)

Students need to notify Student Finance of their name change and should ensure that their bank details are correct so that payments are not delayed. The Management Information Service team can offer further guidance and support on how to change a name on the College systems. Further information in relation to Awarding Body requirements should be sought from the Quality Team.

Confidentiality and information sharing

All people, adults and young people, have a right to privacy. This includes the right to keep private one's gender identity at College. Information about a pupil's transgender status, legal name, or sex assigned at birth may be confidential information.

Staff should not disclose information that may reveal a student's trans status to others, including parents, carers and other members of College unless legally required to do so or because the young person has agreed for the Information to be shared.

Confidentiality and information sharing

Trans and gender questioning young people have the right to discuss and express their gender identity openly and to decide when, with whom, and how much information to share.

When College contacts the family of a trans or gender questioning student, staff should use the student's legal name and the pronoun matching the student's sex assigned at birth unless the student, parent or carer has stated otherwise.

College photos and websites

It is important to think about College photos and websites to make sure these images do not reveal any confidential information. If images and names are not protected, they may be used later in the trans person's life to "out" them as trans.

College needs to make sure that the student, parents and carers are aware of these risks and consent accordingly.

Work Experience

As stated in the Equality Act 2010 all placements should be aware of their duties and responsibilities. The College and work experience placements have an obligation to keep students safe. With regards to work experience or Apprenticeships the College must complete a suitable assessment on the potential placement to establish if there is any risk (physical or otherwise), taking account of rights of privacy - as a general principle personal information on a young trans person must **not** be shared.

Myerscough College must be sensitive to this in their planning before any young trans person is placed in a business or organisation. Careful discussion about the placement with the student, parents or carers needs to occur as early as possible to find the most suitable way forward to ensure the placement is successful.



Exams and exam certificates

Where possible the College should ensure a strategy is agreed with the student and their parents or carers, then agreed with the various exam boards

before starting the process to accredited courses.



Working with the parents and carers of trans young people

College will want to work in close partnership with parents and carers. Many parents and carers of a young person who is trans, non-binary or gender questioning will be supportive of their child at this time; however this is not always the case.

Parents and carers can be referred to local LGBT support groups. See support and referral section at the end of this booklet.

Confidential information must **not** be shared even with the parents and carers without the young person's permission unless there are safeguarding reasons for doing this.

Being trans or gender questioning is not a safeguarding concern in itself.



Toilets

Students are supported through the Equality Act 2010 to use the toilet that matches their gender identity; So trans girls because they are girls, can use the girls' toilets and trans boys the boy's toilets.

Any student who has need or desire for increased privacy, regardless of the reason (disability, trans, non – binary, faith) should be provided access to a single stall toilet, but no student should be required to use such a toilet.

It is important College considers the students needs and makes reasonable adjustments.

Ideally Colleges should have a mixture of access to toilets that includes;

- Single gender toilets
- Blocks of floor to ceiling cubicle toilets that can be used by all, with sanitary bins in each cubicle.
- Accessible single toilets

Exams and exam certificates

The Joint Council for Qualifications paper work states that candidates should be entered under names that can be verified against identification such as a birth Certificate, passport or driver's licence, and that schools and Colleges should check that a pupil is using a legal name rather than a preferred name.

Once a result is accredited it will need to be linked with a Unique Pupil Number (UPN) or Unique Learner Number (ULN) which existed in school census Information. UPN's and ULN's are only linked with legal names, not preferred names.

In order to use a preferred name on exam documents a student will need to have legally changed their name by Statutory Declaration. If the name hasn't been changed legally the student will need to have to fill in their legal name and gender when sitting exams.

College should talk to the young person and parents or carers, then approach the exam boards before starting the courses to clarify the situation and make sure everything possible has been done to sit the exam and receive certificates in the new name.