



Gender Reassignment and Transgender Staff & Student Guidance

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Gender Reassignment and Transgender Guidance

Diversity & Equalities Statement

The City of Glasgow College Diversity & Equalities Statement set out the College's overall aims:

"We will positively promote equality, diversity and human rights for all.

In doing so, the College will:

- Foster good relations based on dignity and respect;
- Advance equality of opportunity for individuals; and
- Eliminate harassment, victimisation and discrimination.

We will monitor the quality, provision and uptake of our services to ensure these are open, inclusive and meeting the needs of our diverse community.

1. Purpose

This guidance applies to all College users both internal and external (i.e. staff, students, board members, those attending training, visitors, or contractors).

Transgender or trans students and employees are those whose gender identity or gender expression differs from the gender they were assigned at birth. This procedure protects all College users from harassment, victimisation and discrimination because of their gender identity.

This guidance is designed to be a resource for staff who are aware of, or are supporting a member of staff or student who is considering transitioning to their preferred gender, is in the process of transitioning, has transitioned, or otherwise identifies as trans. It can also be used to increase staff awareness of gender identity issues and combat transphobia within the College.

2. Scope

2.1 Legislative definition of the protected characteristic of gender

reassignment:

The Equality Act 2010 protects people who are proposing to undergo, currently undergoing or have undergone a process (or part of a process) of gender reassignment.

The act makes it clear that it is not necessary for people to have any medical diagnosis or treatment to gain this protection; it is a personal process of moving away from one's birth gender to one's self-identified gender. A person remains protected, even if they decide not to proceed further with transitioning.

Under the Equality Act 2010, a person will be protected because of gender reassignment:

- As soon as they make their intention known to someone whether that be a relative, friend, lecturer, employer or doctor etc.
- If they have proposed to undergo gender reassignment even if they take no further steps or decide not to proceed with transition.
- Whether or not they have reached an irrevocable decision that they will undergo gender reassignment.
- If they start or continue to dress, behave or live (full-time or part-time) according to the gender they identify as, as opposed to the sex they were assigned at birth.
- If they undergo treatment related to gender reassignment, such as surgery or hormone therapy.
- If they have received gender recognition under the Gender Recognition Act 2004.

If any of the above applies to an individual they have the protected characteristic of Gender Reassignment.

This guidance uses the term 'trans person' to refer to someone who has the protected characteristic of gender reassignment.

2.2 Guidance for supporting transitioning staff or students

The College understands that the process of transition can be difficult for the individual concerned. As such, we are committed to support the individual concerned and any reasonable requests for steps to be taken which will make the process easier will be considered. Furthermore, it is recognised that transitioning staff or students may use a variety of routes to tell the college that they intend to transition.

2.2.1 Staff Support

Once a member of staff has made the decision and indicates that they are/will be transitioning, they can request a meeting with a member of the Human Resources team, or Diversity & Equalities team.

All staff have a duty to ensure that any such disclosure is sensitively dealt with and confidentiality is maintained.

In the early stages of transition, a trans person may not permanently present in their preferred gender as they may not feel able to do so until, for example, hormone therapy starts to alter their body. The person may require identification in their former name and sex as well as their new gender.

As such, Human Resources staff will, identify which records and form of identification would need to be changed, including staff ID badges, library cards, and staff records.

All changes to details will be dealt with in a sensitive and confidential manner.

2.2.2 Student Support

Disclosure to Staff

Once a student has made the decision and indicates that they are/will be transitioning, they will be referred to a Student Advisor who will provide practical advice and guidance.

The Advisor will confirm that the College will support them and agree an action plan including appropriate timescales. The action plan will include:

- How information relating to the student's transition will be managed and by whom.
- The date from which the student will present at college in accordance with the gender they identify as.
- When the student would like to start using facilities, appropriate to the gender they identify as.
- The process for changes to records and other documentation.

Changing records

- The student will agree with the staff member the date from which changes are made to all their student records e.g. MIS, spread-sheets, etc. The student may wish to change only their name, change only their gender, or change both at the same time. Any essential records which would disclose their trans status, e.g. birth certificate, application/enrol forms, should be placed in a sealed envelope and attached to a new file clearly marked 'confidential'. However, as far as is possible the student's records should not disclose the fact that they have transitioned.

Telling other people

For record changes to be made certain other staff may need to be informed that the student is transitioning.

This information should only be communicated to others on a strictly need to know basis and it is essential that the student gives permission before their transition or before the fact that they are trans is disclosed to any other member of staff.

The student should give their permission for this in writing, an e-mail is acceptable.

2.3 Practical Advice

2.3.1 Accommodation

The College provides a range of self-catered accommodation and these can be single sex or mixed flats.

Students who are transitioning or intend to transition can discuss their preferred accommodation with the Accommodation Services Manager and Student Services or can ask their Student Advisor to do so on their behalf.

If a student has been in a single sex flat and wishes to move to a mixed sex flat or a single sex flat in accordance with their gender identity, this move should be discussed, and where possible, to be facilitated as soon as is practicable. The students should not incur any financial penalty for doing so.

2.3.2 Single Sex Facilities

A trans person should have access to 'men-only' and 'women-only' areas – such as changing rooms and toilets – according to the gender in which they present. There are also a number of gender neutral toilets located throughout the College.

Whilst providing gender neutral facilities will make our transgender staff and students feel more comfortable, it is important that the individual feels comfortable using facilities appropriate to their gender identity, and that staff and students are fully accepting and supportive of their right to do so.

It is not acceptable to restrict a trans person to using the gender neutral toilets. They should use the toilets they feel most comfortable with.

City Campus location of gender neutral, “Uni-Sex” toilets

Charles Oakley Building: 1st Floor

North Hanover Street Building: 4th and 12th Floors

Townhead Building: 3rd Floor

Riverside Campus location of gender neutral, “Uni-Sex”, toilets

Main tower: 1st Floor

Other Location of gender neutral, “Uni-Sex”, toilets

Rogart Street Building: 1st Floor

2.3.3 Student Life

All students will be able to take part in any aspect of college life, appropriate to their gender identity, including access to sports facilities, or hair and beauty treatments.

3. Discrimination and Harassment

The College operates a zero tolerance policy on all bullying, harassment and discrimination, including transphobic abuse. Some examples of direct discrimination include, but are not restricted to:

- Verbally or physically threatening a trans person.
- Verbally or physically abusing a trans person.
- Sexual harassment of a trans person.
- Revealing the trans status of a person to others.
- Refusing to address the person in their preferred gender.
- Refusing to support a student or staff member who is trans.

Examples of Transphobic Language

“Tranny” – Calling someone a tranny whether they identify as trans or not is extremely offensive, and should not be used to describe someone or even deemed appropriate language as “a joke”.

Calling someone “it” or a “he/she” is demeaning and does not validate their identity or respect them as a person. It is important to respect the names and pronouns people prefer. If you are unsure, ask them what their preferred pronouns are.

“They don’t look like a man/woman” – Ask yourself what a man or a woman looks like? There is no one way to look like a man or a woman. Trans men do not necessarily strive to be traditionally masculine, just as trans women should not be assumed to strive to be traditionally feminine. It is important that we support all the ways in which people choose to present their gender.

Asking anyone personal questions about their body or experience of surgery, or medical support is invasive and highly inappropriate.

It is important to honour everyone’s gender identity and not question their validity.

3.1 Complaints

Should a student or staff member wish to initiate a formal complaint due to transphobic harassment or bullying, they should do so in accordance with the Student Bullying and Harassment policy and procedure or under the Staff Dignity at Work (Harassment and Bullying) policy.

However, this may be able to be dealt with informally via a line manager or Student Advisor in the first instance.

In addition to internal investigation, abusing someone because of their gender identity is a hate crime, and may be subject to a police investigation. The College is recognised as a Third Party Reporting Centre in conjunction with Police Scotland.

Third Party Reporting Centres are a safe neutral location within the community where people can report hate crime or hate incidents without having to contact the Police directly.

Anybody can use this facility regardless of whether they are a victim, witness, or just someone who is aware of information that needs to be reported. Trained staff are based at the centres to assist people with the completion of a report and details are available on the College website.

4. Responsibility

Senior Management are responsible for:

- Ensuring that the strategic plan of the College includes a commitment to the College's Equality Outcomes.
- Ensuring College staff are aware of their corporate responsibilities regarding legislation.
- Role-modelling behaviours (including use of language) that creates a positive environment for all students and staff.

Diversity & Equalities Staff are responsible for:

- Taking the lead on creating a positive learning and working environment for trans people, including challenging prejudice towards trans people.
- Maintaining an awareness of the College's statutory duties regarding trans people.
- Ensuring that all publicity for the College conveys a positive message regarding trans people.
- Ensuring that all staff – teaching and support staff – have access to training on trans issues.

5. Linked Policies/Procedures

- Diversity & Equalities Policy
- Student Bulling and Harassment Policy
- Student Bulling and Harassment Procedure
- Staff Dignity at Work (Harassment and Bullying) Policy

6. Document Control and Review

Approval Status		
Approved by		
Date Approved		
EQAI Status	EQIA Conducted?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date		
Lead Department		
Lead Officer(s)		
Board Committee		
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