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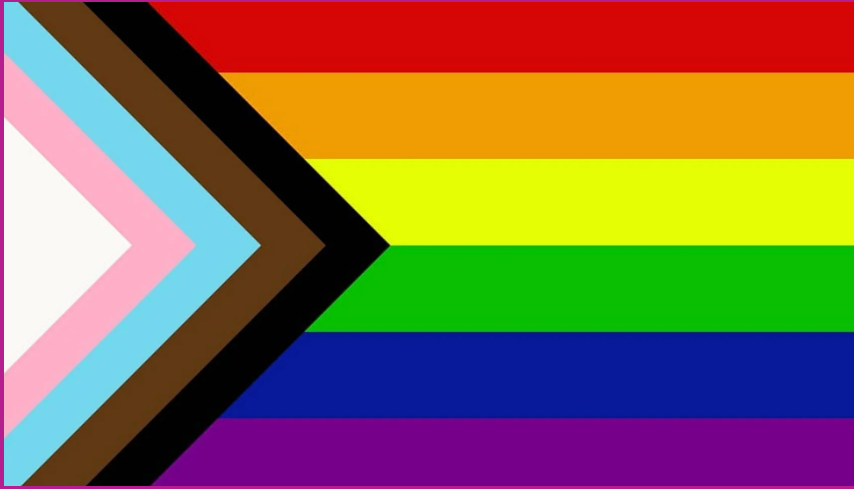
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Guidance for Supporting Trans Students and Staff





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Introduction

Glasgow Clyde College respects the individual identities of our whole college community.

We always strive to represent our college values of being Principled and People centred by creating an inclusive and diverse environment in which everyone is supported to excel, and to realise their full potential.

This guidance has been prepared in collaboration with staff and students across the college community and the other Glasgow colleges to ensure a shared approach to supporting trans individuals across the Glasgow Region.



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Why do we need this guidance?

This guidance is designed for the college community, to support the key aim of ensuring that everyone is treated with dignity and respect and is able to bring their whole self to the College without fear of being subjected to bullying, harassment, or discrimination of any kind.

[Trans](#) is an umbrella term to describe **people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth**. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, non-binary, or genderqueer. (*Stonewall, 2019*) (Links to comprehensive lists of appropriate language and definitions can be found under 'Resources' later in this document).

This guidance is designed to be a digital resource available to everyone. It includes working hyperlinks for ease of access to external websites and specialist organisations. It is fully inclusive of and extends its protection over, all non-binary and gender-fluid identities as per the [Equality Act 2010](#).



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Staff Support

The College understands that the process of transitioning is challenging, trans identities are diverse and that support must be flexible and tailored to the individual.

When a colleague has made the decision and indicates that they are/will be transitioning, they are encouraged to discuss this with their line manager in the first instance, if they feel comfortable to do so. The next step is to meet with their HR adviser to discuss all necessary support. (See the support template, appendix A)

The College will ensure that any such disclosure is respectfully and sensitively dealt with and that confidentiality is maintained at all times.

The Human Resources colleague will identify which records, forms of identification and contact details will need changed, to comply with employment regulations. This may include email, pension records, staff ID badge and [Disclosure Scotland](#) checks (see Appendix B). All changes to details will be dealt with in a sensitive and confidential manner and in line with all relevant General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Applying and Commencing Employment

Anyone transitioning through the recruitment process, or requesting a change of personal details upon accepting an offer of employment from the college, will be supported and sensitively dealt with while complying with pre-employment checks.

Travel

Where travel is required as part of a role, appropriate risk assessments relating to placements, trips and study abroad will be undertaken. When staff members are travelling in the UK/abroad consideration should be given towards appropriate facilities. Additionally, suitability of the destination will be considered due to differing legislation and social norms to the UK.



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Uniforms and Use of Facilities

Where a role requires a uniform or PPE, staff members will be supplied with an order form which they fill and submit themselves. This will allow staff to order a uniform with which they are comfortable, and reflects their gender identity.

Regarding the use of facilities, it is important to note that trans people should be able to use the facilities with which they are most comfortable (regardless of whether these are perceived to be associated with their gender identity or not) and must not be restricted in doing so. The Colleges' accessible toilet facilities across campuses are inclusive and gender-neutral.

Additionally, even though the College only has male and female changing rooms, these have individual private cubicles, as well as an open space, allowing staff members to use the facilities they find appropriate.

Additional College Support

The College has an [employee assistance programme](#) (MCL Medics). The college subscribes to [Togetherall](#) that provides mental health support and counselling to staff and students 24/7. Both services are LGBT+ inclusive.

Online and Hybrid Working

In the light of the Covid-19 pandemic, staff members now have the opportunity of hybrid working. This will require attendance of online meetings where a flexible approach to the use of cameras must be taken, allowing staff the choice whether to have their cameras on or off during video calls.

Good practice includes offering the opportunity to add pronouns to or modify one's name during online meetings via different platforms. This may or may not be a suitable solution for trans/ non-binary/ gender-fluid people, depending on their personal circumstances. Please be considerate of others at all times.

See the separate specific information provided alongside this guidance from TransEdu- [Covid-19: Supporting Transgender, non-binary and gender diverse learners and staff](#)

A current member of staff has made the decision and indicates that they are/will be transitioning

Colleges have a duty to ensure that any such disclosure is respectfully dealt with and confidentiality is maintained.



In the first instance, the member of staff should speak to their line manager about their transition

Their manager can offer support and guidance on next steps



They can request a meeting with a member of the HR team

HR can advise on process and agree next steps



The HR staff will identify which records and form of identification would need to be changed, including staff ID badges and staff records



The College understands that the process of transitioning can be difficult. As such, we are committed to support reasonable requests for steps to be taken which will make the process easier (e.g. time off associated with transitioning) will be considered.



Further discussions may be had about who needs to be informed and how this should be done



Additional Support

The College has an employee assistance programme (MCL Medics). The college subscribes to Togetherall that provides mental health support and counselling to staff and students 24/7. Both services are LGBT+ inclusive.



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Points of contact

Caroline Hutchison	Equality & Diversity Lead	chutchison@glasgowclyde.ac.uk	0141 272 3639
MCL Medics	Employee Assistance Programme	www.mcl-medics.com/glasgow-clyde-college	0808 196 1765
Togetherall	Online Mental Health Support	www.togetherall.com	
HR Department		HR@glasgowclyde.ac.uk	0141 272 3112



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Student Support

The College understands that the process of transitioning is challenging, trans identities are diverse and that support must be flexible and tailored to the individual.

Disclosure to Staff

Once a student has disclosed they are/will be transitioning to a member of staff or the Student Association, they will be referred to the Student Information and Welfare Officer in Student Information & Welfare department (previously Student Advice) who will be a single point of contact providing specific practical advice and guidance (see Appendix C).

This member of staff will agree a plan of support including appropriate timescales, including-

- How information relating to the student's transition will be managed and by whom;
- The date from which the student would like to start being officially associated with their authentic gender / non-binary identity;
- The process for changes to records and other documentation.

Changing Records

The student will agree the date from which changes are made to all their student records. Any essential records that would disclose their trans status, e.g. birth certificate, application/ enrolment forms, will be kept safe and confidential. The student's records should not disclose the fact that they have transitioned.



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Telling Other People

In order for all necessary support to be put in place, a small number of other staff may need to be informed. The Student Information & Welfare Officer will sensitively contact any other staff on the student's behalf to shield them from repeating their details numerous times. Contact with other essential staff will be considerate and kept to a minimum.

All information will only be communicated to others on a strictly need-to-know basis and it is essential that the student gives their written consent before their transition or the fact that they are trans is disclosed to any other staff member. (See Appendix D).

Trips and Travel

Where travel or trips are required as part of a course, an appropriate Risk Assessments relating to placements, trips and study abroad will be undertaken. When students are travelling in the UK/abroad consideration will be given to appropriate facilities. Additionally, the destination will be considered due to differing legislation and social norms to the UK.

Uniforms and Use of Facilities

If a course requires a uniform or PPE, students will be supplied with an order form which they fill and submit themselves. This will allow the student to order a uniform with which they are comfortable, and reflects their gender identity.

Regarding the use of facilities, it is important to note that trans people should be able to use the facilities with which they are most comfortable (regardless of whether these are perceived to be associated with their gender identity or not) and must not be restricted in doing so. The Colleges' accessible toilet facilities across campuses are inclusive and gender-neutral.

Additionally, even though the College only has male and female changing rooms, these have individual private cubicles, as well as an open space, allowing students to use the facilities they find appropriate.



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Student Life

All students will be able to take part in any aspect of college life, appropriate to their gender identity, including but not limited to - access to the student association, access to clothing, sports activities and facilities, or hair and beauty treatments.

Additional College Support

The college offers a counselling service to all students, which includes a counselling specialist in LGBT+ matters.

Glasgow Clyde College students can access support through our Time to Talk Helpline **0141 272 3786**

Monday to Friday 1pm – 4pm plus Tuesday and Wednesday 6pm-9pm

Counsellors staff the helpline and all you need to do is provide your 8 digit Student Reference.

The college subscribes to Togetherall that provides mental health support and counselling to staff and students 24/7. All services are LGBT+ inclusive.

Online and Blended Learning

In the light of the Covid-19 pandemic, a proportion of the learning and teaching in the college is being delivered online. In such situations, a flexible approach to the use of cameras must be taken, allowing students the choice whether to have their cameras on or off during video calls.

Good practice includes offering the opportunity to add pronouns to or modify one's name during online meetings via different platforms. This may or may not be a suitable solution for trans/ non-binary/ gender-fluid students, depending on their personal circumstances. Please be considerate of others at all times.

See the separate specific information provided alongside this guidance from TransEdu- [Covid-19: Supporting Transgender, non-binary and gender diverse learners and staff](#)

A student has made the decision and indicates that they are/will be transitioning

Colleges have a duty to ensure that any such disclosure is respectfully dealt with and confidentiality is maintained.

The student will be referred to a Student Information and Welfare Officer 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 would like to start being officially associated with their authentic gender / non-binary identity

The process for changes to records and other documentation

Changing Records

The student will agree the date from which changes are made to all their student records. Any essential records that would disclose their trans status, e.g. birth certificate, application/ enrolment forms, will be kept safe and confidential. The student's records should not disclose the fact that they have transitioned.

Informing Others

Contact with other essential staff will be considerate and kept to a minimum and on a strictly need-to-know basis. The Student Information & Welfare Officer will sensitively contact any other staff on the student's behalf to shield them from repeating their details numerous times.

It is essential that the student gives their written consent before their transition or the fact that they are trans is disclosed to any other staff member.

Additional Support

The College is subscribed to the Big White Wall (Togetherall) which provides mental health support and counselling to students. This service is 24/7 and LGBTQ+ inclusive.



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Points of contact

Caroline Hutchison	Equality & Diversity Lead	chutchison@glasgowclyde.ac.uk	0141 272 3639
Time to Talk	Mental Health Support	Helpline: 1pm-4pm, Monday to Friday 6pm-9pm, Tuesday & Wednesday	0141 272 3786
Togetherall	Online Mental Health Support	www.togetherall.com	



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Discrimination and Harassment

The College operates a zero tolerance policy on all bullying, harassment and discrimination, including ones on the grounds of sexual orientation or gender identity/expression and/or trans identity. Homophobia, biphobia and transphobia may look like but are not limited to use of derogatory language, jokes or banter, insults or threats, social exclusion, rumours or gossip, asking intrusive questions, unnecessary and degrading references to one's sexual orientation or gender identity.

Language

Everyone's gender identity and expression must be respected and its validity must not be questioned. Therefore, make sure to address a trans person using their preferred name and pronouns. Never assume what these might be, if unsure ask the person how they would like to be addressed.

It is inappropriate to ask a trans person questions around their body/ transition/ experiences of surgery, etc.

The use of derogatory language both from / to students and colleagues is discrimination and harassment, and breaches relevant legislation.

Further information on what is acceptable LGBTQ+ - related language can be found under 'Resources' section of this document.



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Complaints

Should a colleague or student wish to initiate a formal complaint due to transphobic harassment or bullying, they should do so in accordance with the relevant College policy and procedure (See under Policies and Procedures below). However, this may be able to be dealt with informally via a line manager or lecturer, the Equality & Diversity Lead or in the Student Association 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.

Responsibility

All staff and students are responsible for adhering to the Equality Act 2010 and upholding the Colleges' values and behaviours.

The Equality & Diversity Lead is responsible for the monitoring and regular updating of this guidance.



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Linked Policies and Procedures

[Equality and Respect Statement.doc \(sharepoint.com\)](#)

Staff related policies/procedures

[Quality - Complaints - All Documents \(sharepoint.com\)](#)

[Quality - Grievance \(including Legacy\) - All Documents \(sharepoint.com\)](#)

[Equality & Respect Policy](#)

[Quality - Dignity at Work \(including Legacy\) - All Documents \(sharepoint.com\)](#)

Student related policies/procedures

[Quality - Student Discipline - All Documents \(sharepoint.com\)](#)

[Student Code of Conduct.doc \(sharepoint.com\)](#)

[Guide to Counselling and Wellbeing for Students.doc \(sharepoint.com\)](#)



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Relevant Legislation:

Equality Act (2010) - [Equality Act 2010 | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/equality-act-2010)

[Commission in Scotland | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/commission-in-scotland)

Gender Recognition Act (2004) – [Gender Recognition Act 2004 review - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/gender-recognition-act-2004-review/pages/introduction.aspx)

[Gender Recognition Reform \(Scotland\) Bill | Scottish Parliament](https://www.scottish.parliament.uk/bills/gender-recognition-reform-scotland-bill)

General Data Protection Regulations and Data Protection Act (2018) – [Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr)

[Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/data-protection-the-data-protection-act)

Human Rights Act (1998) - [The Human Rights Act | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/human-rights-act)

Appropriate LGBTQ+ - related Language and Glossary of Terms:

GLAAD Glossary of Terms – Lesbian/ Gay/ Bisexual/ Queer. - [GLAAD Media Reference Guide - LGBTQ Terms](https://www.glaad.org/media-reference-guide-lgbtq-terms)

GLAAD Glossary of Terms – Transgender. - [GLAAD Media Reference Guide - Transgender Terms](https://www.glaad.org/media-reference-guide-transgender-terms)

Stonewall Glossary of Terms - [List of LGBTQ+ terms \(stonewall.org.uk\)](https://www.stonewall.org.uk/resources/glossary)

Scottish Trans list of Terms - [Trans terms - Scottish Trans Alliance](https://www.scottishtransalliance.org.uk/trans-terms)



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External Support and Additional Information:

[Samaritans](#) - Confidential support.

[TransEdu](#) - A central resource for information on supporting trans applicants, students and staff in Higher and Further Education.

[Scottish Trans Alliance](#) - The Scottish Trans Alliance project (Scottish Trans for short) assist trans people, service providers, employers and equality organisations to engage together to improve gender identity and gender reassignment equality, rights and inclusion in Scotland.

[LGBT Youth](#) - Scotland's national charity for LGBTI young people, working with 13–25 year olds across the country.

[Stonewall Scotland](#) - Key LGBT+ charity organisation.

[Mermaids UK](#) - The organisation works to raise awareness about gender nonconformity in children and young people amongst professionals and the public.

[Gendered Intelligence](#) - A Community Interest Company whose object is to deliver arts programmers and creative workshops to trans youth from across the UK in order to increase the quality of young trans peoples life experiences.

[GIRES](#) - A UK wide organisation whose purpose is to improve the lives of trans and gender non-conforming people of all ages, including those who are non-binary and non-gender.

[LGBT Health & Wellbeing](#) - Established in 2003, LGBT Health and Wellbeing works to improve the health, wellbeing and equality of lesbian, gay, bisexual, and trans (LGBT) people in Scotland



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Appendices

Appendix A: HR Checklist to inform individualised support

This checklist will enable an HR colleague to support staff members who are trans. This could mean someone who has already transitioned, is currently transitioning, is planning to transition or someone who simply identifies as trans/ non-binary/ gender-fluid. The person in question will be at the centre of all conversations and all decisions made will be communicated with them clearly and in advance of being actioned. All discussions will remain confidential unless the employee wishes for information to be shared with selected parties (such as their line manager).

* This checklist has a guidance purpose. HR will be approaching each case individually and all appropriate support will be put in place for every person.

HR Checklist to inform individualised support

ACTION	INITIAL / DATE
Confirm the employee's new name, title and pronouns.	
Confirm when the employee would like to use their new name, title and pronouns. Is phasing required?	
Ask the employee to complete a 'Change of Name' form (below) to give written consent to change any relevant records. It is important, if the employee wishes, to remove all traces of the person's pre-transition name as to not 'out' them.	
Advise employee that they will need to update HMRC, pension provider and union of their preferred name, title and pronouns.	
Confirm if the employee wishes to present as their identified gender. If they do, when do they plan on doing this? Is phasing required?	
Confirm if the employee wears a uniform or uses PPE as part of their role and if there need to be any changes to this uniform.	
Update staff ID card with preferred name, title and pronouns as well as a new photo as required.	
Identify if time off is required for any medical treatment and advise re informing line manager.	
Are there any changes to the employee's role, temporary or permanent, which need considered?	
Advise employee of support available within the College, eg. Employee Assistance Programme (MCL Medics) and establish any support mechanisms outside college e.g. family, friends, and signpost to external support.	
Identify any other support the College can offer the employee.	



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Appendix B: Change of Name

Employee Number:

Department/Faculty:

Previous name:

New name:

Effective date:

Do you consent to us updating the following records?

Signature

Date

HR use

Student Checklist

Checklist for Student Information and Welfare (<i>Discuss each point with student then date and sign each box</i>)		Staff Initials/ Date
<p>This checklist will enable you to support a student who has disclosed that they are trans. Meet with student and explain the following:</p> <ul style="list-style-type: none"> • The individual's rights. • Support available from the college. • Agree on the level of support required. 		
Contact details	Ensure student contact details are correct on system and update as appropriate.	
	Provide student with your contact details.	
College support	Provide student with all college support including specialist counselling support and GCCSA contacts	
External support	Establish support mechanisms outside college e.g. family, friends, and external support.	
	Provide student with contacts for external networks, if appropriate.	
Attendance and funding	<p>Provide information on attendance and funding.</p> <p>Will be given authorised absences for appointments relating to their transition e.g. medical appointments/ counselling.</p>	
Essential info to be confirmed	Date from which student presents/will present as reassigned gender/new gender identity.	
	Date when all relevant student records will be updated. Remember, this will also update SQA records.	
	Student data updated on all college systems where appropriate, including Student Funding if FE student	
	HE Student-have they informed SAAS? If not, agree plan with student to update their information.	
Consent to inform key staff	Where appropriate it may be necessary to inform relevant staff of transition, but only after securing student consent.	
Consent to inform other students	The student may wish their friends or class to be informed. Establish if this is necessary and how to support the student through any communication of their new preferred identity.	
Review appointments	Agree dates for any future support appointments with the student, if required.	
Student Signature		



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