Accompanying guidance for the policy on protecting and supporting trans, gender fluid and non-binary staff and students

Contents

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Step	Who to inform?	What will they do?
A – Changes to systems	Trusted contact, for example, a manager or a colleague.	With your written consent, liaise with the relevant People Partner.
	Your People Partner (listed in contacts below)	With your written consent, liaise with the minimum number of people to make the name change requested. The numbers of other staff informed will be limited to those which are absolutely necessary to make changes to records and systems, and all information will be treated in the strictest confidence. Permission, in writing, is required to enable liaison with other staff. The records which the university will update will be discussed with you. The records in scope for updating will vary according to the details of the individual situation, and will be limited if an amendment to the birth certificate has not been registered. This limitation extends only to confidential People records and will not impinge on the member of staff from going about their daily work in their affirmed gender.
B – Confirmation of changes		Eref8.92ttesw (r)102 (ic)9 (io)-6.6 (n)13tce 413.1 (o)-6.6 ()B5233

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If you have been a victim or a witness to an incident and require urgent support now please call 999.

To speak to a member of the No Space for Hate team you can call them 0116

telephone counselling, and financial information services:

An individual's true gender identity, rather than that which they were assigned at birth.

Assigned female at birth and assigned male at birth – terms preferred to biological/born/bodies male/female.

A term used to describe people who are not trans, non-binary or gender fluid. Cisgender is based on the Latin prefix cis which means 'on this side of'. The Latin prefix trans means 'across from' or 'on the other side of'. The use of cisgender is debated within the trans community and some people prefer the term non-trans as it familiarises the use of the term trans (see below).

A dual role person occasionally wears clothing and/or makeup and accessories that are not traditionally associated with the sex they were assigned at birth. Generally, dual role people do not wish to transition and do not necessarily experience gender dysphoria. Some people prefer the term alter ego.

Historically the terms transvestite and cross dresser were used to describe dual role people. While some people may still use these terms to describe themselves, other people may find the terms offensive.

A person's internal, deeply held sense of their gender. For trans people, their own internal gender identity does not match the sex they were assigned at birth. Most people have a gender identity of man or woman (or boy or girl). For some people, their gender identity does not fit neatly into one of those two choices (see non-binary and/or genderqueer below.) Unlike gender expression (see below) gender identity is not visible to others.

In 2013, the American Psychiatric Association released the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-V) which replaced "Gender Identity Disorder" with Gender Dysphoria, and changed the criteria for diagnosis. The necessity of a psychiatric diagnosis

It is best practice to not assume someone's gender identity on the basis of their gender expression. If

Transphobia is behaviour that seeks to undermine the rights, dignity and legitimacy of people to live in their affirmed or non binary gender. It can be directly targeted at people, the trans community in general, or against systems and organisations that support the rights of trans people. Transphobia may not always be obvious and direct but could subtle and also disguised. Non-binary and gender fluid communities can also be the target of transphobia.

A third gender found in some Native American cultures, Two Spirit people have both a male and female spirit within them, and live their lives through both genders.

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A legally contested term used in the Gender Recognition Act 2004. It is defined as the gender that a person who is applying for a gender recognition certificate (GRC) has lived in for two years and intends to continue living in. This term is often not used in the community.

This term is outdated, see Gender Dysphoria.

An older term that originated in the medical and psychological communities. Still preferred by some people who have permanently changed - or seek to change - their bodies through medical interventions, including but not limited to hormones and/or surgeries. Unlike trans, transsexual is   an umbrella term. Many trans people do not identify as transsexual and prefer the word trans or transgender. It is best to ask which term a person prefers. If preferred, use as an adjective: transsexual woman or transsexual man.

Transvestite is outdated, and was replaced by use of cross-dresser, which is also increasingly becoming outdated. While anyone may wear clothes associated with a different sex, the term cross-dresser is typically used to refer to men who occasionally wear clothes, makeup, and accessories culturally associated with women. This activity is a form of gender expression and not done for entertainment purposes. Cross-dressers do not wish to permanently change their sex or live full-time as women.

The Importance of Pronouns

The perceived gender of a person may not be that with which they identify. Pronouns, such as she/her, he/him, they/them, xe/xim, ze/zim are vitally important to a person's identity, and getting these right is a matter of dignity and respect.

To help create an inclusive environment, you could seek to introduce your pronouns as you introduce yourself, both verbally and in written forms where you may introduce your name (such as an e-mail signature). This helps to remind people that a pronoun a person uses may be different from that which they present as, and cannot be assumed. At the start of meetings for example, you

Using the pronoun 'they' is very useful when a person's identity or gender is not known. If you're unsure of a person's pronouns, take your lead from them and the pronouns they use. Use gender neutral language in text and speech when addressing groups of people, for example, in policies, or in speeches (avoiding things such as 'ladies and gentlemen' for example). If you're unsure – politely ask upon meeting after introducing your own pronouns.

If you notice someone using the wrong pronouns about another individual, just gently correct them – for example, 'oh, just to let you know, Julia uses they/them pronouns'.

It's important to be mindful that not everybody will be comfortable stating their pronouns, and indeed, for trans or non-binary people particularly who may not yet be out, this may be difficult as it may induce further gender dysphoria.

Campus Facilities

Staff and students are able to use single sex facilities ac/P ДM (ex f)2.7 (a)13.6 (c1.2 g6(e)10i (b)5.3 (l)2..5 (ta)2.8.04 7

- Highlight that, when they are ready, you can help them to announce their transition, if they so wish, and outline timescales for this. If they would like your help, ask them how they would like this to happen. Ensure that colleagues and students are aware of and adhere to this policy and guidance; this is particularly important around confidentiality.

It would be a good idea following your initial conversation (and at intervals as appropriate) to check in with the member of staff or student to check everything is going ok and whether there is anything further you can do to support. This should be done in a confidential environment.

How to be a Supportive Ally

Guide to trans and non