

STUDENT GENDER IDENTITY PROCEDURES



Date of sign-off:	15/09/2021
Applicable from:	20/09/2021
Date of next review:	09/2024
Signed-off by:	Head of Student Services
Related policies:	<ul style="list-style-type: none"> • Student Gender Identity Policy • Admissions Policy • Safeguarding Policy and Procedures • Student Mental Health Policy and Procedures • HE Mitigating Circumstances Policy and Procedures • Student Conduct and Disciplinary Procedures • Include reference to appropriate EDI policy statement(s)
Alternative formats:	Audio, large font, braille – on request

Contents

Introduction	2
Definitions	2
Procedure	4
Key Contacts and Responsibilities	4
Appendix 1 – Student Support Plan	6
Appendix 2 – Change of Name and/or Gender Record	10
Appendix 3 – Student Record of Change Request	11
Appendix 4 – Useful Contacts	12

Introduction

Leeds Conservatoire recognises and values the diversity of its students' gender identity, gender expression or gender presentation and as part of the Equality and Diversity agenda, is committed to the development of a culture where all students may live, study and work without encountering prejudice or discrimination because of any of the protected characteristics as defined by the Equality Act 2010.

The aim of this policy is to set a framework for how we will support students who express their gender identity differently to their sex at birth, have started and/or undergone the process of gender reassignment or express themselves as gender fluid at any stage of their studies with the conservatoire.

Legal framework

There are various key pieces of legislation that govern this area of equality and protect trans people against unlawful discrimination:

Gender Reassignment Regulations 1999 – this protects a trans person who is intending to undergo, is undergoing or has undergone gender reassignment from the moment of decision to start the process. It is unlawful for a person to be treated less favourably, nor to be harassed because of gender reassignment. Furthermore, no person should be treated less favourably by reason of their absence from study or work while undergoing gender reassignment, in comparison to someone absent due to illness or from some other similar reason.

Gender Recognition Act 2004 – this allows a person who has completed transition, and who meets certain criteria to apply for a Gender Recognition Certificate. This certificate which allows for official change of identity or documents (e.g. birth certificate) and in processes (e.g. marriage) in the new gender. The Act makes it unlawful to pass information about a person's trans status to a third person without the consent of the trans person.

Equality Acts 2006 and 2010 – introduced the Gender Equality Duty, requiring institutions to have due regard to the need to eliminate unlawful discrimination and harassment, and to promote equality of opportunity for all genders.

Definitions

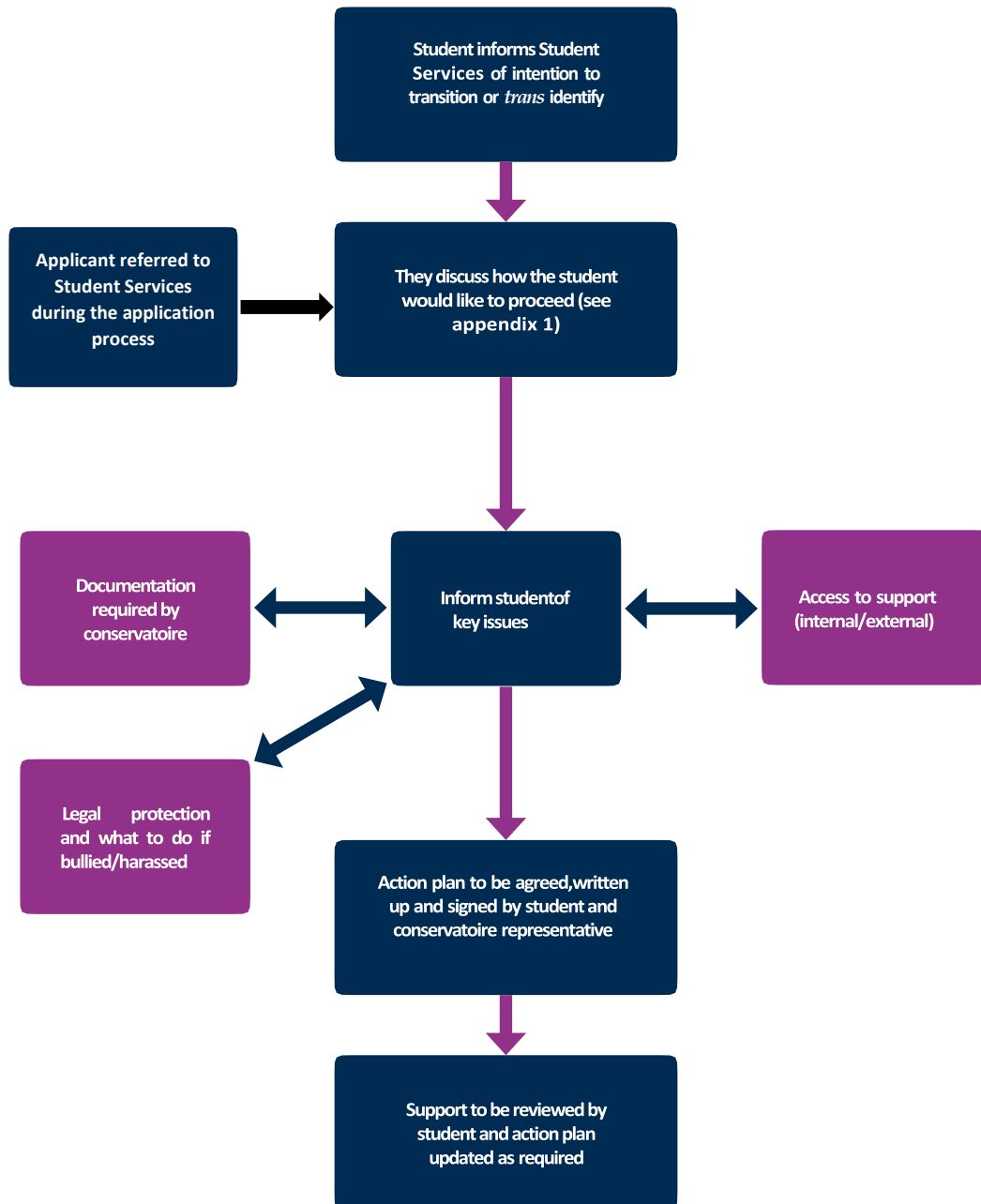
Gender Identity refers to a person's internal perception and experience of gender. A person's gender may differ from their assigned birth gender; gender identities can be fluid and flexible, and may not be experienced in binary terms i.e. male or female.

Trans is designed to be an inclusive term to describe anyone whose gender is not the same as, or they do not feel sits with their sex. Transgender or trans is used to describe the following groups:

- People covered by the Equality Act definition which means that 'a person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.'
- People who do not wish to transition permanently to a new gender role, but who identify as non-binary, genderqueer, gender variant or who choose to live permanently with a more fluid gender identity.

Refer to Appendix 1 in the accompanying Student Gender Identity Policy document 'Glossary of Gender Related Terms' for more definitions

Procedure Flowchart



Procedure

- Students who wish to have their gender identity, pronoun or forename (or any combination thereof) recorded differently to reflect more accurately their gender identity are strongly recommended to book an appointment with the Head of Student Services who will have an initial confidential discussion with the student to explore the issue.
- Following the initial discussion a further support meeting either with the Head of Student Services or a member of the Health and Wellbeing team may be arranged to agree a support plan between both parties which will cover practical issues, managing expectations and communication of key messages to identified staff/ students.
- Students will be offered both practical and emotional support throughout this process and beyond
- Specific responsibilities relating to this process are detailed separately in the following section

Key Contacts and Responsibilities

Students will:

- Be tolerant and respectful of their peers
- Ensure any instances of harassment or bullying are reported

Students' Union Executive will:

- Promote a culture of tolerance and respect within the student body

Head of Student Services will:

- Have overall responsibility and oversight of the process
- Ensure all aspects of the support plan are expedited in consultation with the student and the Health and Wellbeing team; see Appendices 1 and 2
- Ensure the Student Fees and Funding team are briefed to ensure Student Finance payments, bursaries etc. are made in chosen name
- Liaise with staff and students on behalf of the student if they wish

The Health and Wellbeing Team will:

- Offer support and advice to students as required; the Health and Wellbeing Team understands that individual needs will differ and is committed to offering student-centred support
- Support students with requests for time off for medical appointments relating to gender reassignment, encouraging staff to ensure such requests are processed sensitively
- Offer advice to staff within the wider conservatoire relating to student gender identity, the health and wellbeing of such students and support to address any practical issues relating to gender reassignment
- Provide up to date information to staff and students regarding support and services available both within the conservatoire and the wider community.

- Have undertaken appropriate training and accept responsibility for keeping such training updated

Head of Registry will:

- Ensure that all student record systems and JANET texting system are updated
- Generate a new student identity card and offer to arrange for a new photo to be taken
- Request access control door system change
- Confirm the name and gender to be used on correspondence

Head of IT Services will:

- Amend student user account in the active directory and liaise with TEL/AV to ensure that it is reflected across conservatoire systems

Head of TEL will:

- Coordinate name change across TEL and AV systems

Library Manager will:

- Ensure local records are updated to reflect all recorded changes

Appendix 1 – Student Support Plan

The pro forma below aims to guide discussions to support a student during transition. It should be completed and agreed with a member of staff from Student Services. It is recommended that staff receive training on how to conduct these conversations sensitively and respectfully, how to use the information and how it will be stored.

The form should be reviewed at key points of the student’s transition. If circumstances change, the plan may also need to be reviewed.

1	Student’s details	
	Name	
	Student ID	
	Email	
	Programme and year of study	
	Are you studying on a Tier 4 visa?	
3	Communication	
	Would you like to share your news with fellow students / academic staff / personal tutor if applicable?	Yes / No
	How? – personally, tutor, other	Verbally / email / other
4	Timescales	
	Are there any timings in your transition that you would like to make the conservatoire aware of? This could include medical appointments, time off, personal goals	

<p>Do you want to take a break from your studies?</p> <p>The member of staff may need to explain what options the student has.</p>	
<p>When?</p>	
<p>How long for?</p>	
<p>Do you anticipate needing to take other time off?</p>	
<p>At what stage?</p>	
<p>How long for?</p>	
<p>Will any absence impact your ability to complete any module requirements/ assessments?</p>	
<p>If so, please provide details</p>	
<p>Will alternative arrangements be required for outstanding or incomplete assessments?</p>	

5	Changes to records / identity cards	
	Do you want to make any changes to your formal records, id cards, email account such as name and/or gender?	
	What amendments would you like?	
	When	
	Which documents	
6	Support needs	
	Do you need any support to be put in place?	
	What and when?	
	<p>Will you need any reasonable adjustments?</p> <p>This might be because of medical treatment and /or side effects of drug therapy and could include regular rest breaks, extra time etc</p>	
	What and when?	
7	Accommodation and/or other facilities	
	Will you want any changes in your accommodation and/or access to other facilities?	

8	Other information or comments	
10	Signatures	
	Plan to be reviewed on	
	Agreed by staff member	
	Name	
	Title	
	Signature	
	Date	
	Agreed by student	
	Name	
	Signature	
	Date	

Appendix 2 - Change of Name and/or Gender Record

Details of request (signed request from student must be attached)

Click or tap here to enter text.

Submitted by Click or tap here to enter text. **Date** Click or tap to enter a date.

Student record system amended **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Janet Texting System Updated **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

New student card generated **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Student user account amended **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

TEL/AV systems checked for name change **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Door system change requested **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Clarity regarding name/gender on correspondence **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Library Manager informed **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Student funding informed to ensure tuition fee and maintenance loan payments processed **by** Click or tap here to enter text. **Date** Click or tap to enter a date.

Name on Student Finance application Click or tap here to enter text.

Customer Reference Number Click or tap here to enter text.

Appendix 3 - Student Record of Change Request

Please accept this as confirmation that I wish all my student records to be changed with effect from (date) Click or tap to enter a date. as detailed below:

Title (please tick one)

- | | |
|-------------------------------|-------------------------------|
| <input type="checkbox"/> Dr | <input type="checkbox"/> Miss |
| <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs |
| <input type="checkbox"/> Ms | <input type="checkbox"/> Mx |
| <input type="checkbox"/> Prof | <input type="checkbox"/> Rev |

Name(s) –

from	to

Gender –

from	to

Is the gender identity you wish to change **from** the same as the one assigned to you at birth?
Choose an item.

Signed	
Print name	
Date	Click or tap to enter a date.

Appendix 4 - Useful Contacts

- **Internal Contacts**

Health and Wellbeing team – based in Student Services, room 401

Email healthandwellbeing@leedsconservatoire.ac.uk or telephone 0113 222 3410

Head of Student Services for name and/or title change requests and support, room 402

Email XXXXXXX or telephone 0113 222 3453

- **External Contacts**

Leeds and York Partnerships Gender Identity Service has helpful videos about transitioning and videos from the point of view of people who have accessed the service. They offer assessment and support to people aged 17 and above with Gender Dysphoria.

<https://www.leedsandyorkpft.nhs.uk/our-services/gender-identity-service/>

Yorkshire Mesmac offers services to various communities including men who have sex with men, people misusing drugs, sex workers and LGBT* young people and adults. www.mesmac.co.uk or telephone 0113 244 4209

LGBT+ Switchboard provides a one-stop listening service for LGBT+ people on the phone, by email and through instant messaging. Telephone 0300 330 0630

Depend offers advice, information and support to all family members, partners, spouses and friends of trans people. www.depend.org.uk

The Beaumont society is a support network that promotes better understanding of transgender and gender dysphoria. It also operates a 24/7 information line. www.beaumontsociety.org.uk or telephone 01582 412220

Mermaids UK provides support and information for young people trying to cope with their gender identity issues, and for their families and carers. www.mermaidsuk.org.uk or telephone 0344 334 0550 (Mon – Fri 9am – 9pm)

Press for Change campaigns to achieve equal civil rights and liberties for all transgender people in the UKJ through legislation and social change. www.pfc.org.uk

Stonewall helps organisations to recognise the benefits of the perspectives of lesbian, gay, bi and trans people. It is also a campaigning organisation. www.stonewall.org.uk

Equality and Human Rights Commission is the statutory body with responsibility for protecting, enforcing and promoting equality across nine protected characteristics – age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. www.equalityhumanrights.com