



ST JAMES
Senior Boys' School

Transgender Procedure

Contents:

Statement of intent

1. Legal framework
2. Transgender definition
3. What is a transphobic incident?
4. Roles and responsibilities
5. Appropriate measures
6. Transphobia and bullying outside of College

Appendices

- a. Glossary of terms

This policy has been fully reviewed to take into account current legislation. Consultation has taken place with Governors, staff, students and parents.

Statement of intent

All students at St James Senior Boys' School are entitled to an education that is free from discrimination and harassment, regardless of their gender identity. Despite being a single sex school, the learning environment in which all our students engage should be supportive, safe and welcoming to gender diversity.

This policy has been created with an aim to consistently reduce the stigmatisation of, and improve the educational integration of, trans* and gender nonconforming students at St James. In all instances, the school shall refer to students who do not identify with their sex assigned at birth as "trans*", in order to prevent any form of labelling which may be incorrect or insensitive.

The school is committed to valuing, respecting and understanding students' differing gender identities, as well as providing continuous support to all students.

The main aims of this policy are:

- To create and foster a learning environment which is free from harassment and discrimination, regardless of sex, gender identity, sexual orientation or gender expression.
- To align the recognition and rights of Trans* students to our ethos of Unity.
- To promote healthy communication between educators and parents/guardians to support the successful education development and wellbeing of every student.
- To adhere to relevant legislation concerning bullying, harassment and discrimination.

All staff, parents/carers and students will work together to eradicate any instances of discrimination, harassment or bullying, including any which relate to a student's gender identity in our school. St James is dedicated to providing appropriate and tailored measures of support for any trans* student who should require it.

1. Legal framework

1.1 This policy has due regard to the following legislation, including, but not limited to:

- The Human Rights Act 1998
- The Gender Recognition Act 2004
- The Equality Act 2010

2. **Transgender definition**

- 2.1 For the purpose of this policy, “transgender” is an individual whose gender expression or identity is different from that traditionally associated with the sex they were assigned at birth. An individual may choose to express their trans* identity through a number of means, such as: behaviour, clothing, hairstyles, activities, voices and mannerisms.

3. **What is a transphobic incident?**

- 3.1 For the purpose of this policy, “transphobia” is an irrational fear, hatred or abuse of trans* individuals. Any individual who is described as being transphobic may deliberately and directly harass or disrespect someone who is trans*, e.g. by using the incorrect pronoun purposely. Transphobic incidents are often emotionally harmful and must be dealt with as seriously as other bullying incidents within the school. All transphobic incidents should be centred on supporting the victim and managing any future transphobic behaviour. Please refer to the school’s Anti Bullying Policy for more information on management of incidents such as this.

4. **Roles and responsibilities**

- 4.1 It is the responsibility of all staff to be alert to possible harassment of students, both inside and outside of the school and to deal with incidents of harassment/discrimination as a serious issue as it is a protected characteristic under the Equality Act (2010).
- 4.2 All staff will ensure they meet the unique needs of trans* students and assess any measures put in place on a case-by-case, individual basis.
- 4.3 Appropriate staff will hold regular meetings with parents/carers of trans* students and discuss the success of support in place, including feeding this information back to the SLT.
- 4.4 The SLT will evaluate and review the success of support available to individual trans* students on a regular basis.
- 4.5 The SLT will make any necessary and appropriate changes to the support available to ensure the happiness and development of the student.
- 4.6 The school will respect all students’ right to privacy and will not disclose a student’s trans* status at School to any other students, staff members or third parties.

- 4.7 The school will adopt secure controls on sensitive personal data, ensuring all data is accurate, secure and is processed fairly and lawfully.
- 4.8 The school will gain consent from the student and parents/caregivers before any sensitive personal data is processed.
- 4.9 The SLT will ensure regular training sessions are conducted to ensure all members of staff are aware of their responsibilities, as well as to develop their skills and knowledge.
- 4.10 The school will have measures in place to ensure that appropriate support is made available for trans* students who require immediate interventions, parental assistance and/or personal counselling.
- 4.11 The SLT will evaluate and review the Transgender Procedure annually and will make sure it is non-discriminatory.
- 4.12 The Assistant Headmaster (Safeguarding Lead), together with the Head of PSHE & RSE will review and amend this policy, taking into account new legislation and government guidance, and previously reported incidents in order to improve procedures.
- 4.13 The SLT will keep a record of any reported incidents and the School will work to put measures in place which prevent these reoccurring. The SLT will also be informed, of students who identify as a different gender to their sex assigned at birth. This is for the purpose of monitoring their wellbeing only.

5. **Appropriate measures**

5.1 Admissions

- The Department for Education published guidance in 2014, which says: ‘Single sex schools are able to refuse to admit pupils of the opposite sex. The guidance also permits a single sex school to admit a small number of pupils from the opposite sex on an exceptional basis or in relation to particular courses or classes only.’
- An example of “exceptional basis” at St James Senior Boys’ would be a St James Prep School student whose sex assigned at birth is female but identifies as male.
- The Headmaster reserves the right to judge each case on an individual basis.
- With the exception of these “exceptional circumstances” St James Senior Boys’ remains a single sex school at point of entry.

5.2 Absence

- In line with the Attendance Policy, the school will make reasonable adjustments to accommodate absence requests for treatment and support of trans* students by external sources.
- All absences will be recorded accurately and sensitively by the Designated Senior Lead for Attendance to ensure privacy of the student.

5.3 Transphobia and bullying incidents

- The school's Anti-bullying policy will be used in conjunction with this policy in order to prevent, and effectively deal with, any transphobic incidents.
- Any incidents which occur shall be reported to the Assistant Headmaster (Pastoral) with responsibility for behaviour and subsequently the Senior Leadership Team, then recorded in line with the process with the Anti-bullying Policy.
- Teaching of gender identities and trans* individuals will be incorporated into personal, social and health, economic, relationships and sex education (PSHE & RSE) lessons to promote an accepting, understanding attitude from other students and prevent transphobic incidents. Students who's parents / carers have opted to remove them from RSE will still receive education on the above, for example, via 1:1 discussion with the Head of PSHE & RSE.
- Any incident of Transphobia by members of staff will be dealt with by the headmaster following the complaints and allegations policy.

5.4 Terminology and language

- The school will inquire as to what terms individual trans* students prefer and avoid using any terms that the student may find uncomfortable.
- If other students at school experience difficulty in adjusting to a change of terminology, we will encourage students to use the first name of the trans* student, or the terms which the trans* student uses to refer to themselves.
- A list of regularly used trans* terms which the school will employ can be found in Appendix 1.

5.5 Training of staff

- All members of staff will undergo training on a regular basis through whole staff meetings and/or with an appropriate external provider, which will:
 - Ensure all staff are aware of, and comply with, current legislation and government recommendations.
 - Ensure all staff are aware of their responsibilities and how they can support trans* students.

- Provide support for teachers incorporating gender identity into the curriculum.
- Ensure that the school is aware of, and celebrates, Transgender Day of Remembrance (20 November) and Transgender Day of Visibility (31 March).
- Provide support for teachers to effectively manage any discrimination towards gender identity.
- Provide up-to-date information on the terms, concepts and current understandings of gender identity, gender expression and gender diversity in children.
- Develop appropriate strategies for communication between parents, educators and students about any issues related to gender identity and gender expression.

5.6 Sports and physical education

- All trans* students at St James are encouraged to engage in physical education and sports in a manner consistent with their gender identity.
- St James will carefully and sensitively manage all physical education lessons in order to prevent any discomfort or discrimination the student may encounter.
- For classes of students who are entering the latter stages of puberty, the School will assess the appropriateness of full contact sports prior to the delivery of the lesson. This will be discussed with the student and/or their parents / carers.
- Opportunities for Trans* students to take part in competitive sport will be offered whenever possible. However, in some sports, such as rugby, where physical contact is frequent, this may not be possible. This decision will be made with mind to a duty of care to the student concerned, where their safety is paramount. In this case, the school will discuss with the parents and student concern and investigate alternatives.

5.7 Use of toilets, changing facilities and general school environment

- The school will ensure there are toilets and changing facilities available on-site for male, female and Non-Binary students.
- There are designated safe spaces within the school where trans* students can discuss issues of gender without fear of discrimination, such as the Assistant Headmaster (Pastoral) office or PSHE classroom.

5.8 School uniform and regulations

- All students have the right to dress in accordance with their true gender identity within the constraints of the schools' dress codes, which can be found in the following places.
 - St James Senior Boys' School Behaviour Rewards and Discipline Policy, Appendix 7.7

- St James Senior Girls' School Behaviour Rewards and Discipline Policy, Appendix 1
- Guidance on PE kit is as above.
- Should a trans* student be required to participate in a swimming activity, sensitive consideration will be given to swimwear options, which will be discussed with the student and parents before the delivery of the lesson.

5.9 School trips, exchanges and overnight stays

- The school is aware that some countries have differing attitudes towards the trans* community. If a trans* student is required to travel abroad, a full risk assessment and investigation will be required to avoid any discomfort for the student.
- Any risks identified will be managed and discussed between the student, parents / carers and an appropriate staff member. Necessary measures and adjustments will be made by the school to facilitate the participation of the trans* student.
- Sleeping arrangements for overnight stays will be discussed with the student, their family and senior staff in advance of the trip. Appropriate adjustments will be made as per the student & parents' request.

5.10 Changing official names and gender on documents

- Changes to official documents concerning a student's legal name and gender will be altered upon receipt of documentation confirming that such changes have been made pursuant to a court order, or through amendment of official, issued identification.
- On occasions where we are not required to use a student's legal name and gender on other school documents and records, we shall use the name and gender preferred by the student.
- The school will hold a discussion with the student as to how they would like to notify other students and staff members at the school of their preferred name and gender.
- At no time will any member of staff disclose any information regarding gender identity to any other students, staff members or third parties, unless instructed to do so by the student and parents.

5.11 Local Community

- The school has identified local trans* support groups and will engage with these to ensure access to information is available for trans* students and their parents / carers.
- The school recognises the need for support out of the school environment and will encourage every trans* student to become involved in these communities.
- The details of these trans* groups can be discussed with the school.
- In Surrey: Twister, Outline Surrey

- In London: Mosaic LGBT+ Trust, Gendered Intelligence

6. Transphobia and bullying outside of School

- Teachers have the power to discipline students who engage in misbehaviour outside the school premises. This can relate to any transphobia or bullying incident that occurs anywhere outside of the school premises.
- Any occurrence of these incidents should be reported to a member of the school staff, who will then issue punishment to the student once he/she is on school premises.
- These incidents will be dealt with following the process in our Anti-bullying Policy. The school will decide whether it is appropriate to notify the police or Local Authority of any Trans incident.

Date of Adoption of this Policy	19 th January 2023
Policy Owner	DSL and Assistant Headmaster Pastoral
Policy Owner (Proprietor)	Headmaster
Approved by	Headmaster
Date	19 th January 2023
Date of Next Review	19 th January 2024

Appendix 1 – Glossary of terms

Term	Definition
Sex	The gender an individual is assigned at birth.
FTM/F2M/trans man/transsexual man	An individual who was assigned female at birth but whose identity is male.
FAAB	Female assigned at birth.
Gender	The identity with which someone aligns with. This may be the same as their sex assigned at birth (cisgender) or different to their sex assigned at birth (transgender).
Genderqueer	A person who identifies their gender identity as being neither female or male, or is a combination of female and male, or is between or beyond genders.
Gender dysphoria	A medical term given to describe the social/mental/physical difficulties that most trans* people experience.
GIC	Gender identity clinic.
MTF/M2F/trans woman/transsexual woman	An individual who was assigned male at birth but whose identity is female.
MAAB	Male assigned at birth.
Non-binary	An individual who does not conform to the society norms of female/male.
Stealth	A transgender individual who lives as their transgender identity but who does not reveal their transgender status.
‘To gender’	To assign a gender to an individual based on their behaviour and appearance.
‘To misgender’	To assign a gender to an individual based on the gender they were assigned at birth rather than their gender identity.
Transphobia	Irrational fear, hatred and abuse of transgender individuals.
Transsexual	Somebody who has medically transitioned.