

Trans Equality Policy

Please also read the Trans Equality Guidance document which further embeds this policy and provides practical advice to students and staff.

1. The purpose of this policy is to set out a framework for how the School will support staff and students who wish to take steps to change their gender identity, or have already done so. The policy and associated guidance give more detail on how the NFTS Trans Equality Policy applies to trans people.
2. This policy also supports members of the School in meeting the requirements of relevant legislation including the Equality Act 2010, which lists gender reassignment as one of the nine 'protected characteristics' on the grounds of which people are protected against unlawful discrimination, and the Gender Recognition Act 2004.

The NFTS's commitment

3. The School aims to provide support and understanding to those individuals who wish to take, or have taken, steps to change their gender identity. The School recognises that the period of transition can be very complex and difficult for the individual, and will act in a supportive and sensitive way to ease any transition period.
4. The School aims to create an inclusive trans-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all trans people are treated with dignity and respect.
5. No member of the School community, its visitors or contractors should be treated less favourably, whether before, during or after their study or employment at, or their visit to, the NFTS on the grounds of gender identity or reassignment.

Trans definitions

6. In this policy 'trans' is used to refer to the following groups:
 - People who are taking or have taken steps to change their gender identity. This includes people covered by the Equality Act definition: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
 - People who do not identify with a permanent binary gender identity, including those who identify in other ways, such as genderqueer, gender variant, non-binary or agender. It also includes those who do not medically transition. These terminologies are evolving and highly personal and this list is not exhaustive.

Scope of the policy

7. The policy applies to all members of the school community, including students, staff, applicants, associate members, visitors and contractors.

Policy review

9. This policy will be subject to regular review by the Academic Standards Committee in consultation with staff and the Students' Union and an independent consultant who is a specialist in this area.

Meeting the needs of trans students and staff

10. The School aims to anticipate and respond positively to the needs of prospective, current and former students and staff in relation to their gender identity, providing a professional and consistent service so that all trans members of the school feel welcome, safe, valued and supported to achieve their potential and contribute as a member of the School.

11. With regard to staff, this policy applies (but is not limited) to the advertisement of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures, and to termination of employment.

12. With regard to students, this policy applies (but is not limited) to admissions, to teaching, learning and research provision, to scholarships, bursaries and other awards under the School's control, to student support, and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

13. With regard to visitors and contractors, the School aims to provide an inclusive environment, where people are treated with dignity and respect.

Support during transition

14. In particular the School aims to support trans students and staff through the process of transitioning, or making changes to their gender identity. This may include a number of formal and informal steps. Please see the Guidance document for examples of these.

Confidentiality

15. The School will respect the confidentiality of trans people and will not reveal information without the prior agreement of the individual.

16. If an individual notifies the School in writing of their intention to transition during their employment or education, the School will agree with them what steps should be taken. A trans person's record will reflect their current name and gender. Any material that needs to be kept related to the person's trans status, such as records of absence for medical reasons, should be stored confidentially. No records will be changed without the permission of the staff member or student concerned.

17. When a person informs the School that they have received a Gender Recognition Certificate, the School will undertake further checks and action to remove references to the individual's former name and gender.

Creating an inclusive environment

18. This means demonstrating respect for trans people, as well as people associated with them such as partners, spouses and other family members, in terms of:

- their gender identity;

- their right to work and study with dignity;
- their use of school facilities including their right to use the toilets of their choice;
- their name and personal identity; and
- their privacy and confidentiality.

19. This provision also includes people who are perceived to be trans, irrespective of their actual gender identity.

Protection against harassment and bullying

20. The School recognises it is the right of every individual to choose whether to be open about their gender identity and history. To 'out' someone, whether staff or student, without their permission may amount to a form of harassment and possibly a criminal offence.

21. Transphobic bullying and harassment **will** be regarded as grounds for disciplinary action, which may include expulsion or dismissal. For students, such behaviour will be dealt with under the NFTS [Bullying, Harassment, Racism & Sexual Misconduct Policy](#) and the School's [Complaints Procedure](#). For staff, such behaviour will be dealt with under the Staff Disciplinary Procedure.

Consultation

22. Existing arrangements for consultation will be maintained for reviewing the experience of trans students and staff in the school. These include ASC, the HR department and consultation with other interested and relevant groups within the School as well as external expert advice.

Guidance, support and training for SU Reps and staff

23. Guidance, support and training will be offered to SU Reps to ensure that the School commitment to trans equality and inclusion is fully realised.

This Policy was approved in September 2024

Date of next review: September 2025