

Bath Spa University Trans & Non-Binary Inclusion Policy

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1: Introduction

Bath Spa University is committed to creating a fair and inclusive environment for all students and staff, where all members are treated with dignity and respect. Inclusion is central to the ethos of Bath Spa University, and forms one of our four cultural values alongside Respect, Collaboration, and Sustainability. Transgender, non-binary, and gender diverse staff, students, and visitors are a valued part of the Bath Spa University community, and we aim to ensure they feel included, respected, and safe. We also recognise that this policy is a starting point for wider conversations about how we can best support our trans, non-binary, and gender diverse community members.

Purpose and Aims

- Trans people at Bath Spa are protected from discrimination and harassment under the Equality Act 2010 and Public Sector Equality Duty, as well as Bath Spa's Equality Policy and Harassment Policy. This policy aims to support the application of these legal protections to the day-to-day operational function of the University, by providing information and advice to employees, students, and managers about relevant legislation, appropriate language around transition, and best practice when supporting trans and non-binary people.
- This policy also outlines the University's responsibilities to trans and non-binary employees and students, as well as provide guidance around relevant processes and support for those who are transitioning whilst at Bath Spa.
- Wherever possible, we strive to exceed legislative requirements by developing policies and procedures that help us to achieve our aim of supporting all staff and students, and creating a positive and inclusive environment where every member can thrive.

Definitions

- **Transgender**, often shortened to 'trans', is an umbrella term for people whose gender identity differs from that which they were assigned at birth, and who self-define as trans. This can include trans women, trans men, and non-binary trans people.
- **Non-binary** is an umbrella term for people whose gender identity falls outside of traditional definitions of 'man' or 'woman'. This can include people who have no gender identity (sometimes referred to as being **agender**), and people whose identity encompasses several gender identities or changes over time (sometimes referred to as being **genderfluid** or **genderflux**). Some people who identify as non-binary may also identify as being trans, but not always.
- Trans and non-binary are both correctly used as an adjective, for example "a trans woman", "a non-binary person", and "transgender people". The terms "transgendered", "a trans", or "a non-binary" are all incorrect.
- **Gender diversity** is used throughout this policy to encompass all people of all gender identities and expressions, to acknowledge and include all people whose gender expression may fall outside of traditional gender norms, and to acknowledge that every person regardless of gender identity or expression benefits from a community that celebrates diversity of experience and expression.
- The Equality Act 2010 provides protection from discrimination for trans people who have undergone, are undergoing, or intend to undergo transition (described legally as **gender reassignment**).
- This policy will use the term **transition** to refer to any process that a trans or non-binary individual may undertake to affirm their gender identity. This includes **social transition**, in which an individual alters their gender expression or the gender they

wish to be recognised as (e.g. through changing name, pronouns, or clothes), and **medical transition**, in which an individual undergoes any form of medical treatment to alter their sex characteristics (e.g. hormone replacement therapy or surgery).

- A full glossary of terms is available in [Appendix B](#)

Relevant Legislation

The Equality Act 2010 has strengthened and streamlined previous equalities legislation. Any trans person who has proposed, started, or undergone a process to affirm their gender identity (legally referred to as the protected characteristic of 'gender reassignment'), is protected by the Act against direct and indirect discrimination, discrimination in cases of related absence from work, and all forms of harassment and victimisation. Trans people do not need to be under any medical supervision to be protected by the Act.

The Act also provides protection to:

- People who experience discrimination because they are perceived to be transgender. For example, a member of staff refuses to serve a customer because they believe the customer to be a trans person.
- People from discrimination by association because of trans status. For example, a member of staff is spurned by their colleagues because their partner is trans
- Trans people from indirect discrimination, in which a policy or process indirectly disadvantages someone with a protected characteristic. For example a manager asks everyone to bring a childhood photo into work for a team building activity, and publicly shames a trans employee who chooses not to bring in a photo due to concerns about revealing their transgender status.
- Non-binary and intersex people. Whilst the act does not explicitly mention non-binary or intersex people, non-binary and intersex people may be protected from discrimination due to their perceived or actual sex, gender, or transgender status.

The University commits to protecting all trans, non-binary, and gender diverse people from any form of gender based discrimination.

The Gender Recognition Act 2004 allows trans people (who are able to meet mandatory evidential requirements) to apply for full legal recognition of their gender. Following a successful application, through the issuing of a Gender Recognition Certificate (GRC), the law regards the trans person, for all purposes, as being of their gender.

The Gender Recognition Act gives trans people privacy rights. Anyone who acquires information that a person with a GRC is trans or has a trans history in an official capacity (in the course of their job, for instance) is liable to criminal proceedings if they pass that information to a third party without the permission of the individual. An individual who has a GRC can request that any reference to their previous gender, and if applicable their previous name, is completely removed from their record.

Scope

This policy applies to:

- All job applicants, current employees, and former employees, including Associate Lecturers, casual workers, temporary workers, and contractors working on campus
- All student applicants, current students, and alumni
- All governors of the University

- All external visitors, customers, clients of the University, including those contracted to conduct their own business on the University premises (e.g. building contractors), and those hiring University facilities

All members and visitors of the University are protected under this policy, and have a responsibility to ensure this policy is adhered to.

This policy includes conduct that takes place on Bath Spa University Campuses, on University property, at University events and activities (both online and in-person), and where individuals are representing the University. This policy also applies to use of electronic communication that occurs in the above locations and situations.

Roles and Responsibilities

- **As a trans or non-binary individual** you have the right to: openly express your gender identity without fear of negative consequences; Be addressed using your chosen name and pronouns; Privacy, and appropriate confidentiality of records; Equal access to employment, education, services, activities, and facilities through the University; Reasonable and appropriate arrangements, adjustments, and support if circumstances relating to your trans status are effecting your work or education.
- If you wish to change your student records, or access specific support, you **have a responsibility** to provide any documentation required for updating your records, and inform your chosen support individual of any support needs as soon as possible to allow for appropriate support to be arranged.
- **All staff and students** are responsible for respecting the dignity of all members of the Bath Spa community, and ensuring that individuals do not suffer any form of discrimination as a result of their sex, gender identity, or gender expression.
- **Every University employee** will be accountable for the operation of this policy whilst carrying out their employment, on and off site during working hours, or during any activity associated with their employment at the University.
- **All managers** are responsible for helping to prevent any infringement of the policy amongst the employees in their area, and taking action where appropriate.
- **Human Resources** are responsible for ensuring that appropriate advice, support, and guidance is available to staff on matters relating to gender identity and transition.
- **Student Wellbeing Services** are responsible for ensuring that appropriate advice, support, and guidance is available to students on matters relating to gender identity and transition. Further support can also be provided by the Student Union.

2: Transitioning whilst at Bath Spa

Seeking support

- For individuals seeking support in relation to their transition or gender identity, we recommend that they select and speak to a chosen support person, who can work with the individual to create a transition support plan.
- For **students**, Student Wellbeing Services can offer support with creating a transition support plan, an academic access plan for anyone who requires additional support measures (such as extensions during absence), and other practical or wellbeing support. Support can also be sought from Academic Advisor or Student Experience Mentors.
- **Employees** can seek advice from their line manager or HR Business Partner.

- Further information about providing support to a trans or non-binary individual, and the transition support plan template can be found in [Appendix A](#)
- Specific information for trans and non-binary staff and students can be found on the [Trans and non-binary students](#) webpage and [Trans and non-binary Staff](#) Sulis page

Absence and Accommodations

- Some individuals may undergo treatment, including hormone therapy or surgery, which may impact their ability to fully carry out their role or academic commitments. Fluctuating mood due to hormone therapy may impact performance and wellbeing.
- Managers should endeavour to be flexible and supportive to **employees** during this time, and may need to make temporary adjustments to job requirements. It is important to discuss workload allocation with individuals before absence and on return, and discuss any adjustments that could be made to facilitate their return.
- For **students**, appropriate accommodations can be made during this time using an Academic Access Plan, which notifies tutors and ensures individuals are not penalised for any absences.
- If an individual is absent for treatment, surgery, or medical appointments, normal sick pay or absence arrangements should apply. Flexibility should be offered in taking holiday or rearranging working hours or academic commitments (including examinations and re-sits) in order to attend medical appointments. Where a sick note is required, it does not need to state the procedures performed.
- It may constitute unlawful discrimination to treat an absent employee undergoing transition less favourably than those absent because of illness or medical treatment.

Changing title and name

- In order to change the name held on record with the University, an individual should present a deed poll or statutory declaration. No documentation is required in order to change the title and gender held on record with the University. Once University data systems have been updated, a new ID card can be issued at no additional cost.
- For **staff**, requests to change name and title can be made through hrcontact@bathspa.ac.uk. HR can then make any requests to update your email address on your behalf. You can change your “known as” name through the myHR portal, although your legal name will still be present on your staff records.
- For **students**, changes to name and title can be requested using [this form](#).
- Students and staff can request a new ID card through [Apollo](#).
- The University will provide students who have transitioned whilst studying or after studying with replacement degree certificates in their new legal names and titles at no additional cost, providing a deed poll or statutory declaration can be presented.

Accommodation

Trans and non-binary individuals applying for University accommodation have the option to apply for en-suite accommodation. Where the individual expresses a desire to accept the offer, en-suite accommodation will be allocated whenever possible dependent upon availability. To be prioritised for en-suite accommodation, trans and non-binary individuals can seek advice from Student Wellbeing Services.

Where women-only/men-only spaces exist within University accommodation, they will be open to all who self-define as women/men, including trans and non-binary people.

3: Promoting Trans Equality at Bath Spa

Use of Single Gender Facilities

- The University is committed to supporting the right for trans people to use the appropriate facilities for their gender identity, including changing rooms and toilet facilities. A trans person should not be required to use disabled toilet facilities, nor facilities of their former assigned gender.
- Where women-only or men-only spaces exist within the University, they should be open to all who self-define as women or men, including trans women or trans men. Non-binary people should be able to access the space in which they would feel most comfortable, if there is not a gender neutral equivalent available.
- A list of gender neutral facilities is available on the [Trans and non-binary students webpage](#) and [Trans and Non-Binary Staff](#) Sulis page.

Gendered and Gender Neutral language

- Wherever an individual's title is requested, and where practicable, the option 'Mx' and the option to give no title should be included.
- Wherever the gender identity of an individual is requested, the options 'Other', 'Non-binary', and 'Prefer not to say' should be included where possible.
- Whenever possible, all official University correspondence should use non-gendered terminology when referring to a group or an individual of unspecified gender identity. For example, instances of 'he/she' should be superseded by 'they'.
- Gender neutral terms such as "colleagues", "students", "participants" should be used generically.
- All members of the University and University staff must refer to trans and non-binary individuals using their chosen name, pronouns, and appropriate gendered or non-gendered language. Failure to address an individual using the correct name, pronouns, or gendered language can be considered harassment, whether or not offence is intended.

Use of pronouns

- The University encourages all students and staff to inform others of their pronouns, whether that is through a conversation with tutors or colleagues, during introductions at meetings, as part of your Gmail name or email signature, or by wearing a pronoun badge or ID Card sticker.
- Adding pronouns to an email signature or other online communication can be particularly helpful in cases where individuals have gender neutral, unfamiliar, or reverse formatted names, or use titles such as Doctor and Professor.
- Every individual is encouraged to share their pronouns, to help to normalise this practice and create environments in which trans, non-binary, and gender non-conforming people feel comfortable to share their pronouns and avoid accidental misgendering.
- In situations where the pronouns of an individual are unknown, use of the gender neutral pronoun "they" is recommended.

4: Confidentiality and Privacy

- If an employee or student is in possession of a gender recognition certificate, it is unlawful to disclose their trans status without their consent. The University commits to extending this protection to all trans people.
- If the University holds any records which include a trans individual's former legal name and gender/pronouns, the individual concerned may request that all instances of them be deleted from University's records, as much as is reasonably practicable.
- Anyone with access to relevant information, forms or documents that include a trans person's previous name, gender, or trans status must maintain the trans individual's right to confidentiality.
- All University communications regarding trans or non-binary individuals should, where possible, make no reference to the individual's previous name, gender, or trans status in order to protect the individual's right to privacy.
- In a minority of cases, it may be necessary for some records (e.g. with regard to pensions; insurance; or asylum and immigration documentation) to retain a reference to legal sex/sex assigned at birth. Access to such records should be strictly restricted.

Pre-Employment

Individuals who have adopted their new social and/or legal gender have no obligation to inform the Bath Spa University of this change. Job applicants and interviewees should not be asked their trans status.

Data monitoring

Information about an individual's protected characteristics, including trans status and gender identity will be requested during the application process and during employment for diversity monitoring purposes. Gender identity data is anonymised, collated, and published for the University's annual HESA submission, as part of the University's gender pay gap and equal pay reporting processes, and as part of the University's Public Sector Equality Duty to share data about staff who share relevant protected characteristics. Personal details collected during the application process and via the myHR system are only accessible by administrators of the myHR system, and will not be shared.

Disclosure and Barring Service (DBS) Checks

The DBS has developed a separate application procedure, which allows trans applicants to exclude previous names from the Disclosure Application form. However, applicants will still be required to send details of their previous legal identity in a separate correspondence directly to the 'Sensitive Casework Team'.

5: Complaints and Feedback

The University aims to provide all staff and students with a high quality level of service. However, we recognise that there may be occasions where expectations are not met, and on these occasions we encourage staff and students to provide feedback. If any individual is subject to inappropriate behaviour, treatment, harassment, or bullying from a staff member, student, or individual associated with the University, this will be dealt with using the appropriate Grievance Procedure or Student Disciplinary Procedure.

Staff and students can also submit a grievance or complaint if the level of service that the University provides falls significantly short of what might reasonably be expected, or if they feel they have been the subject of discrimination.

- Further information on how to submit a grievance as an employee can be found on the [Grievance information Sulis page](#)
- Further information on how to raise a grievance or complaint as a student or member of the public can be found on the [Complaints information webpage](#)
- Any student or staff member who has been subject to, or witnessed, any form of harassment or hate crime - whether this has been from someone associated with the University or not - is also encouraged to access the University's [Report and Support](#) service

Appendix A: Supporting Trans and Non-Binary Staff and Students

In general, the process for an individual seeking support will be as follows:

1. Individual decides to explore or seek transition related support
2. Individual approaches a chosen support person in confidence, to develop a Transition Support Plan
3. Actions are taken according to agreed support plan, and the support person issues a written confirmation of the plan
4. Ongoing support is provided as necessary

One of the most important factors in successfully supporting an individual's transition is planning and agreeing with them how to manage the process. Lack of support at this stage could have a significant impact on the individual who may have taken years to decide to take this step. It can also compromise their ability to satisfy NHS protocols prior to medical intervention, or timescales for legal identity changes, where relevant. It can also lead to discrimination complaints.

An employee requiring transition related support can seek advice from their line manager or HR Business Partner. **A student** requiring transition related support can seek advice from the Student Wellbeing Services (who have a key contact for trans and non-binary students seeking support), their Academic Advisor, or student experience mentor. It is a matter of personal choice as to who is contacted, but it's recommended that this person is a single point of contact that can provide a positive and supportive environment where anything relating to gender identity or transition can be discussed.

The contact person should work in partnership with the individual to develop a plan of support to assist in any transition processes, which may include using the Transition Support Plan template below to agree dates of relevant milestones, communication plans, and actions. It is important to note that the template provided is intended as guidance only, and that each individual will have a different approach and needs in relation to their transition. Once this transition support plan has been completed, a copy must be emailed to the individual.

Under no circumstances should any communication or actions be taken without the explicit consent of the individual. The support plan, together with any other notes of the meeting, must be kept strictly confidential in the individual's HR file or Student Wellbeing Services case record, as appropriate. The trans person may request that such records are destroyed at any time.

Transition Support Plan Template

Transition Support Plan [Downloadable Word Document link](#)

Delete and add rows as needed

Name of individual and key contact	
Date of meeting	
Time Scales	
Are there any relevant key dates or milestones?	
What will the dates be for changing names, updating records, using different pronouns, facilities etc.	
(If applicable) Is there an expected time scale for any medical procedures or time off (note that this may be flexible as timescale may not be clear from the outset)	
Updating Records Which records need to be updated? Check all that apply, and state who will complete this process in each case.	
ID card: title, name, photograph	
BSU records systems	
Other services records e.g. GP Surgery	
Information on website e.g. staff and student profiles, articles	
Student Union account, clubs, and societies	
Exams office	
Certificates, transcripts	
Payroll and banking details	
Office name plates	
Support	
Who will act as key contact and support when actioning the plan and informing others?	
In order to offer support and arrangements, who will need to be informed, and what level of information should be provided?	
Will any accommodations be required? For example due to medication side effects	
Will any time off/flexibility be required for medical	

procedures and recovery?	
Are there any professional requirements or attendance requirements that may be affected by any absence?	
Informing relevant people Who will need to be informed, who will inform them, and how will this communication take place?	
Staff within individual school or department	
Students within the school or course	
Support departments used by individual e.g. Student Wellbeing Services, careers, accommodation	
Other services e.g. GP	
Work placement providers	
SU Club or Society chairs, secretaries, and members	
Training	
Will there be a need to provide training?	
Other considerations	
For students, will new same-gender or en-suite accommodation be required?	
Will the individual be involved in any awards ceremonies or public events, what name will be used?	
Degree ceremony: what information will be on the certificate, in the programme, and read out?	

Appendix B: Glossary of Terms

Affirmed Gender, Acquired Gender

'Acquired gender' is a legal term used in the Gender Recognition Act 2004. It refers to the gender that a person applying for a Gender Recognition Certificate intends to continue living as. 'Affirmed gender' may also be used to refer to the gender of a person who has transitioned. A person can transition to an affirmed gender without medical intervention.

ASAB, AFAB, AMAB

Acronyms standing for 'assigned sex at birth', 'assigned female at birth', and 'assigned male at birth', referring to how an individual is described when they are born based on external genitalia. These terms are sometimes useful in a medical or healthcare context, for example: *AFAB people who menstruate require access to sanitary bins in toilets.*

Cisgender

Often shortened to 'cis', this describes someone who is not transgender. For instance, someone who is assigned male at birth and continues to live as a man would be a cisgender or cis man. Cisgender is an adjective, and therefore the term 'cisgendered' is incorrect.

Cissexism

Activist and scholar Julia Serano defines cissexism as “the belief or assumption that cis people’s gender identities, expressions, and embodiments are more natural and legitimate than those of trans people.”. Cissexist beliefs are based on the assumption that everybody is cisgender.

Cross-dressing, Drag

Cross-dressing is the practice of wearing clothing associated with a different gender, without necessarily identifying as that gender. For example, a cisgender man who dresses as a famous woman at Halloween would be cross-dressing. Drag performers (often referred to as Drag Queens or Drag Kings) are performers who take on a stage persona with an over exaggerated or parodied gender expression. Both cross-dressing and drag are not the same as being transgender, although some trans people may use drag or cross-dressing to explore their gender before coming out.

FtM, MtF

Acronyms standing for ‘female to male’, or ‘male to female’ trans person. These terms are largely considered to be outdated, with the more commonly used and preferred terms being ‘trans man’, or ‘trans woman’ respectively.

Gender, Gender Identity, Gender Expression

Sex can describe the biological differences between people assigned male and female at birth, however **gender** includes socially constructed roles. Gender can consist of three related aspects: a society’s constructed gender roles, norms and behaviours which are categorised into ‘male’ and ‘female’; **Gender identity**, which is a person’s internal perception of their gender; And **gender expression**, which is the way a person interacts with society, and expresses their identity, such as through behaviour, clothing, and appearance.

Whilst ‘gender’ or ‘gender identity’ describes an individual’s perception of their own gender, this is different to an individual’s sexuality or sexual orientation, which describes the gender/s of the people that an individual is attracted to.

Gender Dysphoria

Gender dysphoria describes the negative experience or discomfort due a mismatch between a person’s gender identity, and the physical traits, social role, or treatment from others associated with their assigned sex at birth. Individuals may describe having gender dysphoria related to clothing, physical traits such as height, voice, or body hair, or social dysphoria due to how they are treated or addressed by others. Feelings of gender dysphoria can be experienced by anyone, cis or trans, and are also not necessarily experienced by every trans or non-binary person.

Gender Euphoria

A term that has become popular as a way to combat the common focus on negative experiences or gender dysphoria when discussing trans people, as well as to help individuals exploring their own gender identity think about what makes them feel happy or affirmed. Gender euphoria describes any positive feelings associated with affirming your gender identity, such as wearing certain clothes, or being recognised and addressed as your gender identity by others. This feeling can be experienced by anyone, not just trans or non-binary people.

Gender Identity Clinic (GIC), Gender Dysphoria Clinic

Gender Dysphoria Clinics or Gender Identity Clinics are specialist NHS services designed to support adult trans and non-binary patients. There are several of these clinics in England, and an individual can be referred to these by a GP or healthcare professional. If a trans individual needs specific medical support, such as hormone replacement therapy or surgery as part of their transition, they may engage with one of these services.

Waiting times to be seen by a GIC can be several years, and so a trans student or employee may require extra support during this time. There are also several private trans healthcare providers, however using these services can be very expensive. Students or employees using private healthcare services may experience additional financial difficulties as a result.

Gender Identity Development Services, GIDS

The GIDS is a specialist service for under 18s, who support young people experiencing gender dysphoria, and their families. Students may have engaged with The GIDS before arriving at University. There is only one service available for under 18s in the UK, and waiting times for this service are very long.

Gender Neutral

Gender neutral can be used in the context of gender neutral language, or gender neutral facilities, such as a gender neutral toilet. Groups of people and individuals would not be referred to as being 'gender neutral'.

Gender Reassignment, Transition

Gender reassignment is the legal term used in the Equality Act to describe the protected characteristic of anyone who has undergone, is undergoing, or intends to undergo gender transition. The term **transition** can refer to any process that a trans or non-binary individual may undertake to affirm their gender identity. This includes **social transition**, in which an individual alters their gender expression or the gender they wish to be recognised as (e.g. through changing their name, pronouns, or clothes), and **medical transition**, in which an individual undergoes any form of medical treatment to alter their sex characteristics (e.g. hormone replacement therapy or surgery).

Gender Recognition Certificate

Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the Gender Recognition Act 2004. The holder of a full GRC is legally recognised in their acquired gender for all purposes. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application, and intends to live permanently according to their acquired gender status. It is never appropriate to ask a trans person for a GRC, and is regarded as unlawful because it breaches their right to privacy.

Gender Variance, Gender Nonconformity, Gender Diversity

These are broad terms referring to individuals whose gender identity or gender expression do not conform to stereotypical gender experience or expression e.g. dressing or behaving in a way which is perceived by others as being outside cultural gender norms. Individuals may be 'gender non-conforming', whilst not identifying as trans or non-binary.

HRT, Hormones, Estrogen or 'E', Testosterone or 'T'

Hormone replacement therapy (HRT), is a supervised medical treatment to alter an individual's hormone levels, which can result in physical, emotional, sexual, and reproductive changes to a person's body. HRT is also used to treat a number of medical conditions or symptoms, and is not specific to trans people.

Trans women or 'AMAB' non-binary people may be prescribed medication to lower testosterone levels and increase estrogen levels, sometimes generically referred to as **estrogen**. Trans men, or 'AFAB' non-binary people may be prescribed medication to increase testosterone levels, sometimes referred to generically as **testosterone or T**. Medications may take the form of tablets, patches, injections, or a topical gel, and individuals undergoing HRT will require regular medical appointments to monitor their health and hormone levels.

Hormone Blockers, Puberty Blockers

Hormone blockers or inhibitors are used to temporarily postpone puberty in children and teenagers, as well as treat some hormone related illnesses in adults. Hormone blockers are sometimes prescribed to trans and trans questioning children under strict medical supervision, to allow them more time to solidify their gender identity, and allow for a smoother transition if they decide to proceed with any transition related treatments as an adult. Hormone blockers are considered a safe treatment, and the effects are completely reversible; An individual can stop hormone blocker treatment, and puberty will proceed as normal.

Intersex

Intersex is an umbrella term for people who's natural sex characteristics or reproductive anatomy vary from standard categorisations of 'male' and 'female'. There is a wide range of intersex variations, including differences in genitalia, chromosomes, internal sex organs, hormone production, hormone response, and/or secondary sex traits. It's estimated that around 1.7% of the population are intersex.

Until recently, parents of intersex babies were encouraged to elect for surgery so that their child would conform to stereotypical male or female appearances. As a result, many intersex people can encounter difficulties as the gender assigned at birth may differ from their gender identity, and surgery may result in compromised sexual, urinary and reproductive function. Today, parents are advised to delay surgery until their child reaches puberty and can inform decision-making. Not all intersex people choose to have surgery, and may identify as intersex instead of male/female. Some intersex people may choose to transition and/or identify as trans.

Misgendering, Deadnaming

Misgendering occurs when someone is referred to using the wrong pronouns, or incorrect gendered language. For example, referring to a woman as 'sir', 'a man', or with 'he' pronouns. Deadnaming is a term commonly used by trans and non-binary people to refer to the act of calling them by a name they no longer use. Repeated incidents of misgendering and/or deadnaming can be considered to be harassment, even if the person doing it does not intend to cause offence.

Non-Binary

Non-binary is an umbrella term for a person who's gender identity falls outside of traditional definitions of 'man' or 'woman'. This can include people who feel their gender encompasses both 'man' and 'woman', is aligned to or overlaps with being a 'man' or a 'woman', is some mix of 'man' and 'woman', or is completely outside of these categories. Some non-binary people may have a gender that changes over time, or they may not relate to gender at all (commonly referred to as being 'agender'). Whilst some non-binary people may identify as being transgender, not all non-binary people do.

It's important to remember that 'non-binary' isn't a third or distinct gender, but rather a way to describe any gender identity outside 'man' or 'woman'. All non-binary people's experience of gender will be unique to them.

Outed

To 'out' someone, or to have 'outed' them, is to reveal their LGBT+ or transgender status without their permission. Outing is very serious, and in some cases is considered a crime. Always ensure that you have permission from a trans or non-binary individual to discuss their identity with others in a private or public context, and consider situations in which you may be at risk of outing someone - for example when communicating with an individual's family or carers, within the classroom, or online.

Pronouns

A pronoun is the term used to refer to somebody, for example: she/her/her/herself; he/him/his/himself; they/them/theirs/themself. Some people also use neopronouns, which are considered gender neutral. Examples include: e/em/eir/eirs/emself; xe/hir/hirs/hirself. Some people also use multiple sets of pronouns. For example, someone who uses both she/her and they/them pronouns may shorten this to 'she/they', or 'they/she'.

Sex

Sex can describe the biological differences between people assigned male and female at birth, based on a person's external genitalia.

'Top Surgery' 'Bottom Surgery'

Top surgery is a term commonly used by trans and non-binary individuals to refer to a surgery that alters the appearance of the chest, such as a mastectomy, breast reduction or breast augmentation surgery. Bottom surgery is a term used by trans people to refer to any surgery involving the genitals, such as vaginoplasty, orchiectomy, phalloplasty, or metoidioplasty.

Surgery can be a very important process for trans and non-binary people, and some individuals may feel comfortable talking openly about wanting or having surgery. However, it is never appropriate to ask a trans or non-binary individual if they have, or are planning to have, surgery relating to their transition, in the same way that it would not be appropriate to ask a cisgender student or colleague about their private medical history or the appearance of their genitals.

Transitioning, Socially Transitioning

Transition is the process of a person changing their social role in order to match their gender identity. Examples of transitioning include telling friends, family and colleagues, changing names, asking people to use different pronouns, and changing the way gender is expressed. For some people, this may involve medical assistance such as hormone therapy and surgery.

Transmasculine, Transfeminine

Transmasculine and transfeminine (often shortened to 'transmasc' or 'transfem') are terms sometimes used by non-binary people to indicate that their identity is similar to, or is aligned to, that of a trans woman or trans man, or that they share experiences similar to that of a trans woman or trans man, even though they identify as non-binary.

For example, an 'AMAB' non-binary person may describe themselves as being transfeminine to indicate that their identity is similar to, or overlaps with that of a woman, or to indicate that whilst they are non-binary, their experiences and the way they are perceived is similar to that of trans women.

Transphobia, Transmisogyny

Transphobia is a term used to describe the fear, anger, intolerance, resentment and discomfort that some people may have as a result of another person being trans. This can result in discrimination, harassment, victimisation and hate crime. Transmisogyny is a term used to describe the specific intersection between transphobia and misogyny as experienced by trans women and transfeminine people.

Transgender Man, Transgender Woman

A person who is assigned female at birth, who identifies as a man, is a "transgender man", whilst someone assigned male at birth, who identifies as a woman is a "transgender woman". These terms can be shortened to "trans man" or "trans woman". If you are struggling to remember whether someone should be referred to as a trans man or woman, remember that trans people should always be referred to as their gender, not by their assigned sex. It may also help to think of transition as a process of moving 'towards' an affirmed gender, not of moving 'away' from an assigned sex.

'Trans' is short for 'transgender', and is an adjective used to give more information about an individual, not a noun in its own right. Shortening 'transgender woman' or 'trans woman' to 'transwoman' is incorrect, in the same way that describing a woman who is short as a 'shortwoman' would be incorrect.

Transsexual

Transsexual is a term that has been historically used to describe a trans person who has had gender affirmation surgery. This term is generally considered outdated and offensive, although some individuals may describe themselves this way.

Transvestite

A person who dresses in clothing associated with a different gender to their own, sometimes also referred to as a cross-dresser. This term is generally considered outdated and offensive, although some individuals may describe themselves this way.