

TRANSGENDER POLICY

Date of policy review:	June 2025
Date for review:	September 2026
Lead for review:	Deputy Head Pastoral

Contents

Contents.....	2
Background	3
Transgender definitions	3
Scope of the policy.....	3
Meeting the needs of transgender individuals.....	3
Support during transition	4
Confidentiality.....	4
Creating an inclusive environment	5

Background

Guildhouse School London aims to give support and understanding to individuals who wish to take, or have taken steps, to present themselves in a gender different to their gender assigned at birth. The school recognises that the period of transition can be very complex and difficult for the individual and would wish to act in a supportive and sensitive way to ease any transition period.

The school aims to create an inclusive transgender-friendly culture, workplace, and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in the gender in which they choose to present themselves, irrespective of their legal sex.

It is the school's intention that no prospective or actual student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the school on the grounds of gender identity or reassignment.

Transgender definitions

In this policy "Transgender" is used to refer to the following groups:

- a) 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."

- b) People who do not wish to transition permanently to a new gender role, but who identify as genderqueer, gender variant, non-binary or intersex or who choose to live permanently with a more fluid gender identity.

Scope of the policy

The policy applies to transgender students and staff, with a particular focus on those who have indicated a wish to live permanently in a gender other than that to which they were assigned at birth (whether medical supervision or surgery are involved or contemplated or not).

The policy covers people at all stages of the process of gender reassignment.

Meeting the needs of transgender individuals

Guildhouse School London aims to anticipate and respond positively to the needs of trans students and staff, providing a professional and consistent service so that all trans members of the school feel welcome, safe, valued, and supported in achieving their potential and contributing as a member of the school.

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.

With regard to students, this policy applies (but is not limited) to admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the school's control, to

student support, to school accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

Whilst the school will make every reasonable adjustment where possible, there are some instances, particularly with regard to boarding provision, that may mean the school has difficulties in providing accommodation for different genders whilst fulfilling its obligations under the National Minimum Boarding Standards.

It is important not to dictate someone's gender when making accommodation arrangements. Where possible students are empowered to make a choice regarding which gender section of boarding accommodation to reside in. Each situation is managed with care as the school recognises that each individual is at a different point in their personal journey and in any gender questioning or transition process, of a different age, and sexual maturity. Non-binary students are roomed in accordance with their sex assigned at birth, while ensuring their safety and well-being, and respecting their gender identity.

Once the school is made aware of the student's situation a risk assessment will be completed taking into consideration the layout of the boarding house and the individual circumstances of the student making the request. The school will then review its risk assessment and its decision about a practical accommodation solution with the student, and dependent on their age, also with the student's parents.

Support during transition

The school aims to support trans students and staff living in their affirmed gender role from the time chosen by the individual concerned. By supporting students and staff through transition, they may be better able to perform well in their study and work, and more likely to meet the requirements of living in their new gender role. An individual action plan will be discussed and agreed with the member of the school who announces their intention to transition.

Confidentiality

Guildhouse School London will respect the confidentiality of all transgender staff and students and will not reveal information without the prior agreement of the individual.

If an individual notifies Guildhouse School London of their intention to transition during their employment or education, the institution will agree with them the date from which their gender is changed on all records. A trans person's file should 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, will be stored confidentially. No records should be changed without the permission of the staff member or student concerned.

Legal proof of a change of name is required in order to issue or re-issue any references or documentation in a name different to that in which a student or staff member originally registered.

When a trans person receives a Gender Recognition Certificate, they have the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

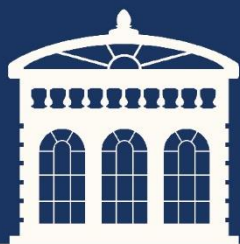
Creating an inclusive environment

This means demonstrating respect for trans people, as well as people associated with them such as partners, spouses, and other family members, and those who are perceived to be trans, in terms of: their gender identity; their right to work and study with dignity; their name and personal identity; their privacy and confidentiality.

Guildhouse School London recognizes that it is the right of every individual to choose whether to be open about their gender identity and history or not. To 'out' someone, whether staff or student, without their permission may amount to a form of harassment and possibly a criminal offence. The school recognises the importance of using an individual's correct pronouns as a fundamental aspect of respect and inclusivity. All students and staff are expected to use the pronouns individuals identify with.

Awareness will be raised as part of the Personal Development curriculum at the school. To ensure that all staff members are equipped to support effectively, the school will provide training to staff where necessary.

Transphobic bullying and harassment will be regarded as grounds for disciplinary action, which may include exclusion for pupils or dismissal for employees. Such behaviour will be dealt with under the school's disciplinary policies.



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.