# Draft transition care plan (TCP)

## Privacy

This organisation supports trans employees in making decisions about who, when and how they share information about their trans status, history or gender identity and recognises employees’ rights to discuss their gender identity and transition openly if they choose to do so or keep that information private.

It is important to know that it is unlawful to disclose an employee’s trans history or status without their explicit consent. Management, HR staff and colleagues must not disclose any information that may reveal an employee’s trans status or intention to transition.

Any breaches of confidentially regarding an employee’s trans status or history will be treated in a serious manner and dealt with under the bullying & harassment policy and disciplinary procedure. You may wish to state where this policy can be found and how it can be accessed.

Should colleagues and the school community learn of or be informed about an employees’ intention to transition, this organisation is committed to supporting the individual in managing this situation.

## Names / pronouns

Pronouns are the words we use which can depend on a person’s gender. Pronouns used correctly are one of the easiest ways to show respect for someone’s identity. Some people use ‘he’ and ‘she’, while some prefer gender-neutral pronouns like ‘they’. You can ask ‘what are your pronouns?

Employees will be addressed by the name and pronouns that correspond to their gender identity and that they have requested to be used at all times. Intentionally and persistently misgendering or using colleagues’ previous names would amount to harassment and will not be tolerated.

Breaches of this policy will be treated in a serious manner and dealt with under the bullying & harassment policy and disciplinary procedure.

## Records

Any employee wishing to change their pronouns, name or gender does not need a Gender Recognition Certificate or an updated birth certificate to do so.

Upon request of the employee this organisation shall update all records, including archived records with the employee’s new details. Any name badges, signs, photographs or email addresses will be updated immediately.

Where archival records cannot be updated or replaced, or cannot be updated without a Gender Recognition Certificate, which includes pensions and insurance, these records will be kept separate from the records of other staff and will only be accessed by named persons approved by the employee and with their permission.

## Facilities

Employees do not require a Gender Recognition Certificate or to have undergone any medical procedures to use facilities that correspond with their gender identity.

Where single sex facilities are available, employees can use those which correspond with their gender identity without fear of bullying or harassment.

Trans employees should not be asked to use accessible or unisex facilities exclusively unless they are preferred by the employee. If possible, gender neutral facilities will be made available for employees who prefer to use unisex facilities.

## Dress code and work wear

This organisation fully supports employees who wish to change their gender presentation. Employees have the right to follow the organisations dress code that is consistent with their gender identity. You may wish to state where the dress code can be found and how it can be accessed.

Dress codes should avoid requiring staff to wear different clothes by gender and all staff should be able to wear clothes which are comfortable.

## Time off/absences

This organisation appreciates that every person’s transition is unique, can involve many different aspects and that time off work will vary according to the needs of the individual.

Any absence associated with an employee’s transition will be treated in the same way as sick pay and leave entitlements. Time off related to the employee’s transition will not be used against employees when considering them for promotion or pay progression.

Employees intending to transition should give as much notice as possible when requiring time off related to their transition, however this organisation understands that waiting times for appointments may delay timescales and this is out of the control of the employee.

Individuals may need to take leave at short notice to attend additional appointments and, wherever possible, this organisation will be flexible.

## Occupational health/employee assistance programmes

Employees who intend to transition will be offered the opportunity to be referred to Occupational Health for advice and support. Occupational Health is able to offer support and counselling for employees who may be experiencing emotional distress during before or after their transition.

This organisation will ensure that health and safety planning includes regular Risk Assessments for trans employees such as providing a stress assessment for an individual trans member.

Employees are able to discuss any requirements or adjustments they may need with their line manager, HR staff or main point of contact.

You may wish to state details of any employee assistance programmes available.

## Harassment

Harassment from any member of staff or the school/college community because of an employee’s gender identity or trans status will not be tolerated. All employees should be alert to and report any form of harassment to their line manager and not allow it to escalate.

Harassment of transgender employees will be treated in a serious manner and dealt with under the bullying & harassment policy and disciplinary procedure.

## Grievances

Any employee who believes that they have a complaint should report it as soon as possible. The issue will be investigated in a timely manner and, where necessary, action will be taken under the relevant policy and procedures.

## Training

This organisation will provide regular awareness training to all members of staff as part of our commitment to eradicating the stigmatisation of transgender communities in the workplace.