



Trans and Gender Reassignment Guidance

for Staff Members Supporting Students or Colleagues

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1. Introduction

City of Glasgow College holds Equality, Diversity, and Inclusiveness, as one of its key underpinning values, and as such values the individual identities of all their students and staff members. In doing so, the College aims to create an inclusive and diverse environment in which everyone is supported to excel, and to realise their full potential. This guidance has been prepared in collaboration with CitySA Students' Association, the Student Support team, and the HR staff team at City of Glasgow College, as well as with ED&I staff from Glasgow Clyde College and Glasgow Kelvin College, to ensure a shared understanding and approach to supporting Trans and Gender Reassignment across the Glasgow Colleges' Region.

2. Equality, Diversity and Inclusion Statement

The Regional Glasgow Colleges - City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College, value the individual identities of all their students and staff members and aim to create an inclusive environment in which everyone is supported to achieve their potential and flourish.

This Equality & Diversity Statement formally sets out the Colleges' overall aims:

“We will positively promote equality, diversity and human rights for all. In doing so, the Colleges will:

- Foster good relations based on dignity and respect;
- Advance equality of opportunity for individuals; and
- Eliminate harassment, victimisation and discrimination.”

We will monitor the quality, provision and uptake of our services to ensure these are open, inclusive and meet the needs of our diverse community.

3. Purpose

This guidance is designed for College staff, to support the key aim of ensuring that each member of our College community is treated with dignity and respect and is able to bring their whole self to the College without fear of being subjected to bullying, harassment, or discrimination of any kind.

The term 'trans' in this guidance is used as an umbrella term and refers to people whose gender identity differs from or is not reflected in the sex they were assigned at birth (Links to comprehensive lists of appropriate language and definitions can be found under 'Resources' in section 8 of this document).

This guidance is designed to be a resource for staff who are supporting a student or a colleague who is considering, is in the process of or has already transitioned to their authentic gender (in line with the legal definition of 'Gender reassignment' as a protected characteristic under the Equality

Act 2010). It is fully inclusive of and extends its protection over all non-binary and gender-fluid identities (in line with the September 2020 updates of the Equality Act 2010).

4. Scope

4.1. The Equality Act 2010

The Equality Act 2010 makes it clear that it is not a requirement for people to have had any trans history or medical treatment to be protected under the 'Gender Reassignment' protected characteristic. The process of transitioning from one gender to another is different for all people. Some trans people choose not to, or are not able to, medically transition. However, a person remains protected regardless of whether they decide to proceed with any physiological transitioning.

The Equality Act 2010 states that a person is protected under 'Gender Reassignment' when:

- They make their gender identity known to someone whether that be a relative, friend, lecturer, employer or a medical practitioner;
- They have informed someone of their intention to undergo a gender reassignment surgery, hormone therapy, etc, regardless of whether they take any further steps or decide not to proceed with this step of their transition;
- If they start or continue to live (full-time or part-time) in accordance to the gender (or non-binary identity) they identify with, as opposed to the sex they were assigned at birth;
- If they have received gender recognition under the Gender Recognition Act 2004.

4.2 Guidance for Supporting Transitioning Students and Staff

The College understands that the process of transitioning can be difficult. As such, we are committed to support reasonable requests for steps to be taken which will make the process easier (e.g. time off associated with transitioning) will be considered.

4.2.1 Staff Support

Once a member of staff has made the decision and indicates that they are/will be transitioning, they can request a meeting with a member of the Human Resources team who will meet with them and will put in place a Personal Support Plan (see Appendix A). Colleges have a duty to ensure that any such disclosure is respectfully dealt with and confidentiality is maintained.

The Human Resources staff will identify which records and form of identification would need to be changed*, including staff ID badges, library cards, and staff records (see Appendix B). All changes to details will be dealt with in a sensitive and confidential manner and in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

*While some sensitive information can be self-updated on iTrent, changing a name requires an official [deed poll document](#) for legal confirmation.

Applying and Commencing Employment

Should an individual's name on their job application not match their name when commencing their employment, they should inform HR as soon as possible so that changes can be made to their record. A document confirming the legal change of name will also have to be provided, as to ensure right to work compliance.

References

When the College receives a reference request for a former employee who is trans, HR will only provide a reference if the name on the request matches the name in our records as not to 'out' anyone who is trans. We may also contact the former employee to discuss the request if required.

When requesting a reference for a new employee, the employee is responsible for communicating how they wish for us to do so. The HR team is happy to request references using just the employee's National Insurance number and surname (where applicable).

Travel

When staff members are travelling in the UK or abroad consideration should be given to the suitability of facilities. Additionally, suitability of the country of placement should also be considered. Appropriate Risk Assessments relating to placements, trips and study abroad should be undertaken.

Uniforms and Use of Facilities

With regards to uniforms, staff members are supplied with an order form which they fill and submit themselves. Therefore, they are welcomed to order an uniform they are comfortable with and which reflects their gender identity.

When it comes to the use of facilities, it is important to note that trans people should be able to use the facilities they are most comfortable with (regardless of whether these are perceived to be associated with their gender identity or not) and must not be restricted in doing so. Thus, the Colleges' toilet facilities across campuses are gender-neutral.

Additionally, even though the College only has male and female changing rooms, these have individual cubicles, as well as an open space, allowing staff members to use the facilities they find most appropriate.

Additional Support

The College has an employee assistance programme (PAM Assist) and is subscribed to the Big White Wall (Togetherall) which provides mental health support and counselling to students and staff 24/7. Both services are LGBT inclusive.

The College also has an LGBTQ+ Staff Network and LGBTQ+ Allies who can provide informal support through group activities/ meetings/ events.

Online and Blended Working

In the light of the Covid-19 pandemic, staff members have been asked to work from home for prolonged periods of time, which may require attendance of online meetings. In such situations, a flexible approach to the use of cameras must be taken, allowing staff the choice whether to have their cameras on or off during video calls.

It is also suggested to introduce the opportunity to add pronouns to or modify one's name during online meetings via different platforms. This may or may not be a suitable solution for trans/ non-binary/ gender-fluid people, depending on their personal circumstances. Please be considerate of others at all times.

4.2.2 Student Support

Disclosure to Staff

Once a student has made the decision and indicates that they are/will be transitioning, they will be referred to a Student Advisor who will provide practical advice and guidance (see Appendix C).

The Advisor will confirm that the College will support them and agree an action plan including appropriate timescales. The action plan will include:

- How information relating to the student's transition will be managed and by whom;
- The date from which the student would like to start being officially associated with their authentic gender / non-binary identity;
- The process for changes to records and other documentation.

Changing Records

The student will agree with the staff member the date from which changes are made to all their student records e.g. MIS. Any essential records which would disclose their trans status, e.g. birth certificate, application/ enrolment forms, should be archived and password protected. However, the student's records should not disclose the fact that they have transitioned.

Telling Other People

For changes to records to be made certain other staff may need to be informed that the student is transitioning.

This information should only be communicated to others on a strictly need-to-know basis and it is essential that the student gives their written consent before their transition or the fact that they are trans is disclosed to any other member of staff (see Appendix D).

Accommodation, Trips and Travel

If the College provides a range of self-catered accommodation - these can be single sex or mixed flats. Students who are transitioning or intend to transition can discuss their preferred accommodation with the Head of Student Accommodation and the Depute Managers and/or the student support services or can ask their Student Advisor to do so on their behalf.

When students are travelling on trips in the UK or abroad consideration should be given to the suitability of facilities. Additionally, suitability of the country of placement and supporting staff should also be considered. Should students require, they can be involved in risk assessments relating to placements, trips and study abroad.

Uniforms and Use of Facilities

With regards to uniforms, students are supplied with an order form which they fill and submit themselves. Therefore, they are welcomed to order an uniform they are comfortable with and which reflects their gender identity.

When it comes to the use of facilities, it is important to note that trans people should be able to use the facilities they are most comfortable with (regardless of whether these are perceived to be associated with their gender identity or not) and must not be restricted in doing so. Thus, the Colleges' toilet facilities across campuses are gender-neutral .

Additionally, even though the College only has male and female changing rooms, these have individual cubicles, as well as an open space, allowing students to use the facilities they find most appropriate.

Student Life

All students will be able to take part in any aspect of college life, appropriate to their gender identity, including but not limited to - access to clothing, sports activities and facilities, or hair and beauty treatments.

Additional Support

Support to students is available through the Student Mental Health and Wellbeing Support Team, the Student Association (LGBTQ+ Student Society) and the resources on the Big White Wall (Togetherall).

Online and Blended Learning

In the light of the Covid-19 pandemic, a large proportion of the learning and teaching in the college is being delivered online. In such situations, a flexible approach to the use of cameras must be taken, allowing students the choice whether to have their cameras on or off during video calls. It is also suggested to introduce the opportunity to add pronouns to or modify one's name during online meetings via different platforms. This may or may not be a suitable solution for trans/ non-binary/ gender-fluid students, depending on their personal circumstances. Please be considerate of others at all times.

5. Discrimination and Harassment

The College operates a zero tolerance policy on all bullying, harassment and discrimination, including ones on the grounds of sexual orientation or gender identity and/or trans identity. Homophobia, biphobia and transphobia in the workplace may look like but are not limited to use of derogatory language, jokes or banter, insults or threats, social exclusion, rumours or gossip,

asking intrusive questions, unnecessary and degrading references to one's sexual orientation or gender identity.

Language

Everyone's gender identity must be respected and its validity must not be questioned. Therefore, make sure to address a trans person using their preferred name and pronouns. Never assume what these might be, if unsure ask the person how they would like to be addressed.

It is inappropriate to ask a trans person questions around their body/ transition/ experiences of gender reassignment surgery, etc.

The use of derogatory language both from / to students and colleagues is discrimination and harassment, and breaches relevant legislation.

Further information on what is acceptable LGBTQ+ - related language can be found in Appendix E.

Complaints

Should a student or staff member wish to initiate a formal complaint due to transphobic harassment or bullying, they should do so in accordance with the relevant College policy and procedure (see point 7). However, this may be able to be dealt with informally via a line manager or Student Advisor in the first instance.

In addition to internal investigation, abusing someone because of their gender identity is a hate crime, and may be subject to a police investigation.

6. Responsibility

All staff and students are responsible for adhering to the Equality Act 2010 and upholding the Colleges' values and behaviours.

The EDI managers and the Equality leads of the colleges are responsible for the monitoring and regular updating of this guidance.

7. Linked Policies and Procedures

Code of Conduct – Staff - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/inline/CP-Code-of-Conduct-Staff-Policy.pdf>

Complaints Handling Procedure: Student Guide - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/Complaints%20Aug20.pdf>

ED&I and Dignity at Work Guidance: Prohibited Conduct -

https://www.cityofglasgowcollege.ac.uk/sites/default/files/ED%26I%20and%20Dignity%20at%20Wor%20-%20Prohibited%20Conduct%20180801_1.pdf

Equality, Diversity and Inclusion (ED&I) Policy -

https://www.cityofglasgowcollege.ac.uk/sites/default/files/Equality%2C%20Diversity%20%26%20Inclusion%20Policy%20v1.3_0.pdf

Recruitment and Selection Policy -

<https://www.cityofglasgowcollege.ac.uk/sites/default/files/inline/CP-Recruitment-and-Selection-Policy.pdf>

Student Bullying and Harassment Policy -

<https://www.cityofglasgowcollege.ac.uk/sites/default/files/Student-Bullying-and-Harassment-Policy-2017.pdf>

Student Disciplinary Policy - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/inline/CP-Student-Disciplinary-Policy.pdf>

<https://www.cityofglasgowcollege.ac.uk/sites/default/files/inline/CP-Student-Disciplinary-Policy.pdf>

8. Resources

- **Relevant Legislation:**

Equality Act (2010) - <https://www.gov.uk/guidance/equality-act-2010-guidance>

<https://www.equalityhumanrights.com/en/equality-act/equality-act-2010>

Gender Recognition Act (2004) -

http://www.legislation.gov.uk/ukpga/2004/7/pdfs/ukpga_20040007_en.pdf

General Data Protection Regulations and Data Protection Act (2018) - <https://www.gov.uk/data-protection>

<https://www.gov.uk/data-protection>

Human Rights Act (1998) - <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

- **Available Support and Additional Information:**

[Samaritans](#) - Confidential support.

[TransEdu](#) - A central resource for information on supporting trans applicants, students and staff in Higher and Further Education.

[Scottish Trans Alliance](#) - The Scottish Trans Alliance project (Scottish Trans for short) has been funded by the Scottish Government Equality Unit since 2007. They assist transgender people, service providers, employers and equality organisations to engage together to improve gender identity and gender reassignment equality, rights and inclusion in Scotland.

[LGBT Youth](#) - Scotland's national charity for LGBTI young people, working with 13–25 year olds across the country.

[Stonewall Scotland](#) - Key LGBT+ charity organisation.

[LGBT Health and Wellbeing](#) - Established in 2003, LGBT Health and Wellbeing works to improve the health, wellbeing and equality of lesbian, gay, bisexual, and transgender (LGBT) people in Scotland.

[Mermaids UK](#) - The organization works to raise awareness about gender nonconformity in children and young people amongst professionals and the general public.

[Gendered Intelligence](#) - A Community Interest Company whose object is to deliver arts programmers and creative workshops to trans youth from across the UK in order to increase the quality of young trans peoples life experiences.

[GIRES](#) - A UK wide organisation whose purpose is to improve the lives of trans and gender non-conforming people of all ages, including those who are non-binary and non-gender.

9. Appendices

Appendix A: HR Checklist to inform a Personal Support Plan

This checklist will enable an HR professional to support staff members who are trans. This could mean someone who has already transitioned, is currently transitioning, is planning to transition or someone who simply identifies as trans/ non-binary/ gender-fluid. The person in question will be at the centre of all conversations and all decisions made will be communicated with them clearly and in advance of being actioned. All discussions will remain confidential unless the employee wishes for information to be shared with selected parties (such as their line manager).

* This checklist has a guidance purpose. HR will be approaching each case individually and a Personal Support Plan will be put in place for every person.

ACTION	INITIAL / DATE
Confirm the employee's new name, title and pronouns.	
Confirm when the employee would like to use their new name, title and pronouns. Is phasing required?	
Ask the employee to complete a 'Change of Name' form (below) to give written consent to change any relevant records. It is important, if the employee wishes, to remove all traces of the person's pre-transition name as to not 'out' them.	
Advise employee that they will need to update HMRC, pension provider and union of their preferred name, title and pronouns.	
Confirm if the employee wishes to present as their identified gender. If they do, when do they plan on doing this? Is phasing required?	
Confirm if the employee wears a uniform as part of their role and if there need to be any changes to this uniform.	
Update staff card with preferred name, title and pronouns as well as a new photo as required.	
Identify if time off is required for medical treatment. Advise employee to record all medical appointments via MyHR.	
Are there any changes to the employee's role, temporary or permanent, which need to be considered?	
Advise employee of support available through the College, eg. Employee Assistance Programme (PAM Assist) and any external support available.	
Identify any other support the College can offer the employee.	

Appendix B: Change of Name



CHANGE OF NAME

Employee Number	
Department/Faculty	

Previous Name	
New Name	
Effective Date	

Do you consent to us updating the following records?	
iTrent/MyHR – new name will be visible to HR, Payroll, OD and Line Manager	Yes / No
Personnel Records – new name will be visible to HR	Yes / No
IT Accounts (Email Address, Phone Directory) – new name will be visible to all staff/students	Yes / No
Staff Badge – new name will be visible to all staff/students	Yes / No

Signature		
Dated		

HR USE			
Date Received in HR		HR initials	
Recorded on HR System	Yes <input type="checkbox"/> No <input type="checkbox"/>	HR initials	
Payroll advised	Yes <input type="checkbox"/> No <input type="checkbox"/>	HR Initials	

Appendix C: Student Advisor Checklist

Checklist for Student Advisor (Discuss each point with student then date and sign each box)	Initials/ Date	
<p>This checklist will enable you to support a student who has disclosed that they are trans. Meet with student and explain the following:</p> <ul style="list-style-type: none"> • The individual's rights. • Support available from Student Services. • Agree on the level of support required. 		
Contact details	<ul style="list-style-type: none"> • Ensure student contact details are correct on system and update as appropriate. 	
	<ul style="list-style-type: none"> • Provide student with your contact details. 	
External support	<ul style="list-style-type: none"> • Establish support mechanisms outside college e.g. family, friends, and external support. 	
	<ul style="list-style-type: none"> • Provide student with contacts for external networks, if appropriate. 	
PLSP	<ul style="list-style-type: none"> • Initiate PLSP on Enquirer. • Refer as appropriate to Learning Support Team. • Request that PLSP will only include non-sensitive information about medical appointments relating to their transition, but will not state the nature of or reasons for appointments, e.g. will state "Medical appointment" and not "Medical appointment for the purpose of gender reassignment". 	
Attendance and funding	<ul style="list-style-type: none"> • Provide information on attendance and funding. • Will be given authorised absences for appointments relating to their transition e.g. medical appointments/ counselling. 	
Essential info to be confirmed	<ul style="list-style-type: none"> • Date from which student presents as reassigned gender. 	
	<ul style="list-style-type: none"> • Date when Student Records/MIS system will be updated. Remember, this will also update SQA records. 	
	<ul style="list-style-type: none"> • TeQuios/CAMS data updated, where appropriate. 	
	<ul style="list-style-type: none"> • HE Student-have they informed SAAS? If not, agree plan with student to update their information. 	
Consent to inform Key staff	<ul style="list-style-type: none"> • Where appropriate it may be useful to inform relevant staff of transition, but only after securing student consent. 	
Consent to inform student flat mates	<ul style="list-style-type: none"> • Where appropriate it may be useful to inform other flat mates in the Halls of Residence, but only after securing student consent. 	

Review appointments	<ul style="list-style-type: none">• Agree review appointments with the student.	
Signature		

Appendix D: Authorisation of Notification

Authorisation to Share Details Confidentially with Key Staff and Student Flatmates			
<p>For changes to be made to records, staff need to be informed of your transition. This will be dealt with sensitively and confidentially. Whether relevant, to engender a supportive environment, it may be appropriate for Halls of Residence flat mates to be informed.</p> <p>By authorising this, you are giving your consent for this information to be shared with others who will be noted here</p>			
Student Name	Student Signature	Staff Name	Date
Name of Staff Member or Halls or Residence Student Flatmate	Job Title of Staff Member, or Relationship of Student	Reasons for Informing Staff Member or Student	

Appendix E: LGBTQ+ Language Glossary

- A

ACE

Ace is an umbrella term used to describe a variation in levels of romantic and/or sexual attraction, including a lack of attraction.

Ace people may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, aromantic, demis and grey-As.

ALLY

A (typically) straight and/or cis person who supports members of the LGBT community.

- B

BI

Bi is an umbrella term used to describe a romantic and/or sexual orientation towards more than one gender.

Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and some other non-monosexual and non-monoromantic identities.

BIPHOBIA

The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.

BUTCH

Butch is a term used in LBT culture to describe someone who expresses themselves in a typically masculine way.

There are other identities within the scope of butch, such as 'soft butch' and 'stone butch'. You shouldn't use these terms about someone unless you know they identify with them.

- C

CISGENDER OR CIS

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

COMING OUT

When a person first tells someone/others about their orientation and/or gender identity.

- D

DEADNAMING

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

- F

FEMME

Femme is a term used in LGBT culture to describe someone who expresses themselves in a typically feminine way.

There are other identities within the scope of femme, such as 'low femme', 'high femme', and 'hard femme'. You shouldn't use these terms about someone unless you know they identify with them.

- G

GAY

Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

GENDER

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

GENDER DYSPHORIA

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity.

This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

GENDER EXPRESSION

How a person chooses to outwardly express their gender, within the context of

societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

GENDER IDENTITY

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

GENDER REASSIGNMENT

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender.

GENDER RECOGNITION CERTIFICATE (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply.

You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

GILLICK COMPETENCE

A term used in medical law to decide whether a child (under 16 years of age) is able to consent to their own medical treatment, without the need for parental permission or knowledge.

- **H**

HETEROSEXUAL / STRAIGHT

Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.

HOMOSEXUAL

This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.

HOMOPHOBIA

The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

- L

INTERSEX

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female.

Intersex people may identify as male, female or non-binary.

- L

LESBIAN

Refers to a woman who has a romantic and/or sexual orientation towards women. Some non-binary people may also identify with this term.

LESBOPHOBIA

The fear or dislike of someone because they are or are perceived to be a lesbian.

LGBT

The acronym for lesbian, gay, bi and trans.

- N

NEURODIVERSE

A concept where neurological differences are recognised and respected in the same way as any other human difference.

NON-BINARY

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

- O

ORIENTATION

Orientation is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refers to a person's sense of identity based on their

attractions, or lack thereof.

Orientations include, but are not limited to, lesbian, gay, bi, ace and straight.

OUTED

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

- **P**

PERSON WITH A TRANS HISTORY

Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

PAN

Refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender.

PASSING

If someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.

PRONOUN

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

- **Q**

QUEER

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.

QUESTIONING

The process of exploring your own sexual orientation and/or gender identity.

- **R**

ROMANTIC ORIENTATION

A person's romantic attraction to other people, or lack thereof. Along with sexual orientation, this forms a person's orientation identity.

- **S**

SEX

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

SEXUAL ORIENTATION

A person's sexual attraction to other people, or lack thereof. Along with romantic orientation, this forms a person's orientation identity.

- **T**

TRANS

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

TRANSGENDER MAN

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

TRANSGENDER WOMAN

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

TRANSITIONING

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.

Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

TRANSPHOBIA

The fear or dislike of someone based on the fact they are trans, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, trans.

TRANSSEXUAL

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

This term is still used by some although many people prefer the term trans or transgender.
