

LT2 Gender Reassignment Policy

Name of Policy	GENDER REASSIGNMENT	
Policy Level (Trust/School)	Trust	
Document Control		
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Our Learning Today Leading Tomorrow Multi-Academy Trust Vision

Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

1. Organisation and Responsibilities

1.1 Introduction

Gender reassignment is a process which is undertaken for the purpose of permanently reassigning a person's sex by changing physiological or other characteristics or attributes of sex, and it includes any part of such a process.

This policy covers any employee who proposes to go through, is going through or has gone through a process, or part of a process to permanently reassign their sex.

The Trust wishes to support employees in their personal circumstances and, in relation to time off for surgery, it recognises that gender reassignment is not a lifestyle choice.

It will therefore make necessary accommodations for those undergoing gender reassignment; however, it is clearly important that the good operation of the Trust is not adversely affected, where this can be avoided.

1.2 Legislation

The Equality Act 2010

1.3 Guidance under this Policy

The Head of HR is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

1.4 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

1.5 The Chief Executive Officer (CEO)

The CEO of Learning Today, Leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

1.6 Headteachers

Headteachers of LT2 schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance

- Identifying training needs
- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

1.7 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

1.8 Other Employee Duties

All employees have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their line manager

1.9 Related Policies and Procedures

- Equal Opportunities & Diversity Policy
- Managing Sickness & Absence Policy

1.10 Review

This policy will be reviewed every three years.

These procedures have been agreed by the Board of Trustees, who will approve them whenever reviewed.

2. Gender Reassignment

2.1 Procedure

If an employee wishes to apply for time off for gender reassignment surgery, they should speak to their Line Manager as far in advance as possible to discuss the circumstances and to make necessary arrangements. Any information provided will be maintained in strict confidence and will only be disclosed on a "need-to-know" basis.

The following arrangements will normally apply in relation to gender reassignment:

Medical appointments in connection with the gender reassignment process will be treated no less favourably than any other medical appointments. As usual, an employee should try to arrange medical appointments at times that will cause

the minimum amount of inconvenience to the school and time off to attend medical appointments must be authorised by their Line Manager in advance in the normal way.

Equally, an employee should try to arrange any related surgery at times that will cause the minimum amount of inconvenience to the school and so the school would greatly appreciate staff trying to arrange any procedures during the school holidays in order not to miss any days of the school term and keep to a minimum any disruption to the good operation of the school.

However, if it is unavoidable that such procedures take place during term time, the school will grant the employee leave of absence to undergo gender reassignment surgery.

2.2 Pay during time off for gender reassignment

There is no contractual or statutory right to receive salary during time off for gender reassignment medical appointments or surgery; however, provided the employee complies with the school's sickness absence reporting procedure and the absence is properly certified, they will receive sick pay in accordance with the school's sick pay provisions set out in their contract of employment and in the section on "Sick Pay"

Staff may be required to provide an appointment card and/or a statement from a qualified medical practitioner that the process of gender reassignment has been approved and confirming the time off required after surgery.

For teaching and term-time support staff, if they have been absent and receiving sick pay immediately prior to a school holiday period for gender reassignment purposes and subsequently become fit to work, the school will reinstate normal salary upon receipt of a GP certificate confirming that the employee is fit to work, and provided that the employee returns to work at the start of the next term.

2.3 Adaptations at Work

Once an employee has notified us of their intention to start gender reassignment a meeting will be arranged with their Line Manager in the first instance to discuss topics including;

- What support is available from the school
- What time off is allowed and whether it is paid or unpaid
- How their gender reassignment will affect their dress code
- What toilets, changing and showering facilities will be appropriate to use before, during and after gender reassignment
- How and when to change the employees personal records and other details such as their pass to get into work, payslip and email address
- When and what colleagues can be told about the gender reassignment, only with the employee's agreement

The Trust will support if an employee chooses to bring a work colleague along with them for this meeting or a trade union representative.