

## Making the Change: Roles and responsibilities

1. Trans people are advised to notify the College in writing of their name change and gender transition using the letter A template on the website to help the College put in place a support package.
2. Southern Regional College will acknowledge the letter and arrange for a meeting with the relevant Campus Services Coordinator or a nominated member of staff.
3. At the meeting between the Campus Services Coordinator or the nominated member of staff and the student, identity must be verified via photographic identification before changes are made to the student database. The Campus Services Coordinator will outline the support available within the College, complete Part A of a support plan, and ensure that a personal tutor is appointed (if not already appointed). They will also advise that the personal tutor will complete Part B of the support plan. A copy of the agreed actions and student personal information must be kept in a secure file held separately by the Head of Campus Services.
4. At the meeting, the Campus Services Coordinator or nominated member of staff will implement the changes to the database and link with the personal tutor.
5. The personal tutor will meet with the student and complete Part B of the support plan. This plan will incorporate who needs to know (including students if the student transitions during the year), support required, planned absences from the College, use of wash/changing facilities, placements, access NI Checks, student finance, EMA, examinations etc. The support plan must be signed off by both parties at the meeting and a copy given to the student. A copy should be retained by the personal tutor and the original passed to the Campus Services Manager for confidential filing. No other documents should be held by the personal tutor.
6. As stated letters and all communications will be held securely by Campus Services Manager in a separate confidential file. All other electronic communications (identifying the student as transgender) should be deleted once printed and filed.
7. Links may be maintained to former records, but these are highlighted as secure and only available to the Campus Services Manager.
8. The personal tutor must organise review meetings with the student to ensure that they are content with the support provided and to adjust the support plan as required. Any adjustments to the support plan should be signed off by both parties and a copy retained on the confidential student file.

When a person obtains a Gender Recognition Certificate (GRC), and is recognised as a member of their new gender (sex) for all legal purposes, they may contact the College and ask for their former name to be removed from College records. In almost all cases, this request is lawful and must be complied with to ensure privacy. NB. Should this happen, staff must not ask to see the Gender Recognition Certificate, as this is unlawful, but may ask instead to see a copy of the birth certificate.