



Le Rocquier School

Learn, Respect and Succeed

## **Le Rocquier School      Student Name and/or Gender Change Procedure**

**DATE CREATED:**                      **September 2021. Reviewed September 2024.**

**REVIEW DATE:**                      **September 2026**

**LEAD PERSON:**                      **Roxanne Shipton-Taylor**

### **Aim**

This policy seeks to ensure the appropriate support is in place for any student at Le Rocquier who is questioning their gender. It aims to:

- Identify the lead person, responsible for supporting the students.
- Describe the procedure for staff to take, should a student disclose to them that they wish to change gender or be identified in a different way.
- Outline the steps that may be taken, following a disclosure.

### **Safeguarding**

All staff at Le Rocquier School are safeguarding trained, with a refresher delivered annually by the DSL. However, we recognise the sensitive nature of such a disclosure, and the complex work that unfolds following this.

To ensure an appropriate pathway of support is identified, any disclosure linked to gender or identity must be logged on MyConcern. This will be read by Nicola Eastham (DSL), who will assign the case to the School Based Counsellor for immediate support to be put in place.

### **Supporting the Student and their Family**

As trained DSLs, Nicola Eastham and the Counsellor will work to ensure the student is safeguarded throughout the process. They will involve any professionals necessary. This may include (but is not limited to):

- Educational Psychologist
- Health Service
- CAMHS
- Family Support

During this process, Nicola Eastham will contact staff to give an update, as and when this is appropriate. This may include information about the support in place, identified key workers in school or information about the pronouns/name to be used with a student. Nicola Eastham is the only person in school authorised to change the Preferred Forename for a student on SIMS who is questioning.

For **any** student, all staff should use the “**Preferred Forename**” on SIMS. This is the name that will appear on a register and on communication home. This is to safeguard the student and ensure a positive relationship is maintained with their family.