COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

TITLE: *GENDER IDENTITY AND EXPRESSION POLICY*

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1. Purpose of Policy

Carlow College, St Patrick's (hereafter Carlow College) is committed to providing an inclusive and diverse environment in which all members of the College community should expect to be able to thrive and be respected and valued for their unique perspective and contributions. Gender diversity expressed by learners and staff is a rich part of the diversity of the College community. This Policy outlines Carlow College's commitment to recognising gender diversity. Carlow College endeavours to provide learners and staff with a positive and safe learning and working environment full of opportunities and free from discrimination, harassment or victimisation.

The purpose of this policy is to guide institutional action and to direct procedures that impact upon gender expression. This policy does not anticipate every situation that might occur with respect to transgender, non-binary, intersex or gender diverse individuals. The needs of each must be assessed on a case–by-case basis and should be clearly communicated by the individual to the relevant persons.

This policy aims to:

- promote recognition of the inherent dignity and worth of all individuals;
- provide for equal rights and opportunities without discrimination and harassment because of gender identity and gender expression; and
- create a climate of understanding and mutual respect, so that all people, regardless of gender expression, feel they belong in the community and can contribute to it.

The 'Gender Identity and Expression Procedures and Guidelines' (Appendix 1) should be read in association with this Policy as they:

a) provide advice and guidance for supporting transgender, non-binary and intersex learners and staff;

b) outline Carlow College's framework for support; and

c) explain how learners and staff can put a transition plan in place. This can assist with transitioning in the Carlow College context.

2. Definitions

The following definitions have been sourced and adapted from various sources, most significantly www.shoutout.ie.[1] New iterations of this Policy and associated documents will take account of evolving terminology.

Biological Sex refers to a person's body and typically categorised as male, female or intersex. It is physically determined and made up of a number of traits including chromosomes, hormones, internal and external reproductive organs, and secondary sex organs.

Gender Identity refers to our internal sense of self as a man, woman or other gender. This is personally constructed, not physically determined.

Gender Expression refers to how a person signals their gender identity to the world. This may include things like name, pronouns, mannerisms, clothing etc.

[1] www.shoutout.ie, accessed 1 October 2024.

Transgender is term used for people whose identity or expression differs from the sex assigned to them at birth. This term can include diverse gender identities.

Trans or trans is commonly used shorthand for transgender. Avoid using this term as a noun: a person is not 'a trans'; they may be a trans person.

Transphobia relates to prejudice directed specifically at those who do not adhere to gender norms and people who are transgender.

Transition refers to the period of time in which a transgender or non-binary person begins to live in their true gender identity, rather than the one they were assigned at birth. A person can transition personally (acknowledging to themselves that they are transgender), socially (changing name / pronouns and adjusting their gender expression), legally (accessing legal gender recognition and documents in their true gender and name), and medically. Everyone has a different journey and no transgender person is obliged to take any of these steps.

Non-binary is an umbrella term for gender identities that fall outside the gender binary of male or female. This includes individuals whose gender identity is neither exclusively male nor female, a combination of male.

Intersex refers to individuals who are born with sex characteristics (such as chromosomes, genitals, and / or hormonal structure) that do not belong strictly to male or female categories as designated in medical circles, or that belong to both at the same time. Being intersex is as common around the world as having red hair. Most individuals who are intersex do not identify as transgender or do not consider themselves covered by the transgender umbrella.

3. Scope of Policy

This Policy applies to learners and alumni, and current and former staff, agency and contracted workers. Where Carlow College learners or employees are on placement, internship or secondment, they should also make themselves aware of relevant policies of host organisations as they may subject to both the policies of Carlow College and the host organisation.

This Policy covers all types of communications, including face-to-face interactions, telephone calls, and online communications. The latter may include, but are not limited to, email,

learning platform interactions (e.g. Moodle), Microsoft 365 chat, social media platform interactions of Carlow College clubs and societies, and group or one-to-one messaging services and messaging applications.

This Policy does not anticipate every situation that might occur with respect to transgender, non-binary and intersex people. People who avail of this Policy should communicate their wishes and needs clearly to Carlow College. The needs of each person are assessed on a case-by-case basis.

4. Policy Statement

4.1 Key Principles and Commitments

Carlow College has a strong commitment to equality, diversity and inclusion, and to promoting a positive culture, which celebrates difference, challenges prejudice and ensures fairness. The College aims to create an inclusive and safe environment for all transgender, non-binary and intersex learners and staff, where each person is treated with dignity and respect regardless of their gender, and that is free from discrimination, harassment or victimisation. Carlow College recognises that the transition period can be difficult and stressful, and we endeavour to give support and understanding to learners and staff who take, or have already taken, steps to transition.

The following principles underpin Carlow College's activities and we endeavour to embed them across the College's operations:

- We aim to create an inclusive and diverse environment, full of dignity and respect, where everyone can participate and develop to their full potential.
- We recognise the right of transgender, non-binary and intersex learners and staff to self-identify, and self-determine how that identity manifests. The College will facilitate this expression at the person's own discretion.
- We will balance the dual needs of the learner or staff member's desire to have an indicated name (i.e. preferred name) and identity recorded on public-facing systems while also maintaining an accurate record of each learner and staff member.
- We will not tolerate discrimination (direct or indirect) in any form, including discrimination in respect of a person's gender expression and / or identity or intersex status, in line with all College policies.
- We will respect the privacy of all transgender, non-binary and intersex learners and staff. Carlow College recognises that staff and learners have the right to discuss their gender identity openly or to keep that information private. Members of the College community are to respect the dignity, identity and privacy of all individuals. This

includes that staff and learners should not 'out' any individual and should respect their boundaries.

- We will provide the best possible College supports to learners and staff undergoing transition.

This Policy will be interpreted and applied in the most inclusive manner possible, taking various factors into account, including changing legislation and social conditions.

4.2 Legislation

Carlow College seeks to uphold its legal obligations in relation to gender identity and expression and will strive to respect and support any learner or staff member's gender identity, expression and transition.

This Policy has been developed with reference to applicable laws, including but not limited to:

- *European Convention on Human Rights;*
- *Bunreacht na hÉireann 1937;*
- *Employment Equality Acts 1998 – 2015;*
- *Equal Status Acts 2000-2018;*
- *Gender Recognition Act 2015;*
- *Irish Human Rights and Equality Commission Act 2014;*
- *Data Protection Acts, 1988-2018;* and
- *General Data Protection Regulation.*

Under the *Employment Equality Acts 1998-2015* and the *Equal Status Acts 2000-2018*, discrimination and gender-related harassment, which encompass gender identity and expression, and intersex status, are unlawful. The main type of unlawful discrimination involves the treatment of a person in a less favourable way than another person is, has been, or would be treated in a comparable situation on any of the nine protected grounds.[2] Irish discrimination law also prohibits harassment, which is defined as any form of unwanted conduct related to any of the nine protected grounds, which has the purpose or effect of

[2] The *Equal Status Acts 2000-2018* prohibit discrimination in the provision of goods and services, accommodation and education. The Acts cover the nine grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.

violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The *Gender Recognition Act 2015* provides for the legal recognition of a person's indicated gender, which is documented in a Gender Recognition Certificate (GRC) issued by the Department of Social Protection. Recognition is effective from the date of issue of the GRC. There is no explicit requirement to correct records retrospectively under the Act. The *Gender Recognition Act* provides for a change of gender from male to female, or female to male. It does not allow for the recognition of non-binary or intersex categorisations.

5. Roles and Responsibilities

5.1 College Responsibilities

In support of the key principles and commitments outlined in Section 4.1, Carlow College will:

- Not discriminate against staff or learners, current, former or prospective, on the grounds of gender identity and expression.
- Not discriminate against people on the ground on gender transition, begun or completed.
- Facilitate an environment where learners and staff can self-identify and self-determine that identity.
- Support an inclusive, diverse and non-discriminatory environment where individuals are treated with dignity and respect at all times regardless of gender identity or expression.
- Endeavour to provide reasonable supports for learners and staff undergoing gender transition.
- Encourage training and awareness initiatives for learners and staff to ensure a supportive and inclusive environment.
- Remove unnecessary gender distinctions within the College environments.
- Develop best practices and policies in line with legislation.
- Endeavour to provide appropriate facilities, such as gender-neutral toilet and changing facilities.

5.2 All Learners and Staff

All learners and staff are to behave in a respectful and non-discriminatory manner as per this Policy, the *Dignity and Respect Policy*, *Equality Policy*, *Staff Code of Conduct Policy* and *Learner Code of Conduct and Disciplinary Policy*. In particular, learners and staff are expected to avoid unacceptable behaviours, including but not limited to:

- Refusing to recognise or work with a learner or staff member who is transgender, non-binary or intersex.
- Deliberately excluding a transgender, non-binary person from any work or College-related activity on the grounds of their gender identity or expression;
- Intentionally revealing the transgender, non-binary or intersex status of a person to others without permission by disclosing information to individuals or groups – in other words, 'outing' someone;
- Not respecting a person's gender identity by not using their indicated name or pronouns
- Verbally or physically threatening a transgender, non-binary or intersex person;
- Making jokes targeting transgender, non-binary or intersex people, name-calling, or display of images that insult or offend
- Misrepresenting transgender, non-binary or intersex people (or data pertaining to them) in the course of academic debate;
- Making sexual, racist, ageist, homophobic or other forms of harassment that are used to target transgender, non-binary or intersex people in direct or indirect ways.

Learners and staff should avail of training and awareness-raising initiatives relating to this Policy.

5.3 Learner Information and Retention Officer (LIRO)

- Respond to learner information requests about available College procedures and supports for those who wish to avail of this Policy's provisions.
- Assist learners to create a transition plan in the context of Carlow College, based on their wishes, needs and available supports.
- Co-ordinate provision of information and resources to inform learners on the policies, procedures and supports available around learner transitions.

5.4 Human Resources

- Respond to staff information requests about available College procedures and supports for those who wish to avail of this Policy's provisions.
- Provide training and resources to inform staff on the policies, procedures and supports available around staff and learner transitions.
- Be champions in the areas of gender identity, expression and diversity.

5.5 Head of HR and EDI and Line Manager

- Assist staff members to create a transition plan in the context of Carlow College, based on their wishes, needs and available supports.

5.6 Individuals who are availing of this Policy

Learners and staff availing of this Policy's provisions should be cognisant of corresponding obligations that they may have:

- The need to engage adequately with the College, and to work openly and honestly with relevant people to establish what their needs may be.
- Ensure they are fully briefed on the College processes and supports available to them.
- Be aware of the impact of decisions on their record within the College and future needs to connect their indicated identity to their formal record.
- Ensure appropriate documentation is submitted to facilitate record changing.
- Be clear on who they wish to be informed about their gender identity.

6. Associated Documentation

- Appendix 1: Gender Identity and Expression Procedures and Guidelines Document
- Appendix 1.1: Checklist to Consider When Discussing a Learner's Transition
- Appendix 1.2: Checklist to Consider When Discussing a Staff Member's Transition
- Appendix 1.3: Contact Details for Staff and Learners
- Appendix 1.4: Useful Resources

- Appendix 2: Use of Name / Gender Information by Carlow College Functions

7. Referenced Policies

- *Carer's Leave Policy*
- *Data Protection Policy*
- *Disciplinary Policy (Staff)*
- *Dignity and Respect Policy*
- *Equality Policy*
- *Grievance Policy (Staff)*
- *Learner Code of Conduct and Disciplinary Policy*
- *Learner Disability Policy*
- *Learner Grievance and Complaints Policy*
- *Learner Mental Health and Wellbeing Policy*
- *Recruitment and Selection Policy*
- *Sickness Absence Management Policy*
- *Social Media & Social Networking Policy (Staff)*
- *Social Networking and Social Media Policy for Learners*

8. Monitoring and Review

The Policy will be formally reviewed on an annual basis by the Policy Owners, and will take account of various factors, including legislative and organisational changes, changing social conditions, and evolving terminology regarding gender identity and expression.

Appendix 1: Gender Identity and Expression Procedures and Guidelines Document

COLÁISTE CHEATHARLACH NAOMH PÁDRAIG
CARLOW COLLEGE ST. PATRICK'S

Gender Identity and Expression Procedures and Guidelines Document

1. Introduction

This document outlines Carlow College's procedures and guidelines associated with the Gender Identity and Expression Policy. It includes information about confidentiality and privacy, how to put a transition plan in place, College facilities, appropriate use of language, and useful resources.

2. Confidentiality and privacy

Transgender, intersex and non-binary learners and staff have the right to discuss their gender identity openly or to keep that information private. Respect the person's choice. Do not tell others about any individual's gender identity without their permission as to do so may violate their privacy and dignity. There is no legal obligation to reveal gender identity at work or in education. Information about an individual's gender identity may only have been disclosed to certain persons within Carlow College. When referring to people, use their indicated pronouns and name.

Exceptional circumstances may arise where a person's gender identity must be disclosed without their consent. This can include situations where there is fear for the immediate safety of a learner or staff member and information is disclosed in the context of securing medical help for the person.

3. Guidelines on Respectful and Appropriate Language

It is important to use appropriate language when discussing a person's gender identity and expression. Following is some information on the use of pronouns, what to do if you are unsure which pronoun to use, or if you make a mistake.

- If you are unsure of a person's indicated name, ask them.

- If you are unsure of the pronouns to use (e.g. he, she or they), first listen to determine how the person refers to themselves.
- If you are still unsure, use a gender-neutral approach; use the pronouns 'they' and 'their' in the singular sense or the person's name.
- As the College community adjusts to a change in a learner or colleague's name or gender identity, they may make mistakes. Adjusting to change is about respect rather than perfection. If you are unsure about how a person wishes to be addressed, ask politely in an appropriate setting, 'Excuse me, which pronoun do you use?' or 'Excuse me, how do you wish to be addressed?'
- If you accidentally use the wrong name or pronoun, apologise once and continue the conversation.

4. Glossary of Terms

Terms associated are constantly being updated related to gender identity and expression. For the purposes of this policy, please consult the resources at www.shoutout.ie for the most up-to-date glossary of terms.

5. Putting a Transition Plan in Place

Some transgender people go through a transition process during which they begin to live as the gender with which they identify, rather than the one assigned to them at birth. The transition process might include social and medical transitions. Social transition can include physical and / or legal changes, including coming out to classmates, colleagues and others; and changing one's appearance, name and pronouns. Medical intervention does not always occur but can include taking hormones and / or surgery. Carlow College will facilitate learners and staff who wish to put a transition plan in place to assist with transitioning in the College context. Learner and staff processes are outlined in the following sections.

6. Learner Transition Process

Any learner who wishes to put a transition plan in place should contact the Learner Information and Retention Officer (LIRO) – liro@carlowcollege.ie

A meeting(s) will be scheduled to work through a checklist (see Appendix 1.1) to agree on a transition plan. The aim of the meeting(s) will be to discuss the learner's wishes. The learner should review the checklist prior to meeting with the LIRO. The learner is welcome to bring a support person to meetings with the LIRO.

While transition is an individual journey, common elements often arise and the transition plan might include:

- The expected point or phase of change of name or other personal details;
- Who will need to be informed initially, and what level of information is to be provided initially in order to offer support and arrangements during the transition process;
- Whether the learner wishes to inform College staff and learners themselves or would prefer this to be done for them;
- Required amendments to College information, records and systems.

Learners should note that they are not required to provide specific medical information to the College (e.g. whether they are having surgery and what type). What is of interest to the College is whether or not the learner requires time off or accommodations to recover from medical treatment. Usually, a medical certificate provides sufficient evidence.

The meeting(s) and transition plan are confidential. The transition plan will be actioned with learner consent. It is important that the learner is comfortable with agreed actions. Learners can delay or refuse consent for actions, or later withdraw consent by contacting the LIRO.

The LIRO will check in with the learner at agreed intervals to review the transition plan or the learner is welcome to contact the LIRO to request a review.

6.1 Changing Records for Learners

Learners who transition may wish to be known by a different name and / or pronoun, and to have their gender identity recorded. Carlow College endeavours that such wishes will be facilitated, but the College's response will be different depending on whether or not the learner has official documentation of a name/gender change (that is, Gender Recognition Certificate, passport, deed poll).

Carlow College requires to record and use the learner's legal identity for various purposes, including but not limited to communication with the following external bodies:

- National Vetting Bureau (NVB).[3]
- State and other public bodies, including the Department of Social Protection, Health Service Executive, immigration authorities.

[3] The NVB does has a process whereby vetting applicants can disclose their previous gender/name to the NVB only and not reveal this data on the vetting application form. See https://vetting.garda.ie/help/faq#:~:text=The%20NVB%20does%20however%20have,the%20'Sensitive%20Applications%20Process' [accessed on 15 October 2024].

- Grant-awarding bodies (e.g. SUSI).
- References for study or work opportunities.

Therefore, the learner's legal identity must be recorded in the College's official systems but the College will facilitate recording and use of a learner's indicated name, gender identity and pronoun, where possible. New entrants must register with Carlow College using their legal identity, and they can afterwards use the *Gender Identity and Expression Policy* to put a transition plan in place.

Where has a learner has official documentation

Where a learner has official documentation regarding a name / gender change, they should send it to the Admissions Office and changes will be made to all relevant College systems. A new Student ID card will issue. Learners should note that:

- The Student ID Card is not a legal document. The College does not have any control over whether an ID Card is accepted as a form of valid identification anywhere outside of Carlow College.
- Learners should note that once a name change takes place, the College will correspond with the learner solely by reference to the updated record.
- The name on the learner's permanent address and term time address will be changed.
- Letters from the College will be addressed using only the learner's newly-recorded name.
- The Admissions Office will retain details of the identity under which the learner originally registered.

Where a learner does not have official documentation

If the learner does not have official documentation in respect of a name / gender change, they can use their indicated name and / or pronoun in the College setting (e.g. in class), and in the general College social setting. The learner should contact the LIRO to put a transition plan in place, and they will advise the learner about what is possible in the absence of official documentation.

Learners should note that while Carlow College is committed to facilitating use of an indicated name / pronouns, some College systems do not allow recording both a legal and indicated identity (which may be necessary in some cases). The College endeavours to update its systems to provide flexibility, where feasible.

Alumni

Parchments for accredited Carlow College programmes are issued by external validating bodies (QQI, SETU). Learners / alumni should correspond directly with the relevant validating body to apply for a name change on a parchment which has already been issued. The validating body will administer the application under its own processes.

7. Staff Transition Process

A staff member who wishes to put a transition plan in place should contact either the: Head of HR and EDI (hr@carlowcollege.ie) or their line manager. A HR staff member will be appointed to assist the staff member. The person assisting the staff member is referred to as 'designated contact' in this and the following section.

A meeting(s) will be scheduled to work through a checklist (see Appendix 1.2) to agree on a transition plan. The aim of the meeting(s) will be to discuss the staff member's wishes. The staff member should review the checklist prior to meeting with their designated contact. The staff member is welcome to have a support present at meetings with their designated contact.

While transition is an individual journey, common elements often arise and the transition plan might include:

- The expected point or phase of change of name or other personal details;
- Who will need to be informed initially, and what level of information is to be provided initially in order to offer support and arrangements during the transition process;
- Whether the staff member wishes to inform colleagues and learners themselves or would prefer this to be done for them;
- Amendments required to College information, records and systems

Staff members should note that they are not required to provide specific medical information to the College (e.g. whether they are having surgery and what type). What is of interest to the College is whether or not the staff member requires time off or accommodations to recover from medical treatment. Usually, a medical certificate provides sufficient evidence. The *Sickness Absence Management Policy* is also relevant here.

The meeting(s) and transition plan are confidential. The transition plan will be actioned with the staff member's consent. It is important that the staff member is comfortable with agreed

actions. The staff member can delay or refuse consent for actions, or later withdraw consent by contacting their designated contact.

The designated contact will check in with the staff member at agreed intervals to review the transition plan or the staff member is welcome to contact their designated contact to request a review.

7.1 Changing Records for Staff

Staff members who transition may wish to be known by a different name and / or pronoun, and to have their gender identity recorded. Carlow College endeavours that such wishes will be facilitated but the College's response will be different depending on whether or not the staff member has official documentation of a name / gender change (that is, Gender Recognition Certificate, passport, deed poll).

Carlow College requires to record and use the staff member's legal identity for various purposes, including but not limited to communication with the following external bodies:

- National Vetting Bureau (NVB).[4]
- State and other public bodies, including the Revenue Commissioners.

Therefore, the staff member's legal identity must be recorded in the College's official systems but the College will facilitate recording and use of a staff member's indicated name, gender identity and pronoun, where possible. All new employees must provide their legal identity to Carlow College, but can then use the *Gender Identity and Expression Policy* to put a transition plan in place.

<u>Where a staff member has official documentation</u>

Where a staff member has official documentation regarding a name / gender change, they should send it to Human Resources and changes will be made to all relevant College systems. Staff members should note the following:

- Once a name change takes place, the College will correspond with the staff member solely by reference to the updated record.
- Letters from the College will be addressed using only the staff member's newly-recorded name.

[4] The NVB does has a process whereby vetting applicants can disclose their previous gender/name to the NVB only and not reveal this data on the vetting application form. See https://vetting.garda.ie/help/faq#:~:text=The%20NVB%20does%20however%20have,the%20'Sensitive%20Applications%20Process' [accessed on 15 October 2024].

- Human Resources will retain details of the identity under which the staff member was originally contracted.
- All documentation is held on the employees file within the HR Department and only HR staff will have access to same.

Where a staff member does not have official documentation

If the staff member does not have official documentation in respect of a name / gender change, they can use their indicated name and / or pronoun in the College setting. The staff member should contact either the member of Human Resources or their Line Manager to put a transition plan in place, and they will advise the staff member about what is possible in the absence of official documentation.

Staff should note that while Carlow College is committed to facilitating use of an indicated name / pronouns, some College systems do not allow recording both a legal and indicated identity (which may be necessary in some cases). The College endeavours to update its systems to provide flexibility, where feasible.

8. Physical Facilities

Carlow College has two single toilets that are designated universal access and are available to all genders. They are located behind Reception and in the Student Resource Centre. Carlow College will not advocate for the replacement of all gender-segregated toilet facilities, which may hold cultural or religious significance. Carlow College has two changing rooms in the Student Resource Centre. When in use for matches, they are assigned to 'home' and 'away' teams, so they are gender-neutral.

9. Clubs, Societies and Sports

Transgender, intersex and non-binary people are subject to complex social pressures and Carlow College recognises that access to clubs, societies and sports can improve their wellbeing, and mental and physical health. Carlow College is committed to making its clubs, societies and sports inclusive for transgender, intersex and non-binary people. Current best practice is to allow learners who are or have transitioned access to clubs, societies and sports in accordance with their indicated gender, save for official competitions regulated by sporting bodies outside Carlow College's control that may not permit this.

Carlow College encourages its clubs, societies and sports to set out to include transgender, intersex and non-binary learners in their activities by default. This may include clubs, societies and sports working sensitively with transgender, intersex and non-binary learners to consider

how inclusion can be facilitated so that equity and safety co-exist. Clubs, societies and sports are responsible for ensuring that transgender, intersex and non-binary learners are not excluded from non-competitive sporting activities and events.

10. Dress codes

Clubs and Societies, conference organisers and staff should avoid enacting prescriptive dress codes for events, trips and presentations. Gender-neutral academic dress is worn for Carlow College conferring ceremonies.

11. Accommodation

Carlow College offers a small amount of residential accommodation, and is committed to providing accommodation that is affirming and safe for all genders. Bathrooms are usually assigned on a male or female basis to Lennon House residents. Persons applying to reside in Lennon House can note on the application form if they have a particular preference about bathroom facilities. Current residents can contact the Head of Facilities if they wish to apply for a change to bathroom assignments. Facilities in Lennon House are limited and it may not be possible to grant all such applications.

12. Forms, Surveys and Other Official College Documents

If it is necessary to request gender information on a form or survey, provide options other than male / female, if possible. This might include non-binary, other (state), and prefer not to say. In some cases (due to reporting requirements), it may be necessary for Carlow College to provide only male / female options. Ideally, forms requesting title should include 'Mx' when other options (e.g. 'Mr,' 'Ms') are provided. Gender information and titles should only be sought when they are necessary to the task in hand. It should be explained on forms requesting title and gender information what this information will be used for as this may affect how some people respond. Some IT systems may not facilitate inclusion of a range of title / gender identity options, but Carlow College is committed to updating its systems, where feasible.

Use gender-neutral language in official College documents, including policies, programme handbooks, forms and surveys. This includes that they / them / their are used instead of singular pronouns. Avoid using terms or expressions that reinforce antiquated or inappropriate attitudes or assumptions about gender. Providing opportunities for the optional inclusion of indicated pronouns can create a welcoming and respectful environment for gender minority learners and staff. For example, pronouns may be included in email signatures. At Carlow College-run events, space can be left on materials and name tags for the inclusion of pronouns. Revealing gender identity information should not be mandatory and no one should feel pressured to do so. Each proposed exercise to display gender

information should be evaluated discretely to protect the privacy, safety and dignity of learners, staff and others.

Appendix 1.1: Checklist to Consider When Discussing a Learner's Transition

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Checklist to Consider When Discussing a Learner's Transition

Meeting Date	
Meeting Location	
Attendees	
Learner's Indicated Name	
Learner's Indicated Pronouns	

TIMELINES	
If known, what is the timeline for changes?	
Name changes in social setting	
Change of records	

Use of facilities	
Other	

NAME CHANGES	
Which ID cards / name badges will need to be changed and when? Who will be required to do this? When will it happen?	
Carlow College Student ID Card	
Email Address / Moodle ID	
Other	
Official Certificates Previously Issued	
Payroll Details *(if applicable)*	
Disability / Counselling / Health Service (Nurse) / Financial Records	

Careers Office, International Office	
Online records (record of achievements, award ceremonies (e.g. scholarships, literary awards, etc.))	
Clubs and Societies Memberships	
Committee Minutes and Records	
Programme and Module Class Lists	
Conferring	
Other	

COMMUNICATION PROCESS
Who will inform the following and when?

Lecturers and Academic Advisors	
Work Placement Providers	
Club and Society Members	
Classmates	
Support Departments (e.g. Finance, Counselling, Nurse, Library, SRMS, etc.)	
Other	

MEDICAL TRANSITION
Will the individual require time off for medical treatment and recovery, or flexibility for the duration of the transition? If yes, is it known what dates apply?
Notes:

Are there any programme requirements (e.g. completion of assessments or placement, attendance) that may be affected by the person's absence for medical treatment? If yes, what will be done to ensure they remain on their programme of study, or can return when they have recovered?
Notes:

TRAINING
Will there be a need to arrange training and if so, what will be covered?
Notes:
Who will deliver this training?
Notes:
Will the learner be involved in training to share their experience and expectations?
Notes:

Who should be trained?
Notes:

SUPPORTS
What additional Carlow College supports or accommodations are available or required to support the learner through their transition ?
Notes:

LIRO Signature: _____

Learner Signature: _____

The LIRO is to send a copy of the completed checklist to the learner promptly after the meeting.

Appendix 1.2: Checklist to Consider When Discussing a Staff Member's Transition

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Checklist to Consider When Discussing a Staff Member's Transition

Meeting Date	
Meeting Location	
Attendees	
Staff Member's Indicated Name	
Staff Member's Indicated Pronouns	

TIMELINES	
If known, what is the timeline for changes?	
Name changes in social setting	

Change of records	
Use of facilities	
Other	

NAME CHANGES	
Which ID cards / name badges will need to be changed and when? Who will be required to do this? When will it happen?	
Carlow College Staff ID Card	
Other	
Which documents require replacement / amendment and will be required to do this?	
Email Address / Moodle ID	
All Staff Records and Databases	
Payroll (and banking details) ***(if applicable)***	
PRSA	

Online Records (e.g. Staff Directory, Articles, etc.)	
Committee Minutes and Records	
Programme and Module Class Lists	
Certificates (e.g. training attendance)	
Other	

COMMUNICATION PROCESS	
Who will inform the following and when?	
Colleagues (might include Programme Team, Support Departments, Committee Chairs / Secretaries, etc.)	

Work Placement Providers, Volunteer Placements	
Learners	
Other	

MEDICAL TRANSITION
If the staff member is, or will be, undergoing surgery, do they know when this will be?
Notes:
Are there any professional requirements or attendance requirements that may be affected by the person's absence for medical treatment? If yes, what will be done to ensure they remain in employment, or can return when they have recovered?
Notes:
Will the individual require time off for medical treatment and recovery, or flexibility for the duration of the transition?
Notes:

TRAINING
Will there be a need to arrange training and if so, what will be covered?
Notes:
Who will deliver this training?
Notes:
Will the staff member be involved in training to share their experience and expectations?
Notes:
Who should be trained?
Notes:

SUPPORTS
What additional Carlow College supports or accommodations are available or required to support the staff member through their transition (e.g. Employee Assistance Programme)?
Notes:

Signed by Designated Contact: _____

Signed by Staff Member: _____

The designated contact is to provide a copy of the completed checklist to the staff member promptly after the meeting.

Appendix 1.3: Contact Details for Staff and Learners

COLÁISTE CHEATHARLACH NAOMH PÁDRAIG
CARLOW COLLEGE ST. PATRICK'S

Contact Details for Staff and Learners

Staff Supports

The Employee Assistance Programme (EAP) is provided by VHI Corporate Solutions. The EAP is a Confidential & Specialist Information and Counselling service and is available 24 hours a day, 365 days a year. These services are also available for family members to avail of.

How can I access the EAP?

- You can free-phone 1800 995 955 or
- Email an enquiry to the specialist information service: eap@vhics.ie or
- Access the following link **https://vhi.healthhero.com** (enter Username: **Carlow Col** and the password is **XFLKIAXJ**)
-

Learner Supports

- Counsellor – counsellor@carlowcollege.ie 085 7564441
- Nurse – nurse@carlowcollege.ie
- Students' Union Welfare Office – suwelfare@carlowcollege.ie
- Students' Union Equality, Diversity and Inclusion Officer – welfare@carlowcollege.ie

Learners who feel they require additional support can contact any of the organisations listed in Appendix 1.

Queries

Any queries in relation to this policy content should be directed to:

Learners: Learner Information and Retention Officer, liro@carlowcollege.ie or

Human Resources, hr@carlowcollege.ie, Tel 059 9153293 / 05991453288

Staff: Human Resources, hr@carlowcollege.ie, Tel 059 9153293 / 05991453288

Appendix 1.4: Useful Resources

Useful Resources[5]

TENI – Transgender Equality Network Ireland

Transgender Equality Network Ireland (TENI) seeks to improve conditions and advance the rights and equality of transgender people and their families.

www.teni.ie / 01 873 3575

LGBT Helpline

LGBT Ireland provides access to a network of trained volunteers who provide a non-judgemental, confidential, listening support and information service for lesbian, gay, bisexual and transgender (LGBT) people as well as their family and friends.

www.lgbt.ie / 1890 929 539

Counselling & Services, Carlow College

This service provides confidential counselling to all learners registered with Carlow College and can help refer to external services, if required.

counsellor@carlowcollege.ie 059 9153225 Office/ 085 7564441 Mobile

Irish Human Rights and Equality Commission

The Irish Human Rights and Equality Commission is Ireland's national human rights and Equality institution. IHREC are an independent public body that accounts directly to the Oireachtas.

[5] The following Useful Information Document has been taken from www.shoutout.ie.

www.ihrec.ie / 01 90 245545

Citizen's Information

The Citizens Information Board is the statutory body, which supports the provision of information, advice and advocacy on a broad range of public and social services.

www.citizensinformation.ie / 0761 07 4000

Free Legal Advice Centre

FLAC is an independent human rights organisation dedicated to the realisation of equal access to justice for all.

www.flac.ie

ShoutOut

The island of Ireland's largest provider of LGBTQIA+ workshops to schools, which have been providing since 2012. Their volunteers travel around the island to tell stories, give participants information and ask questions concerning LGBTQIA+ related issues, and to address issues of bullying and discrimination in schools, youth groups, and workplaces.

www.shoutout.ie

BeLonG To

BeLonG To Youth Services is the national organisation supporting lesbian, gay, bisexual, transgender, and intersex (LGBTI+) young people in Ireland.

www.belongto.org/ 01 670 6223 (Monday-Friday from 9am-1pm & 2pm-5pm)

Parents & Guardians guide: www.shoutout.ie/parents-guardians-guide

This guide has been designed to give parents and guardians information on terminology and how they can support LGBTQIA+ young people, - whether they have LGBTQIA+ children or not.

Pronouns Guide: www.shoutout.ie/blog/pronouns

A quick how-to-guide to understand the importance and use of pronouns, with regards to someone's gender expression.

Equality for Children: www.equalityforchildren.ie

Equality for Children is an Irish organisation campaigning for equal rights for LGBTQ+ parents and families in Ireland.

IGLYO: www.iglyo.com

IGLYO – The International Lesbian, Gay, Bisexual, Transgender, Queer and Intersex (LGBTQI) Youth & Student Organisation is the world's largest LGBTQI youth and student network, counting more than 100 Member Organisations in over 40 countries across the Council of Europe Region.

INTO LGBT+ Teachers Group: www.into.ie

The INTO LGBT+ Teachers' Group supports and advances the cause of lesbian, gay, bisexual, and transgender primary school teachers in Ireland and advocates for LGBT+ inclusion in primary schools.

Intersex Ireland: www.intersexireland.org

Intersex Ireland is an advocate and support group for intersex people in Ireland.

MPOWER Programme: Mpower.hivireland.ie

The MPOWER Programme at HIV Ireland is a suite of peer-driven community-level interventions which aim to achieve a reduction in the acquisition of HIV and STIs and an overall improvement of sexual health and wellbeing among gay, bisexual and men who have sex with men (gbMSM).

SpunOut: www.spunout.ie

Spunout is Ireland's youth information website created by young people, for young people.

LGBTQ+ Helplines LGBT Ireland: www.lgbt.ie

Freephone on 1800 929 539

LGBT Ireland run the Transgender family support line, the National LGBT Helpline, and online chat support. Their website also lists local helplines at www.lgbt.ie/local-helplines

Dublin Lesbian Line: www.dublinlesbianline.ie

Call on 01 872 9911 Dublin Lesbian Line is a confidential support helpline, dedicated to providing rather excellent telephone support and online support to the LGBTQIA+ community. Don't be fooled by their name however, as they offer support to people all over Ireland.

The Switchboard: www.theswitchboard.ie

Call on 01 872 1055 The Switchboard offers support to the Irish LGBTQ+ community 365 days a year.

PRIDE www.dublinpride.ie

A not-for-profit organisation dedicated to raising awareness of the discrimination faced by LGBTQ+ people, promoting diversity and inclusion in society and championing equality for all people.

Appendix 2: Use of Name / Gender Information by Carlow College Functions

COLÁISTE CHEATHARLACH NAOMH PÁDRAIG
CARLOW COLLEGE ST. PATRICK'S

Use of Name / Gender Information by Carlow College Functions

This document aims to outline the uses made of learner and employee name and gender information across Carlow College functions. Its purposes are to assist learners and staff to understand the implications of using an indicated name / gender identity / pronouns, how College functions work together, who will have access to name / gender information, and to assist with the implementation of transition plans under the Gender Identity and Expression Policy. In general, an indicated name can be used in the College setting, but there are particular areas where legal name and biological sex are required. This document is indicative and is not intended to be exhaustive.

Where the term 'legal name' is used in this document it means the name that appears on the SRMS for learners and BrightHR for staff. The 'legal name' matches an official identification document presented to Carlow College. In some instances, gender identity and pronouns are also relevant.

Please refer to the live version of this document as it is subject to update at any time.

LEARNERS	
Academic Resource Office (Disability Service)	Legal name is used on many records, but indicated name is added in parentheses if the learner requests it. Learners are addressed and communicated with using their indicated name and pronoun. All teaching staff have access to reasonable accommodation records of all learners. Teaching staff only have access to reasonable accommodation records of learners on the programmes and stages that they teach on. As some Disability Service schemes are funded by external bodies, records are subject to audit.
Accounts Office	Bank accounts are opened in legal name. Therefore, legal name is used in the College's financial system. Where a parent or other relative pays a learner's fees, they log in and the College account will be in the learner's legal name. Receipts will issue in the learner's legal name. Where a third-party organisation pays a learner's fees, they pay into a bank account using the Student ID No. as a reference. Receipts will issue in the learner's legal name. Most College payments to learners are by EFT e.g. for scholarships. Any cheque will bear legal name. Any staff member who requests that a cheque is issued for a learner should inform Accounts of their legal name and ID No. to prevent confusion.
Assessments (includes assignments of all types, exam scripts, dissertations)	Depends on SRMS. Access: Admin, invigilator, externs, teaching staff

Class lists	Depends on SRMS. Class lists may be published on Moodle, available to learners registered on module and teaching staff.
Clubs and societies	Learners can use an indicated name in the context of membership of clubs and societies. Legal name is not needed.
Committees	Learners can use an indicated name and/or pronoun in connection with committee membership. The indicated name / pronoun will appear in minutes that arise from meetings, and committee members will be addressed and referred to by their indicated details at meetings and in written communications. Some minutes may be made available externally e.g. there may be a representative of an awarding body on the committee; learner names may be redacted when sent externally on some occasions e.g. in connection with programme reviews and validation.
Communications with Professional Regulatory Bodies	This includes, for example, CORU and the Teaching Council. Legal name would be used.
Conferring	Parchments will bear legal name (see the Transcripts and parchments section), but indicated name can be called out and published in the conferring booklet. There is a cut-off period of 4 weeks prior to Graduation. This should be notified to Academic Administration, Admissions Office and Office of the Registrar. Conferring is regarded as a public event e.g. it may be livestreamed and the conferring booklet is available to all attendees.

Counselling Service	Learners must provide their legal name to the Counselling Service. Learners can also record an indicated name on internal Counselling Service forms and Counsellors will address learners by their indicated name and pronouns. If a learner is referred externally to the Health Service Executive, their legal name must be sent.
Department of Social Protection (DEASP) returns	As prescribed by the DEASP. Legal name is used.
Garda vetting	The law requires that vetting applicants disclose all previous name to the National Vetting Bureau (NVB). However, the NVB has a process that allows vetting applicants to disclose previous gender / name to the NVB only and not reveal this data on the vetting application form. This is known as the 'Sensitive Application Process' and ensures that this data is not revealed to the organisation seeking vetting. The learner must phone the Sensitive Applications Team (0504-27300) to use the process. See https://vetting.garda.ie/ for further information.
HEA returns	As prescribed by the HEA. Carlow College makes anonymous, statistical returns to the HEA. Therefore, individual details are not returned, but biological sex is used to calculate how many male / female learners are registered.
Health Service (Nurse)	Learners must provide their legal name to the Health Service. Learners can also record an indicated name on internal Health Service forms and the Nurse will address learners by their indicated name and pronouns. The Health Service may also contact the learner's own surgery in an emergency situation. Legal name is used in this scenario. Learners may organise appointments with an external GP surgery in

	Carlow via the Health Centre. The surgery uses legal names on all documentation but they will use an indicated name when addressing the learner, if requested.
Internal ceremonies e.g. awarding of scholarships	Indicated name can generally be used although any payment made to the learner will be in their legal name.
International Office	Legal name (as recorded on passport) is required for communication with immigration authorities.
Joint registration with another higher education institution	Some Carlow College learners may additionally be registered with another higher education institution due to programme requirements (e.g. SETU). Carlow College can assist learners who wish to change their name / pronouns / gender identity in the SETU context. SETU will administer applications under their own processes.
Learner profiles (e.g. on College website)	Indicated name can be used. Profiles should be regarded as available to the public at large.
Legal requirements	College records may be released externally due to various legal requirements e.g. Freedom of Information (FOI) requests, requests under data protection laws, search warrant, legal discovery etc. A release of records under the FOI Act is considered a release to the world in general and not just individual who submitted the request. This means that records released under the FOI Act can be published.
Library	Indicated name can be used on the Heritage system and Library forms if the indicated name is on the Student ID card.

Literary Awards	Learners are welcome to enter the annual Carlow College Literary Awards using either their legal or indicated name. Whichever name is chosen will be used by the College for all purposes associated with the Literary Awards e.g. the names of shortlisted entrants and winners are published on the College website; photographs of named winners may be published on the College website and released to local media.
Microsoft 365	Indicated name can be used. Some users choose to add their photograph to their Microsoft 365 profile, and their gender identity to their email signature. Note that email is Carlow College's primary communication system and emails may be forwarded to persons other than initial recipients, including externally.
Moodle	Indicated name can be used.
Papercut	Indicated name can be used.
Photographs	If your photograph is taken for publication (e.g. College social media, website, prospectus, release to media) and you are to be named, the name you choose will be used.
Placements	Learners are to use their legal name when signing placement agreements. If a learner wishes to be known by an indicated name and / or use indicated pronouns while on placement, this can be noted on agreements / covering email and / or the College can follow up with the host organisation at the learner's request. Some host organisations may conduct Garda vetting themselves. Please see the Garda vetting section for further information.

QQI returns	As prescribed by QQI. The learner's legal identity (name, biological sex) are used for entries in the QBS system administered by QQI.
References	This refers to references requested by learners for further study or work opportunities. Legal name is used.
Registration with Carlow College	All new entrants must register with their legal identity (name and biological sex) and provide official identification that matches these details. This legal identity is recorded on the Student Record Management System (SRMS), Quercus. Following registration, learners can apply under the Gender Identity and Expression Policy to have an indicated name and gender identity added to their profile.
Social settings	Learners can request that the College community use their indicated name and / or pronouns.
Sports	External bodies regulate competitive sporting fixtures. Carlow College abides by their rules.
SRMS	TO BE UPDATED
Student ID card	DEPENDS ON SRMS. Learners can choose to update the photograph on their ID card.
SUSI returns, and to other grant-awarding bodies	As prescribed by the grant-awarding body. Legal identity is used.

Transcripts and parchments	Parchments will bear the learner's legal name in line with the processes of awarding bodies. Legal name is used on Carlow College transcripts as learners may need to present transcripts that match their parchment for further study and work opportunities.

STAFF	
Accounts Office	Bank accounts are opened in legal name. Therefore, legal name is used in the College's financial system. Staff can use an indicated name on internal forms administered by Accounts e.g. travel and subsistence.
Committees	Staff can use an indicated name and / or pronoun in connection with committee membership. The indicated name / pronoun will appear in minutes that arise from meetings, and committee members will be addressed and referred to by their indicated details at meetings and in written communications. Some minutes may be made available externally e.g. there may be a representative of an awarding body on the committee.
Communications with Professional Regulatory Bodies	It may be necessary to use legal name.
Conferring	Indicated name may be used e.g. to introduce a staff member presenting an award. Conferring is regarded as a public event e.g. may be livestreamed.

Garda vetting	The law requires that vetting applicants disclose all previous name to the National Vetting Bureau (NVB). However, the NVB has a process that allows vetting applicants to disclose previous gender/name to the NVB only and not reveal this data on the vetting application form. This is known as the 'Sensitive Application Process' and ensures that this data is not revealed to the organisation seeking vetting. The staff member must phone the Sensitive Applications Team (0504-27300) to use the process. See https://vetting.garda.ie/ for further information.
HEA returns	As prescribed by the HEA. Carlow College makes anonymous, statistical returns to the HEA. Therefore, names are not returned but sex is used to return how many male and female people are employed.
Human Resources	All employee files are kept in the staff member's legal name. All internal documents may be completed using the staff member's indicated name. Legal name used in all communications with external parties e.g. Revenue etc. Legal name used on Bright HR.
Legal requirements	Staff should note that College records may be released externally due to various legal requirements (e.g. Freedom of Information (FOI) requests, requests under data protection laws, search warrant, legal discovery etc.). A release of records under the FOI Act is considered a release to the world in general and not just individual who submitted the request. This means that records released under the FOI Act can be published.
Library	Indicated name can be used on the Heritage system and Library forms.

Microsoft 365	Indicated name can be used. Some users choose to add their photograph to their Microsoft 365 profile, and their gender identity to their email signature. Note that email is Carlow College's primary communication system and emails may be forwarded to persons other than the initial recipients, including externally. For staff, Microsoft 365 uses two types of staff name (1) display name (2) user name. (1) Display Name – This is the name shown on mails and when a user logs in on a network machine. These can be changed without issue. (2) Username – This is the name that generates the account and email mailbox by synching with other services. If this is changed, a new account is generated and the old username account is lost. IT can manually move mails and files to the new account and place the new mail address on relevant mailing lists. However any links to shared files will be lost, as well as any Teams group membership. Example: **From:** john smith <jsmith@carlowcollege.ie>
Moodle	Indicated name can be used.
Office door labels	Indicated name may be used.
Papercut	Indicated name can be used.

Photographs	If your photograph is taken for publication (e.g. College social media, website, prospectus, release to media) and you are to be named, the name you choose will be used.
References	This refers to references requested by staff for further study or work opportunities. Legal name is used.
Social settings	Learners can request that the College community use their indicated name and / or pronouns.
Staff card (car park, doors)	Indicated name may be used. Staff can choose to update the photograph on the card.
Staff profiles (e.g. on College website)	Indicated name can be used. Such profiles will be available to the public at large. If you elect to have a photograph published with your profile, this can be updated at your request.