



A toolkit for mentors working with trans young people

We want Empowering Enterprise to be a welcoming project for all, whatever their gender. We have created this toolkit for mentors who are working with a young person with a trans history or who is currently transitioning. It includes guidance on how to complete project paperwork where there may have been a change in name or gender; advice on language and it also signposts you to a range of resources and support networks that could be useful to you or your mentee.

We are grateful to the participants and mentors on the project who have contributed to this toolkit to make sure that our advice is appropriate but if you think we have missed something or if you have any questions please contact empoweringenterprise@petroc.ac.uk.

Even if you are not an Empowering Enterprise mentor, there should be plenty of useful information here so skip ahead to page 3 and start there.

Paperwork Guidance

The core principal here is that the young person should be accepted with the name and gender that they feel most comfortable with. We have identified 2 points when this might have an impact on how you complete project paperwork: during the induction process if the young person has a trans history, or later on in the project if they change the name or gender that they go by.

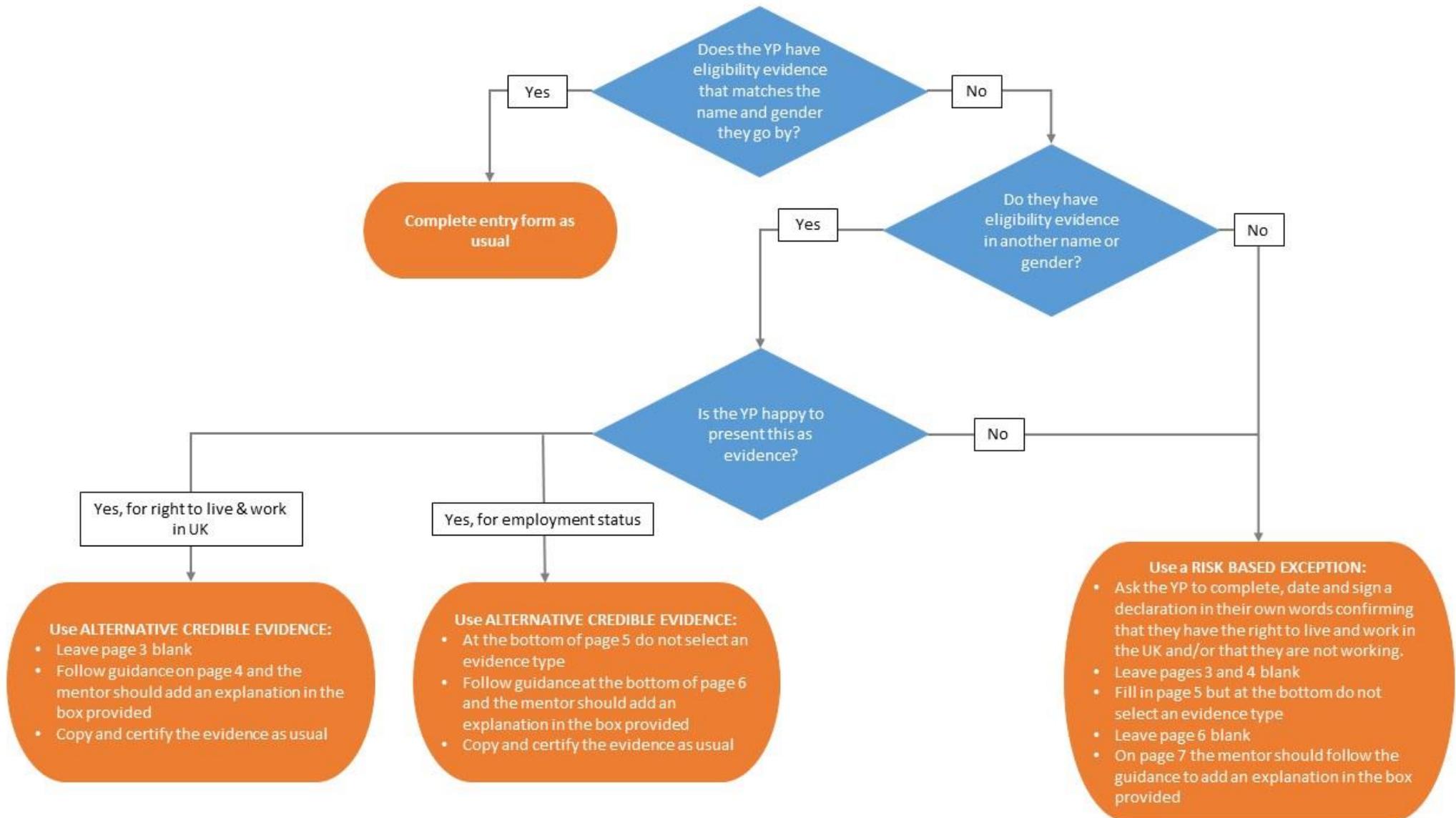
The induction process and entry form

If a young person is transitioning it may mean that their identification documents or their Universal Credit account use a different name. We can still use this as evidence, but some participants may not be comfortable presenting this as it refers to a person they no longer identify with. This is not necessarily a problem, but we need to make sure that we complete the paperwork so that it explains the situation. Use the diagram overleaf to work out which sections of the entry form need to be completed.

Participant amendment form

If a young person changes the name or gender they go by whilst you are working with them they just need to complete an amendment form. We have recently updated this form so that it does not require them to fill in their old name (or dead name, as it can sometimes be referred to). This must identify the key pieces of information that are changing so that we can update them on the PDRS, but there is no need to ask for a reason or any additional documentation or 'proof' of this change and if they have a new signature, they can use this to sign the form. Once this is done it means that all further paperwork including session logs and their exit paperwork can be completed with the new name and signature.

Start with the question at the top and work down to work out which options are most appropriate to use on the Entry Form.



Finding the right language

Discussions about gender may come up at any point as you work with a young person. There are many different terms used around trans identities, which can often be the cause of confusion. Mentors may be afraid of getting it wrong, especially when they are trying to build trust with someone they have only just met. We have worked with some of the young people on Empowering Enterprise to put together some useful tips on questions to ask.

- When you are filling in paperwork, do not make any assumptions on which box anyone wants to tick when it comes to gender. If they specify *Other* this could be an opportunity to ask ***Can you help me understand how you identify?*** This might bring up that they are gender fluid or non-binary.
- ***What is your preferred name?*** This is a good way of acknowledging that the young person may not want to use the name they were given at birth, often referred to as a dead name. Empowering Enterprise will use the participant's preferred name but you may need to have conversations about legally changing the name or using the dead name in some situations. There is more advice on this in the final section of this toolkit.
- This is also a good time to ask ***What pronouns should I use?*** This means do you use he/she or they/them. Someone who is non-binary for example would most likely prefer they/them.
- Make it clear to the young person that if you make a mistake that they should feel comfortable to speak up and point it out: ***If I use the wrong name, gender or pronoun please feel free to correct me.*** And it could be worth asking whether they would want you to gently correct anyone else if they make a mistake, for example in a group session or when speaking to a JCP Work Coach.
- Some participants might want to talk about their gender on one day but not another; they may be happy to say they identify as another gender one day and not another, especially if they are just telling people in their family or if their family is not happy about it.
- Non-binary identities can be fixed or fluid. Someone who is gender fluid could change the way they express their gender whilst you're working with them. An indication of their preference on a particular day could be the way they dress, but it would be good practice to ask a non-binary participant what pronoun they would prefer at that time.
- If someone has disclosed that they are transgender, you may wish to let them know that you could support them with gender transition for example helping them contact their GP. A way of introducing this into conversation could be ***Have you been in touch with the gender clinic?*** It is useful to know that for the South West, the only clinic is based in Exeter. Don't feel you need to ask this straight away or even at all, and remember that some people may not want to have medical intervention.
- Once you have filled in any paperwork and are happy that you understand how you can best support the participant, there is no need to refer to their gender any further unless it's something they bring up to discuss. A lot of people can assume that being transgender creates issues for a young person but it's not an issue in its own right unless the young person sees it that way.

Glossary

Here's a guide to a few terms that you might come across working with a trans person. You can find more detailed lists via [Stonewall](#) or [Pink News](#). But don't forget that identity is not limited to a pre-existing list; some people create their own labels.

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 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.

TRANS MAN A term used to describe someone who is assigned female at birth but identifies and lives as a man. Some people can find this term confusing so you may prefer to avoid this and could be more specific by using FTM, an abbreviation for **FEMALE-TO-MALE**.

TRANS WOMAN A term used to describe someone who is assigned male at birth but identifies and lives as a woman. Some people can find this term confusing so you may prefer to avoid this and could be more specific by using 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. This may include medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning might also involve telling friends and family, dressing differently and changing official documents.

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 feels uncomfortable 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. 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 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.

PRONOUN Words we use to refer to people's gender e.g. '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.

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.

QUEER Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. In the past it was used as an insulting term so some people may find it offensive but more recently it has been reclaimed as a positive word.

NON-BINARY Identifying as either having a gender which is in-between or beyond the two categories 'man' and 'woman', as fluctuating between 'man' and 'woman', or as having no gender, either permanently or some of the time.

Useful resources

This video is a great conversation starter and busts some common myths and mistakes that people make when talking to trans people:



Healthwatch Devon have made this film about how young people dealing with gender identity and the importance of making connections in person:



These national organisations have good websites with a wide range of resources:

<http://genderedintelligence.co.uk/>

<https://mermaidsuk.org.uk/for-over-19s.html>

<https://www.stonewall.org.uk/truth-about-trans>

<https://www.glaad.org/transgender/allies> Although this site is American it has some really good advice on how to be a good ally to transgender people

<https://www.genderbread.org/> An interesting look at how to break down the complicated subject of gender, sex and sexuality. Potentially useful for group discussions about gender and identity.

The following organisations can provide support here in Devon, including opportunities to connect with other young people:

<https://www.proud2be.org.uk/>

<https://www.intercomtrust.org.uk/>

<http://www.lgbtqyouthdevon.org.uk/>

+

For many things in daily life, there is no formal or legal process to go through to be recognised as trans but there will be some situations when a young person may want to make changes or will need to acknowledge their trans history. It can be difficult to navigate the wide range of information out there and get to the facts, but we hope that these links will help:

Legally changing name

Many transgender people may not go through to process of legally changing their gender but will want to live with a different name to the one they were given at birth. A name can be changed using a statutory declaration or deed poll. It is important to understand a few things here:

- **What is a deed poll?** A deed poll is simply a document that states that "*I, [old name] of [address] have given up my name [old name] and have adopted for all purposes the name [new name]. Signed as a deed on [date] as [former name] and [new name] in the presence of [witness name] of [witness address],*"
- **Where do I get one?** There is no one place where you have to get your deed poll from, and there is no one place where you have to register your name change – this means that when you hit Google there are lots of competing websites trying to offer their services. You can make your own for free (check out government advice on what this needs to include (<https://www.gov.uk/change-name-deed-poll>), or use a website who will do this for free <https://freedeedpoll.org.uk/>. You do not have to pay for a deed poll.
- **What about being enrolled and unenrolled?** If you want to enrol your deed poll, this does cost money and means that you're putting your new name on public record. There is no specific requirement for you to do this, but you may find that some organisations prefer an enrolled deed poll if you are changing the name on your record. According to this [article](#) many banks and the DVLA would be happy with a signed print out of an unenrolled deed poll but best to check directly.

Legally changing gender

A Gender Recognition Certificate (GRC) is a document that legally changes the holder's gender from male to female or vice versa. It allows trans men or trans women to have the right gender on their birth certificate. Currently, in order to get a GRC, trans people have to get a medical diagnosis of 'gender dysphoria'. They also have to live in their 'acquired gender' for two years and provide evidence for this. This process is controversial and considered by some as humiliating as it treats gender dysphoria as a mental illness and decisions are determined by a panel of people who never meet the applicant. Further guidance on applying is here: <https://www.gov.uk/apply-gender-recognition-certificate>

Changing titles

Most titles (such as Mr, Ms, Miss, Mrs and the gender neutral title Mx) are not controlled by law in the UK. You can change your title to any of these without doing anything special and without any documentation. Organisations should therefore update your title on request, and if you are only changing your title (and not your name) then you can just write to organisations to ask them to update their records. You can use any of these titles regardless of your legal gender.

Changing documents like a driving license or bank details

Gendered Intelligence have good information on the different documents that someone might change, whether that is to change name or gender. Some of these may not require a Gender Recognition Certificate but would accept a self-identified change in gender supported by a letter from a health professional. <http://genderedintelligence.co.uk/projects/kip/transitioning/docs>

Applying for jobs

Not having a GRC should be no barrier to applying for jobs using a new name or self-identified gender. However, documentation using the dead name may be required if for example there are security checks that have to be done. Any information arising from these checks that could reveal a person's trans history must be restricted to the staff whose specific duties are involved, and who must understand the need for complete confidentiality. Gender assignment is a protected characteristic under the Equality Act 2010 so no trans person should suffer discrimination in the workplace; here is a useful overview of trans people and their employment rights: <http://genderedintelligence.co.uk/projects/kip/work>