

SUPPORTING GENDER TRANSITION AND CHANGE OF NAME POLICY

Help for non-English speakers

- take positive action to eliminate discrimination or harassment of students on the basis of their sex, gender or sexuality.

Gender Affirmation Student Support Plan

Keysborough Secondary College will work with students affirming their gender identity to prepare and implement a 'student support plan'. The plan will be developed in consultation with the student and their parents or carers, where possible, and will be reviewed periodically to ensure that it reflects the needs of the student at the different stages of their transition, and at the different stages of their education. The 'student support plan' will be practical in focus and meet the needs of the student, family and College (see Appendix A).

Keysborough Secondary College will ensure that the 'student support plan' will be underpinned by the following four principles:

- **Student-centred**
the 'student support plan' will focus on prioritising student voice and agency throughout planning and decision-making processes
- **Privacy and confidentiality**
the 'student support plan' will focus on safeguarding personal information so that it is not shared without the consent of the student and their family
- **Family-focused**
the 'student support plan' will focus on working in partnership with parents and carers to support the student affirming their gender where possible
- **Whole school approach**
the 'student support plan' will focus on implementing a whole of school approach and strategy that will promote inclusion of trans and gender diverse students

Keysborough Secondary College will also ensure that the student is at the centre of creating their own support plan, and consulted in all decision making.

In preparing the support plan, Keysborough Secondary College will consider the following:

- catering to the students' affirmed gender identity
- that the support plan reflects this policy
- adopting a common-sense approach

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Naming and other enrolment details on CASES21

- The student's name needs to be entered into CASES21 as evidenced on their birth certificate.
- Keysborough Secondary College will record the student's gender affirmed name (if different from their name on their birth certificate) is documented in CASES21 as their '**preferred name.**'
- Staff will be briefed on the need to use the students 'preferred name' at all times and on all student documentation (reports, correspondence and other documentation as required).

Recording gender – for transgender students

- The student's gender recorded on CASES21 needs to be their affirmed gender. That is, if they iand on aln alnd o ()TJ0.8

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Appendix A

Keysborough Secondary College Practice guidance	
<i>Documents and records</i>	<ul style="list-style-type: none">names, pronouns and gender identifiers changed on all records and school documents and CASES21changes to student records should be made on school systems in accordance with the Privacy Act 2014 (Cth) and the Information Privacy Principles (IPPs) set out in the Privacy Act 2014 (Cth) and the Information Privacy Principles (IPPs) set out in the Privacy Act 2014 (Cth).