**LGBTQI+ policy**

**Statement of intent**

All Children at Knightwood Kids Club are entitled to after school care that is free from discrimination and harassment, regardless of their sexual orientation or gender identity.

The environment in which our children engage should be supportive, safe and welcoming to diversity amongst sexuality and gender. Equally, all staff are entitled to a safe and welcoming workplace in which they are not discriminated against or treated unfairly.

This policy has been created with an aim to consistently reduce stigmatisation, and improve the educational integration, of individuals who identify as lesbian, gay, bisexual, transgender, queer, or other protected identities (LGBTQI+). Throughout this policy, we will refer to individuals under the transgender umbrella, such as transgender men, transgender women, and non-binary people, as “trans” to prevent any form of labelling that may be incorrect or insensitive. Knightwood Kids Club is committed to valuing, respecting and understanding individuals’ differing sexualities and gender identities, as well as providing continuous support.

This policy aims to:

1. Create and foster an environment that is free from harassment and discrimination, regardless of sex, gender identity, sexual orientation or gender expression.
2. Promote healthy communication between staff, children and parents to support the successful education, development and wellbeing of all children, and the inclusion and wellbeing of all staff.
3. Adhere to relevant statutory legislation concerning bullying, harassment and discrimination. All staff, parents and Children will work together to eradicate any instances of discrimination, harassment or bullying, including any that relates to a person’s sexuality or gender identity, in our Afterschool Club.

Knightwood Kids Club is dedicated to providing appropriate tailored measures of support for any LGBTQI+ individual who should require it.

**Legal Framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

1. Human Rights Act 1998
2. Gender Recognition Act 2004
3. Equality Act 2010
4. Education Act 2011 DfE (2018) ‘Gender separation in mixed schools’

This policy operates in conjunction with the following afterschool club policies:

1. Anti-bullying Policy
2. Behaviour Policy
3. Complaints Procedures Policy
4. Disciplinary Policy and Procedure
5. children’s Code of Conduct
6. Staff development policy

Please note: everyone’s connection to, and labelling of, their identity is an individual, personal matter, so it is important to recognise that different people will have different definitions of their identity that may vary from the definitions provided below. The terms and definitions below are also not an exhaustive list of how LGBTQI+ people may refer to their identities. The term “lesbian” is used to describe a person who is romantically, sexually and/or emotionally attracted to people of the same sex or gender as themselves, and is usually used to describe a woman who is attracted to women. The term “gay” is used to describe a person who is romantically, sexually and/or emotionally attracted to people of the same sex or gender as themselves, and can be used to describe a man who is attracted to men or a woman who is attracted to women. The term “homosexual” is used to describe a person who is romantically, sexually and/or emotionally attracted to people of the same sex or gender as themselves. This term is usually only used in formal contexts. Please note that “homosexual” should only be used as a verb; using “homosexual” as a noun can be considered offensive due to its social and historical connotations.

The term “bisexual” is used to describe a person who is romantically, sexually and/or emotionally attracted to people of more than one sex or gender. The term “trans” is used to describe several identities within the gender identity spectrum other than cisgender men and cisgender women. “Trans” is often used as an umbrella term referring to transgender people, including trans men and trans women, non-binary people, and other non-cisgender identities. The term “transgender” is used to describe a person whose gender identity is different from the sex they were assigned at birth, usually: A trans man who was assigned female at birth (AFAB). A trans woman who was assigned male at birth (AMAB). A non-binary person who was AFAB or AMAB. The term “queer” is used as an umbrella term to describe several sexual and gender identities that are not heterosexual or cisgender. Please note that, as the term “queer” can also be used derogatorily, additional sensitivity may be required when using this term. The plus (+) in LGBTQI+ is used to represent several other identities under the LGBTQI+ umbrella. Some of the identities represented by the plus include: “Asexual”, a term used to describe a person who does not experience sexual attraction or has low interest in sexual activity. “Pansexual”, a term used to describe a person who is romantically, sexually and/or emotionally attracted to people regardless of sex or gender. “Intersex”, a term used to describe a person born with variations in sex characteristics such as chromosomes, hormones, or genitalia that do not fit the definitions of ‘male’ or ‘female’. The term “heterosexual” is used to describe a person who is romantically, sexually and/or emotionally attracted to people of a different sex or gender to themselves and is usually used to describe a man who is attracted to women or a woman who is attracted to men. This term is usually only used in formal contexts – the more informal term for heterosexual is “straight”. The term “cisgender”, often shortened to “cis”, is used to describe a person whose gender identity is the same as the sex they were assigned at birth, usually: A cis man who was AMAB. A cis woman who was AFAB. The term “transition” refers to the process during which a person transitions from the sex they were assigned at birth to the gender with which they identify. This process may involve any of the following actions: Living as their gender openly using a name different from their birth name. Using pronouns different from those associated with the sex they were assigned at birth, e.g. someone who was AMAB using she/her or they/them pronouns, wearing clothing consistent with their gender, Undergoing medical treatment or procedures, e.g. hormone therapy.

Please note that transition does not have to involve medical procedures, nor any of the above actions, to be valid or complete, and is defined by the needs and wishes of the individual transitioning. The phrase “coming out” is the process through which an individual, after recognising that they are a member of the LGBTQI+ community, chooses to disclose their identity to others. This can range from coming out to a limited number of people, such as their close friends and family, to expressing their identity openly across their whole life. LGBTQI+ individuals may also be “outed”. This term refers to the process in which an individual’s identity as an LGBTQI+ person is disclosed without their consent. Although this can happen accidentally, e.g. through a conversational error or miscommunication, people are often outed on purpose for malicious reasons.

Examples of outing can include: Revealing explicitly that a person is LGBTQ+ to people who do not know this – for example, telling a pupil’s parents, teachers, or friends that the pupil is LGBTQI+, or for a member of staff, telling pupils or other staff.

Revealing implicitly or suggesting that a person is LGBTQI+ to people who do not know this – for example, using a trans person’s correct pronouns in front of other people before they have come out, or referring to a lesbian, gay, or bisexual person’s partner before they have come out.

Revealing explicitly or implicitly that a person is LGBTQ+ on a public platform, e.g. social media. Roles and responsibilities

**All members of Knightwood Kids Club will be responsible for:**

Respecting all individuals’ right to express their identity.

Respecting all individuals’ right to privacy and not disclosing a person’s LGBTQI+ identity to any children, staff, parents or third parties without their permission. The governing board will be responsible for:

Evaluating and reviewing the success of support available to LGBTQI+ individuals on a termly basis.

Evaluating and reviewing this policy, and ensuring it is non-discriminatory (To be Confirmed).

**The manager and deputy manager will be responsible for:**

Discussing the support in place for LGBTQI+ children and staff, and how successful it has been, with the committee

 Where appropriate, gaining feedback from LGBTQI+ Children and their parents on the support in place and feeding this information back to the committee. Meetings will only be organised with the consent of the child.

Gaining feedback from staff on the support in place and feeding this information back to the governing board.

 Making any necessary and appropriate changes to the support available to ensure the happiness and development of the individual.

Conducting regular training sessions to ensure all staff are aware of their responsibilities and well-informed about LGBTQI+ issues.

Reviewing and amending this policy, considering new legislation, new and updated government guidance, and previously reported incidents to improve procedures.

Keeping a record of any reported incidents and working to put measures in place that prevent these reoccurring.

Ensuring that amendments are made to the management information system (MIS) to reflect the names individuals use.

Ensuring that staff and pupils know and use the correct names and pronouns for all individuals.

Adopting secure controls on sensitive personal data, ensuring all data is accurate, secure, and is processed fairly and lawfully.

Developing a response for when an LGBTQI+ individual comes out, is outed, or experiences bullying.

**All staff will be responsible for:**

Being alert to possible harassment of LGBTQI+ children and staff, both inside and outside of the school, and dealing with incidents of harassment and discrimination as the highest priority.

Ensuring they meet the unique needs of LGBTQI+ children and colleagues and assessing any measures put in place on a case-by-case basis.

 Conducting themselves in a way to ensure LGBTQI+ individuals feel safe and comfortable at kids club, e.g. ensuring they use the correct pronouns.

Making sure children know and understand about diversity and difference and explaining the importance of respecting and understanding of others.

 **The management will be responsible for:**

 Ensuring staff understand how to react to instances of prejudice-related bullying.

Reviewing the relevant kids club policies and procedures to ensure they cater for the individual needs of LGBTQ+ people, e.g. policies regarding the use of changing rooms and toilets.

 Conducting meetings with LGBTQI+ children, if and when the child feels necessary, to ensure they feel safe and happy at Knightwood Kids Club

Being a supportive and informative professional for LGBTQI+ children’s families, to help them understand and support the children in question.

 Providing LGBTQI+ individuals with information and guidance on where they can seek specialist advice and support.

Ensuring all staff understand the mental health difficulties that LGBTQI+ individuals may face.

Liaising with staff to establish support mechanisms to help LGBTQI+ individuals during their time at kids club.

 **Children will be responsible for:**

 Treating their peers and after school staff with respect.

 Reporting any prejudicial incidents to a responsible adult.

 Adopting an understanding and open-minded attitude to difference.

 Prejudice-related bullying

 Any incidents that occur will be reported to the manager and recorded in line with the Anti-Bullying Policy for pupils or the staffing Policy for staff. Those managing prejudice-related incidents will also have due regard for the Kids Club’s Equality, Diversity and Inclusion Policy and Staff Equality, Diversity and Inclusion Policy.

**Terminology and language**

children will be educated on the appropriate language to use when referring to LGBTQI+ people and matters.

Staff will be trained on the appropriate language to use when referring to LGBTQI+ people and matters. In both cases, instances of inappropriate language use will not be tolerated.

Children and staff will be encouraged to be sensitive if enquiring about an individuals’ sexuality, gender identity, or any related matters, e.g. pronouns, and urged too only do so where appropriate.

**Staff training**

All members of staff will undergo training on a termly basis through whole-staff meetings with a qualified professional, which will:

1. Ensure all staff are aware of, and comply with, current legislation and government recommendations.

2.Ensure all staff are aware of their responsibilities and how they can support LGBTQI+ individuals.

3. Provide support for staff incorporating LGBTQI+ matters into the curriculum.

4.Provide support for staff responsible for managing any discrimination based on gender identity or sexual orientation.

5. Provide up-to-date information on terms, concepts and current understandings of gender identity, gender expression, gender diversity and sexual orientation, including in children.

6. Develop appropriate strategies for communication between parents, staff and pupils about any issues related to gender identity, gender expression and sexual orientation

**Use of toilets, changing rooms and general school environment**

Knightwood Kids Club will ensure that trans individuals are able to access the toilet and changing facilities that correspond with their gender identity. Any child who faces discomfort using a shared changing space will be provided with a safe and non-stigmatised alternative, e.g. a separate changing schedule or area. All pupils and staff will be made aware of designated safe spaces within the school where they can discuss gender, sexuality and LGBTQI+ matters without fear of discrimination.

**Changing names and gender on documents**

On unofficial documents, e.g. registers,Knightwood Kids club will use the names individuals wish to use. Where appropriate, the manager will discuss with the trans individual if and how they would like to notify others about their name and gender. At no point will any member of staff disclose information regarding an LGBTQI+ person’s gender identity, gender expression or sexuality, unless instructed to do so by the individual, or in the interest of their safety.

**Prejudicial bullying**

 “Transphobia” refers to the irrational fear, hatred or abuse of individuals based on their actual or perceived gender identity, i.e. trans individuals and non-trans individuals perceived to be non-cisgender. Any individual who is described as being transphobic may deliberately and directly harass or disrespect someone who is trans, e.g. by purposely using the incorrect pronouns. Transphobia can be carried out by intentionally misgendering someone. The term “misgender” describes the act of addressing or referring to a person in a way that does not correctly reflect their gender, e.g. by using the incorrect name, pronouns, gender label, or gendered term.

 “Homophobia” refers to the irrational fear, hatred or abuse of individuals based on their actual or perceived sexual orientation, i.e. gay individuals and non-gay individuals perceived to be non-heterosexual. Any individual who is described as being homophobic may deliberately and directly harass or disrespect someone who is gay, e.g. by using slurs.

 “Biphobia” refers to the irrational fear, hatred or abuse of individuals based on their actual or perceived sexual orientation, i.e. bisexual individuals and non-bisexual individuals perceived to be bisexual. Any individual who is described as being biphobic may directly and deliberately harass someone who is bisexual, e.g. by suggesting bisexuality is “a phase”.

**Knightwood Kids Club will not tolerate prejudice-related bullying of any description.**

Transphobic, homophobic and biphobic incidents are often emotionally harmful and must be dealt with as seriously as other bullying incidents. All transphobic, homophobic, and biphobic incidents should be tackled in a way that centres on supporting the victim and managing any future incidents of anti-LGBTQI+ behaviour.

 Bullying someone based on their perceived or actual identity, gender, sexuality or behaviour is discriminatory and will be handled in accordance with the club’s Anti-bullying Policy and Behaviour Policy for pupils, or the club’s Grievance Policy and Disciplinary Policy and Procedure for staff.

 Knightwood Kids Club recognises that those who are victims of bullying related to LGBTQI+ prejudice may not identify as LGBTQI+.

Any occurrence of prejudice-related bullying will be reported to a member of staff, who will raise a concern with the manager. This will be done in line with the Club’s Grievance Policy if the incident involved a member of staff.

The manager will decide whether it is appropriate to notify the police or anti-social behaviour coordinator in the LA of the incident and the school’s response. children and staff will be informed that prejudicial language will not be tolerated inside or outside of the school. The club will ensure that there are private spaces available within the school for individuals to discuss concerns, if they feel that they are, or someone else is, being bullied because of their gender, gender expression, gender identity or sexual orientation.

 Should an incident occur, the perpetrator will be informed that this behaviour will not be tolerated, and will be encouraged to reflect on the way their behaviour affects others. children will be reprimanded in accordance with the Behaviour Policy.

 Staff will be reprimanded in accordance with the Disciplinary Policy and Procedure. If a child persists with prejudicial bullying in the setting the staff will remove the child from the situation and discuss the behaviour in further detail with the manager, who will decide which sanctions are necessary. This may include inviting pupils’ parents to discuss the matter. The manager will hold a meeting with the victim to discuss any support they feel appropriate. If necessary, external support will be sought.

They will ask if the victim would like any support to be involved, e.g. a pupil’s parents. Sensitivity will be given to whether the victim has disclosed their LGBTQI+ status. All incidents will be formally recorded in a written log– records will be kept in accordance with the Data Protection Policy

 **Communication with stakeholders**

Knightwood Kids Club will regularly communicate any changes to policies and procedures to the club’s stakeholders, e.g. parents, committee and staff, to ensure that they are fully aware of the systems in place to support LGBTQI+ individuals and prevent prejudicial bullying.

Knightwood kids club will ensure that parents are aware of, and know how to identify, the signs of bullying, and understand their responsibility to stop their child bullying others, should this occur. Parents will be informed of the procedure to follow if they wish to raise a concern with the club, as well as the procedures for issuing complaints, in line with the club’s Complaints Procedures Policy.

Knightwood Kids Club will endeavour to ensure that all parents feel actively involved through regular kid's club-to-home communication and participation in decision-making. The club will ensure parents are aware of how they can seek additional support and information if their child is LGBTQI+. Members of staff will be consulted on club's policies to ensure policies are non-discriminatory and cater for all people’s needs and informed of any changes to club policies that have an implication on LGBTQI+ matters. Where appropriate, staff will be consulted on the planning of the curriculum, events and trips to ensure they are LGBTQI+ inclusive. Monitoring and review This policy will be reviewed on an annual basis by the manager.

The next scheduled review date for this policy is To Be Confirmed

 When reviewing this policy, the manager will consider any incidents and the effectiveness of the procedures currently in place, as well as any recent government or societal changes. Any changes made to this policy will be communicated to all members of staff, pupils, parents and committee.