Transition care plan

This draft Transition Care Plan (TCP) addresses some of the action points you may need to put in place during an employee's transition. The needs of each employee must be addressed individually and no two transitions will be the same.

The drafting of the TCP can be led by the employee, with their agreed main point of contact and a trade union representative present, if the employee requests their attendance.

Before Workplace Transition:

- Employee advises manager/HR that they wish to transition and agrees the main point of contact who will manage the transition from the organisations perspective.
- Make employee aware of all transgender related policies and the availability of any support.
- Draft the TCP which could include the points below:
    1. Intended date when and how the employee will transition at work, for example, changing their gender presentation, name, pronouns, using different facilities.
    2. What amendments will need to be made to records, systems, email addresses?
    3. Employee and main point of contact agree timescales, activity, and communications. The employee and their main point of contact should discuss who will need to know about the employee's transition and agree a timeframe for communication.
    4. Does the employee wish to inform colleagues? If so how will this be done, do they wish to inform colleagues themselves or would they prefer someone do it for them?
    5. Does the employee wish to inform students and parents? If so how and when will this be communicated?
    6. Is your organisation's dress code inclusive?
    7. Discuss and agree any absence.
    8. What, if any, training will be required for staff and the school/college community?
    9. Consider if there are any implications for pensions, insurance and retirement.
    10. How to handle any issues, discrimination or harassment.

Day of Public Transition

- Make sure that the employee has everything they need, ID badge and photo if necessary.
- If agreed with employee make sure staff have been briefed.
- Arrange support for the employee if necessary.

Ongoing support

- Regular risk assessments.
- Check in to see how the employee is progressing. Does the TCP need updating or revising?
- Amend all existing policy and practices to ensure they are trans inclusive and remove gendered language where unnecessary.