



for disabled children
and young people in Sussex

EQUALITIES POLICY

1. Introduction

Amaze is an organisation set up to empower children and young people with special educational needs and disabilities (SEND), and their families. We champion inclusion and lobby against inequality experienced as a result of a special educational need, disability or long-term health condition.

We pride ourselves on creating a culture that challenges prejudice, and values diversity. We are committed to ensuring that all the families we support, staff we employ and volunteers we involve feel welcome and are not discriminated against or treated unfairly. Challenging discrimination is central to Amaze's core values, as well as those of its service users and within the local community.

It is a priority for Amaze to consider how protected characteristics and disability combine for many families in Sussex, and how this impacts experiences of SEND. An organisation we are committed to looking harder at how different kinds of discrimination are interconnected, which can create even greater inequality. This is called 'intersectionality'.

This policy sets out the steps taken by Amaze to prevent discrimination in our governance, services and employment.

Our equality, diversity and inclusion goals are to:

- Ensure fair and equal access to our services including understanding the needs of the families we currently support and will support in the future
- Develop our services with an awareness and understanding of equality and diversity issues.
- Show clear leadership and good governance on equality, diversity, and inclusion, with action plans in place to drive forward policy and practices
- Make sure that the make-up of our Board and staff team reflects the communities we serve and are well-informed about equality, diversity, and inclusion.

2. Definitions

This Equalities Policy aims to prevent direct, indirect, associative and perceptive discrimination.

- Direct Discrimination is treating a person less favourably than others are or would be treated in the same or similar circumstances on the grounds of age, disability, race (including colour, ethnic origin or nationality), gender reassignment, sex, sexual orientation, responsibility for dependants (including pregnancy and maternity), religion/belief, marital status or sexual health status (all these will be described as protected characteristics in this document from this point onwards).
- Indirect Discrimination is an unjustifiable requirement or condition which appears to apply equally to everyone but which has a discriminatory effect on people who possess a protected characteristic.
- Associative Discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- Perceptive Discrimination is direct discrimination against someone because others think they possess a protected characteristic.

The policy also covers harassment, third-party harassment and victimisation.

Harassment

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The protected characteristics are:

- age
 - disability
 - gender
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation
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- Third-party harassment is defined as harassment by people other than workers at the Amaze (e.g. members of the public, suppliers, users of the same buildings as us).
 - Victimisation is defined as harassment that occurs as a result of a worker or service user making or supporting a complaint, or raising a grievance, or because they are suspected of having done so.

3. Scope

- Amaze will ensure all staff and volunteers are aware of the Equalities Policy and will support them to apply it to promote equality, recognise diversity and counteract discrimination throughout their work.
- It is a condition of employment that every member of staff understands, complies with and implements this policy.
- All staff are responsible for making every effort to prevent all types of discrimination within the organisation and ensuring our services are equally accessible to groups and individuals from all communities.
- Staff must not:
 - discriminate against other staff or users of our services
 - encourage others to practise discrimination
 - harass, abuse or victimise other staff or members of the public

4. Equalities, Diversity and Inclusion working group

Amaze runs an internal Equalities, Diversity and Inclusion working group in which all staff are invited to participate. The group aims to:

- Evaluate Amaze as a service provider to, an engagement partner with, and as a place of work for, people with different protected characteristics
- Develop our inclusive practice to better reach, support and represent these communities
- Provide courageous leadership around, and challenge anti-discriminatory practice, as a leader in Sussex's charity-sector

The working group is a safe space to discuss ideas and opinions and it determines what it wants to cover, how issues are prioritised, and how to share the thinking with the wider team. The group oversees an action plan which seeks to address barriers to inclusion and strives to achieve good practice across different equality strands. The group has input to this policy being developed/updated

5. Equality in governance

- Amaze will aim to ensure that its trustees and management committee reflect, as far as possible, the diverse community served by Amaze. In addition to a skills audit, we collect diversity monitoring information on trustees which is used to identify gaps and target recruitment

- In particular, parent carers will be encouraged to become trustees in line with the Amaze ethos of being a parent-led organisation seeking to empower parent carers of children and young people with special educational needs and disabilities. Amaze will ensure that the views of young people are also represented in the governance arrangements of the organisation, using a variety of ways to secure this, eg by inviting young people from our Amazing Futures project to attend and contribute to management committee meeting as observers, by the young people interns facilitating discussion in voice group meetings which are then fed into management/governance meetings and we are also working towards supporting young people to join the Committee directly, with the appropriate support in place

6. Equality in our services

Amaze is mindful of this policy in planning, delivering and evaluating all its services. Amaze will ensure all staff and volunteers involved in delivering Amaze services are aware of the Equalities Policy and will support and train them to apply it, to promote equality, recognise diversity and counteract discrimination throughout their work.

Amaze aims to make its services as accessible as possible. These are some examples of how we do this:

- Amaze exists to provide a service to the local community. Users are therefore drawn from a wide variety of communities present in Sussex. Staff and volunteers will ensure that they treat all users with respect and dignity. Where users have particular needs, we will do everything possible to meet these needs.
- We are committed to offering services in a manner appropriate to the needs and abilities of each individual user.
- Services are provided at times/locations which seek to ensure maximum accessibility. We aim to ensure that daytime workshops, conferences or meetings are held during school term times during the school day, and are supported by a crèche or reimbursement of childcare costs wherever possible. Such events will be held at venues that are easily accessible by public transport and are accessible to wheelchair users and people with mobility and/or sensory difficulties. We also endeavour to hold some workshops and events in the evening in order to accommodate working parents and carers. Events for young people are generally after the school day has finished.
- Our main Brighton premises are fully accessible to wheelchair users, with wide doorways and passages throughout, and an accessible toilet.
- When using others' venues we ensure these too are fully accessible, booking facilities such as a hearing system and a portable induction loop for use where people are using hearing aids.
- Our publications and publicity materials are available in different formats on request.
- Our main service leaflet is translated and available on our website in 9 different languages.
- Our website has an area dedicated to our approach to equalities, diversity and inclusion
- We have developed a statement on the language we use around disability, showing this is rooted in the social model of disability and we use the most commonly understood language around disability at the current time
- Amaze accesses and provides interpreting services where necessary and whenever possible. We have an agreed pathway with Sussex Interpreting Services (SIS). Users who would find it hard to contact us in the first instance due to a language barrier can contact SIS first. They will identify if Amaze can help, which of our services they need and let us know to set up an interpreter for this.
- We have regard to readability in all our publications and ensure that the website meets good practice standards for accessibility.
- As a matter of policy, our services are either free at the point of delivery or prices are kept as low as possible, in order to ensure we are accessible to as many families as possible.
- Amaze has a specific commitment to promoting equality in relation to disability and caring responsibilities. Amaze promotes the voice of parent carers and the voice and social inclusion of disabled children and young people. This will include support for the Parent Carer Forums, involvement in local and national consultations and representation on local strategic bodies.

Right to withdraw services

In some circumstances Amaze reserves the right to withdraw services, for example when a service user is persistently discriminatory or threatening in their language or behaviour. Trustees and managers will support staff and acknowledge that individual members of staff have the right to decide when a particular situation has become serious enough for a service to be withdrawn. In this instance the following procedure should be followed:

- Staff and volunteers should give a verbal warning that the behaviour and/or comment is unacceptable and must cease. The service user will be informed that continuation of this behaviour could result in their support being withdrawn.
- If this verbal warning does not lead to the behaviour ceasing, the member of staff or volunteer may temporarily withdraw the service. The Chief Executive should then be consulted and the service user may be given a written warning that the service will be withdrawn if the discriminatory behaviour continues.
- If this fails, the service can be withdrawn either for a specified period or permanently. This decision must be confirmed in writing by the Chief Executive and the trustees informed.

7. Equality in employment

- Amaze is committed to creating and maintaining a supportive working environment based on mutual respect and trust, celebrating and valuing diversity within its staff, volunteers and in the wider community.
- Amaze will aim to promote equality of opportunity and to challenge and strive to eliminate discrimination in relation to recruitment of staff and volunteers; working environment and conditions of employment or volunteering; opportunities for training and development. This will include making reasonable adjustments for disabled employees, as set out in our Reasonable Adjustments Policy and associated Health Passport.
- All job applicants are considered on the basis of merit, abilities and potential. No job applicant or member of staff will receive less favourable treatment on the grounds of a protected characteristic that they might have.
- Amaze has a separate policy document to be read in conjunction with this Equalities Policy on Recruitment Selection Procedures. This outlines:
 - Our approach to use of an open recruitment process to avoid discrimination through selection
 - Positive action in the employment of parent carers, disabled people and people from diverse communities
 - That vacancies are advertised locally, on our website and through advertisements in the local press/charity media etc, and through notices on email listings which are accessed by other voluntary organisations and diverse communities in Sussex
 - Job applicants are given information about the access details of the building, and are offered reasonable adjustments/ assistance necessary in attending an interview, if shortlisted
 - That Amaze collects diversity monitoring information in relation to recruitment and Amaze's staff and volunteers and take appropriate steps to review procedures to encourage applications from under-represented groups.
- It is a term of both the Contract of Employment and Volunteer Agreement that employees and volunteers familiarise themselves with the Equalities Policy and the Dignity at Work policy and co-operate in their implementation.
- Breaches of this Equality Policy will be regarded as misconduct and could lead to disciplinary proceedings. Staff and volunteers are entitled to use the Grievance Procedures referred to in the Contract of Employment and Volunteer Agreement in cases of perceived discriminatory behaviour by other staff/volunteers.
- Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff are required to:
 - Comply with the policy and arrangements;

- Not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other staff, service-users or groups who have, or are perceived to have, one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.
- Staff training is planned and implemented with the aim of achieving appropriate levels of skill and knowledge among staff.

8. Tackling discrimination, harassment or anti-social behaviour

Amaze will tackle discriminatory comments and behaviour in a way that demonstrates that they are inconsistent with the principles and implementation of this equality policy (and the Dignity at Work Policy).

- Amaze will ensure that staff and volunteers are supported in challenging service users who make discriminatory comments by stating directly to the perpetrator that such behaviour and/or comments are regarded by Amaze as unacceptable.
- Amaze will investigate any concerns or complaints that service users may have regarding discrimination by its staff and/or volunteers. Where appropriate, Amaze will offer service users the opportunity to make a formal complaint which will then be investigated as outlined in the Complaints Policy and appropriate action taken, if necessary.
- Any member of staff or volunteer who harasses another staff member or volunteer, or any user of Amaze, or behaves in a way which creates an offensive and hostile environment, will be subject to disciplinary proceedings.
- Amaze will take steps to ensure that members of staff are protected from harassment from third parties, as soon as such behaviour is reported to another member of staff, or if it is witnessed by another member of staff.
- Amaze will ensure that members of staff do not treat another member of staff or member of the community badly because they have made a complaint or raised a grievance or supported another member of staff who has.

9. Monitoring

- The CEO has overall responsibility for ensuring that the Equalities Policy is implemented and adhered to; they also have overall responsibility for monitoring its effectiveness through monitoring recruitment, complaints and grievances
- Staff recruitment and selection is monitored by means of a confidential Diversity Monitoring form. These forms are separated from the application forms as soon as they are received. The monitoring forms are used for statistical analysis only and form no part of the selection process.
- We monitor individuals accessing our services and use this information to review how diverse our community involvement is, and target publicity accordingly.
- The CEO will report on the effectiveness of this policy to the trustee as part of regular updates to the Personnel Sub-Group.

10. Governance

Responsibilities and Breach of Policy

Everyone is responsible for their own compliance with this policy. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Please refer to our **Disciplinary Policy** for further information on disciplinary procedures. Staff who are unsure about whether something they propose to do might breach this policy, should seek advice from their manager or the policy owner.

Communication of the Policy

This policy will be available in the policies folder and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be available on request. Reminders will be given at staff meetings.

Related Forms / Associated Documents

Appendix A: Supporting trans and gender questioning people
Equalities, Diversity and Inclusion Action Plan

Related Policies

Please also see the following related policies:

- **Disciplinary Policy**
- **Complaints Policy**
- **Recruitment Selection Policy**
- **Reasonable Adjustments Policy**
- **Dignity at Work Policy**

VERSION CONTROL / RECORD OF CHANGES

Review date	Version	Section	Changes/Comments
July 2015	2	All	Full Review of Policy
July 2018	3	All	Full Review of Policy
July 2022	4	All	Full Review of Policy
January 2025	5		Appendix A added

Appendix A: Supporting trans and gender questioning people

We are a diverse and inclusive team at Amaze. As an organisation we are committed to looking harder at how different kinds of discrimination are interconnected, which can create even greater inequality. This is called 'intersectionality'.

This document outlines how you can support trans and gender questioning people, both as staff, volunteers and as service users. We are all at different stages of our learning. We recognise that some people may find talking about gender more comfortable than others so the guidance below will give a helpful starting point for anyone wishing to improve.

Getting this right is important, especially as people accessing our services who are trans or questioning their gender may be particularly cautious due to bad experiences elsewhere, or fear of bad experiences. Making people feel welcome and safe will help us reach people that might otherwise be unlikely to access the support they need, as well as making them feel more able to reach out for support in the future, from Amaze or other organisations.

Honest mistakes and taking your time to adapt to new concepts is understandable. This guidance has been written to support that journey. However, we also recognise that sadly there may be occasions where deliberate use of inappropriate language or behaviour may occur. Deliberate use of inappropriate language or inappropriate behaviour would be a disciplinary matter, as outlined in the disciplinary policy.

Should any staff member feel that behaviour towards them is inappropriate, they are encouraged to raise it in line with the grievance policy.

Over time, things can change, such as the language people use. We commit to reviewing this document regularly. We also invite feedback, reflections and sharing of learning across the organisation. You can share any feedback with a member of the Senior Leadership Team or via your line manager if more comfortable.

Common terms

Sex: A person's sex relates to their body, internally and externally - for example, their genitals or secondary sex characteristics like breasts, as well as their hormones, and their chromosomes.

Most people's sex is assumed to be male or female, but some people's sex does not fall neatly into these categories. This might be because they are intersex (more about this below), or because they have had surgery and/or taken hormones to change their body.

Do not refer to a person's sex unless that is actually specifically what is needed – usually gender will be what's actually relevant – i.e. their identity, not their body.

Gender: Someone's identity. Gender identity does not equal pronouns, as people of the same gender identity can use different pronouns.

Pronouns: See detailed guidance below

Misgendering: Incorrectly referring to someone's gender.

Deadname /deadnaming: It's a name someone no longer uses. Named because for the person, that name is dead to them.

Transgender: Someone whose gender does not match what they were assigned at birth. Can be shortened to trans.

Gender nonconforming: Someone who expresses or experiences their gender in a way which does not fit our culture's stereotypes and assumptions for that gender. Often shortened to GNC. This can include how they present themselves (e.g. clothes, make up, hairstyle, whether they shave their face or body hair) as well as their "role" in society (e.g. choice of hobbies or job, behaviour, how others treat them).

This term is used by both trans and cis people to describe themselves. It is also a term sometimes used in legislation or descriptions of group eligibility.

Cisgender: This is used to describe someone whose gender matches the one they were assigned at birth. Can be shortened to cis. People who are not trans are cis.

Intersex: Intersex people are born with genetic, hormonal or physical sex characteristics that vary from what is usually expected for female or male bodies. There are over 30 intersex variations that can present in many different ways, and around 1.7% of people have bodies that fit under the intersex umbrella – around the same as the number of people with red hair globally.

Intersex is a term describing a person's sex. They can be any *gender*, and most (but not all) intersex people's gender is male or female.

Never use the term hermaphrodite, as this is a slur and extremely offensive.

Transition: The steps a trans person takes to live in their gender. This does not necessarily involve medical intervention and does not have a clear 'start' and 'end'. Some possible steps could include changing their name, pronouns, clothing, or hobbies, binding their chest or tucking their genitals, taking hormones, getting vocal training, getting one or more surgery. They might do any combination of these options – or none. A person is not "more" trans if they have chosen to do more of these things than another trans person.

Sexual attraction: Sexual attraction (or, sexuality) is about who someone is sexually attracted to. Sexual attraction is not dependent on a person's gender or pronouns and is different to their gender. Sexual attraction is about who they find attractive.

Gender dysphoria: Medical term for deep-rooted and serious discomfort or distress because of a mismatch between a person's biological sex and gender identity; overwhelming desire to live in a different gender to that assigned at birth.

Pronouns

Pronouns are words we use in everyday language to refer to ourselves or others. They can be an important way to express your gender identity. 'I', 'me', 'she/her', 'he/him' and 'they/them' are some examples of pronouns.

There are also some pronouns you may not have come across before, known as neopronouns, like xe/hir, ey/em and fae/faer. These are pronouns used by some people because they feel more right for their gender. Knowing someone's pronouns can feel daunting when you are not in the habit of asking or you are not confident with terminology. Ultimately asking for someone's pronouns or beginning a conversation about gender with someone doesn't have to be a big deal, though.

Here are some ways to find out and use someone's pronouns effectively.

- **Ask:** Checking in with someone about pronouns when you ask their name is very effective as it gives you a chance to link the name and pronouns together. If you have seen someone's pronouns written down and you don't understand how to say them (such as fae, xe etc), ask them how they are pronounced.

- **Don't assume:** Assuming gender can be very upsetting for both cis and transpeople alike. Removing assumption gives people of all genders the freedom to present ourselves how we would like to.
- **Check in with a mutual connection:** Just as you might forget someone's name, or need to double-check you're pronouncing it correctly before a meeting, you might forget someone's pronouns and need to double-check with a mutual connection or colleague.
- **Practice:** either by yourself or with someone else, practicing gendering someone, especially someone who has recently changed pronouns, to solidify these in your memory.
- **Create a safe space to share:** If you feel comfortable, we encourage you to display your pronouns in your email signature, and to share your pronouns when you introduce yourself. We have also provided pronoun badges for staff to wear on their lanyards if they wish. These are actions anyone can take, cis or trans, if they feel comfortable, that can help make it clear this is a safe space for other people to share their pronouns. These actions are entirely voluntary, however, and no one should feel pressured to undertake them if they aren't comfortable.

When you make a mistake

Making mistakes, either using the incorrect name or pronouns for someone, happens. What is important is how you react to that situation. People will have preferred ways that they like this to happen, so this may be different for different people. But on the whole, the following guidance is a way of correcting your mistake with as little hurt as possible.

- **Don't over-apologise or over-explain:** Many people find this uncomfortable as it calls extra attention to the situation, and it puts the onus on them to say it's okay. Just apologise briefly and then say the sentence again with the correct name or pronouns. For example:
"Jane has the -"
"Do you mean Jim?"
"Sorry yes, Jim has the information you need."
- **Respond to being corrected warmly:** If you're corrected, a phrase you could use is *"Sorry about that, thanks for letting me know/reminding me"*. By saying "thank you" we demonstrate we are interested in getting things right to make the person feel more comfortable, rather than out of fear of going wrong.
"Now Alex do you have everything you need?"
"Did you forget, I go by Maria now"
"Sorry about that Maria, thanks for reminding me."
- **Correct yourself:** If you catch that you have misgendered someone, try and correct it within the flow of your sentence. This could sound like:
"I spoke to her, I mean them."
- **Learn from it:** try to learn from the experience and make sure you don't do it again. It takes time, so mistakes will happen sometimes, but the more you can practice and prevent the better. For example, if you make a mistake, you could make a point to say three sentences with the correct name/pronouns at the first opportunity, either in your head, or out loud if you're alone.

Supporting trans people at work

You are likely to meet or need to consider people who are trans or gender nonconforming as part of your work. Below are some contexts to consider, however this is not an exhaustive list.

- **Data recording:** When recording details on Charitylog or other databases, you do not need to record that someone is trans. You should record their gender and their pronouns. Some people may not feel they are able to find the right words regarding their gender, so you could present some options to them. You should provide the option for people to self-describe their gender where possible in situations where collecting gender information is appropriate. However, there are some occasions where the data we need to collect requires a binary option (such as when providing it to HMRC). You are encouraged to deal with these occasions sensitively and explain clearly why you cannot offer flexibility.
- **Personal documents:** You may be working with a person where it is essential you know their deadname, for example where the name or gender on documents they have shared with you does not match their current name or gender. If you collect this information for a reason related to the work you are doing, do not share this with anyone else.
- **Keep private information private:** If someone discloses their trans status or deadname to you, you should not share it with anyone else.
- **Ask open questions:** Don't make assumptions when asking someone's gender and instead ask them an open question which gives them more options to share their identity in the way that they want. For example, "*How would you describe your gender?*" is an open question and "*Are you transgender?*" is a closed question.
- **Writing:** The style guide includes Amaze's chosen equalities terms, such as which umbrella you should use to refer to LGBTQIA+ people. You can read this for further guidance on using these terms at work, and some terms you should not use.
- **Hosting events:** When you are hosting events or groups, consider how you have included people who may be marginalised. An example of this is ensuring that the venue has gender neutral toilets available.

Supporting trans staff

Guidance for managers and staff

If an employee states that they are intending to transition at work, their line manager, in conjunction with other appropriate colleagues, should aim to make this process as smooth as possible. Managers should be aware that it can be an extremely difficult step for someone to approach their manager about transitioning. They are likely to worry about the response. The transition process should be led by the individual concerned.

The manager and employee will discuss the individual's preferences in relation to informing others, including other managers, colleagues, service users and other relevant contacts. They will agree whether the employee will do this, whether they would prefer the manager or a work colleague to do this, or a mixture of these options. They will also get express written agreement from the employee about when and how this will happen, including the details of the message and who it will be shared with. Levels of disclosure may vary in detail for different types of contacts and will be agreed in advance.

Electronic records will be updated in a timely manner, to coincide with the date on which the workplace transition begins. Care will be taken to ensure that records do not link back to the former name – this may entail creating a whole new email address rather than simply changing the name on the existing one, for instance. The manager and employee will work together to ensure that nothing is missed.

New ID cards with the updated name and photograph will be issued, without any replacement cost to the trans employee.

Paper records will be updated where possible. Those which cannot be updated – for instance, paper copies of references relating to the employee's recruitment – will be stored in a secure place, and clearly marked as only to be looked at by named persons.

The trans employee and their manager might find it helpful to put in place an action plan, or to agree a checklist to clarify the actions that will be taken over the course of the employee's transition, dates by which these will be done, and the person who will take responsibility.

Guidance for recruitment

People who have already transitioned have no obligation to disclose their gender history. Job applicants and interviewees will not be asked their gender during the recruitment process – it is not a relevant criterion in selection. There is also no obligation for a transgender person to disclose that they are trans as a condition of employment. If they choose to disclose, this is not in itself a reason for not offering employment, and non-disclosure or subsequent disclosure is not grounds for dismissal. Those involved in recruitment who become aware that an applicant is trans will maintain full confidentiality in relation to this.

Where a reference request is received for an existing employee who has transitioned, Amaze will respect the employee's privacy and only respond using the employee's correct name and gender in the reference.

When Amaze requests a reference, we will make the request using the prospective employee's name and gender since transitioning. We will not mention previous names or gender identity, unless specifically asked to do so (in writing) by the trans person.

If the appointment requires criminal record checks, we will highlight to all applicants the [confidential procedure available to trans people](#).

Being a good ally

If you would like to better support trans people, you can do this by being an ally. Everyone can and should be an ally, even if you do get things wrong sometimes. You can be an ally by:

- **Acknowledging your privilege:** Understand that you may have unearned benefits that mean you don't experience oppression others do, also known as 'privilege'. In a gender context, if you present and identify as the gender you were assigned at birth, you have cisgender privilege and don't experience the same oppressions trans people do. In this context, privilege doesn't relate to your wealth, and although you may have some privileges that doesn't mean that you don't also experience oppression. For example, you might have cisgender privilege, but experience oppression due to your race or ethnicity. Acknowledging where you do have privilege helps you understand where others are oppressed and need your support.
- **Undertaking learning:** Continue to learn and explore what the experiences of marginalised people are and how your privilege affects you.
- **Supporting others to learn:** Help educate other people on terms they may be unfamiliar with, and correct them on incorrect pronoun use (even if the person they misgendered isn't present).
- **Speaking up:** When you experience a situation that is oppressive, speak up to support marginalised people.
- **Considering others' emotional labour:** Be aware of the emotional labour you are asking of marginalised people when asking them to explain key terms. It can be draining and othering for marginalised people to have to constantly explain basic facts about their identity and life to the people around them. If you have questions, do research online or ask a friend. Asking the person themselves should be a last resort, and only for questions you have a real need to get answers to. Don't ask just to satisfy your curiosity, and always consider whether it's an appropriate question – don't ask questions about people's bodies, for example.

- **Undertaking proactive allyship:** Practice proactive allyship rather than performative. Performative allyship is where you claim to be doing the work of being an ally, but only do it to validate yourself and centre yourself in the process. Proactive allyship is a commitment to making long term change for the betterment of the communities you are an ally for.

Further guidance

- For further guidance on terms, you can read the [Amaze style guide \[doc 96kb\]](#) which details the terms you should use to refer to diverse communities
- Stonewall have further [advice on using pronouns](#) on their website
- Brighton & Hove's [Trans Inclusion School Toolkit](#) has guidance on working with trans young people for schools. Some of the advice may be applicable
- Allsorts Youth Project (a local charity supporting young people exploring their identity) have provided some guidance on their website about [working with trans young people](#)
- Watch this Sp_ce (an equalities organisation based in Brighton & Hove) have produced some guidance on [being an ally](#) and the types of ally on their website
- The Clare Project (a Sussex charity) have a number of [resources for trans, nonbinary and intersex adults](#) as well as their friends and family and primary care practitioners that may answer some questions you have, and provide some useful information when supporting trans young people or parent carers