

Sex & Gender



1. Why this policy matters

At Lewis School of English, we want all students and staff to be treated fairly and with respect.

This policy explains how we deal with issues around sex, gender reassignment, privacy, welfare and safeguarding in a clear and practical way.

2. What we expect

We expect everyone in our school community to:

- behave respectfully towards others
- respect privacy and dignity
- avoid bullying, harassment or intimidation
- raise concerns through the school's procedures rather than through confrontation

We aim to deal with concerns calmly, fairly and practically.

3. Privacy and personal information

We record each student's sex during the booking process. We need this information for practical reasons such as accommodation, toilets, changing spaces, safeguarding and, where necessary, legal or inspection requirements.

If a student or parent wants to tell us about gender-related welfare needs or other information that may affect support, accommodation or safeguarding, they can do this during booking or by contacting us directly.

We respect students' privacy and will not share sensitive personal information more widely than necessary. We only share it with staff who need it for welfare, safeguarding, school or legal reasons.

We handle personal information in line with our Privacy Policy for Students and data protection law.

4. Accommodation

When we arrange accommodation, we may need to make decisions based on sex, welfare, safeguarding, privacy and what is practical.

Homestay accommodation

Junior students in homestay accommodation may share a twin room. On summer programmes, this is usually with a student of a different nationality. Shared bedrooms for junior students are organised by sex.

We recognise that some students may feel uncomfortable with the usual room-sharing arrangement. Where possible, we will consider alternative arrangements.

Residential accommodation

Our residential accommodation is in private single en-suite rooms, so bathrooms and toilets are not shared with other students.

5. Toilets and changing spaces

School toilets are organised by sex.

We understand that some students may not feel comfortable using single-sex toilets. Where possible, we provide single-occupancy unisex toilets as an alternative.

Our main school does not provide changing rooms.

If changing facilities are provided at a junior centre or external venue, these will be organised by sex. If a student does not feel comfortable using them, we will consider whether a suitable alternative can be arranged.

6. Sports, lessons and activities

Sports activities are usually mixed sex. If changing facilities are needed, the arrangements above will apply.

Staff should avoid unnecessary emphasis on sex in lessons and activities, for example by dividing students into male and female teams where this is not needed.

We expect lessons and activities to be run in a respectful and low-conflict way.

7. Names and pronouns

Students may ask us to use a different first name in day-to-day school life. We will usually try to do this where it is practical and appropriate.

Students may also tell us what pronouns they would like staff to use in day-to-day school life. We will aim to deal with this respectfully and in a practical way.

We recognise that some staff and students may feel uncomfortable using pronouns that do not match a person's sex. We also recognise that other students may feel strongly about their preferred name or pronouns. In all cases, we expect people to behave respectfully towards one another.

Where there is disagreement or discomfort, we will try to find a respectful and practical way forward. This may include using the student's name instead of pronouns where appropriate.

Official records, certificates and some school decisions may still need to use a student's official details or recorded sex for school, safeguarding or legal reasons.

8. Bullying, harassment and respectful conduct

We do not accept bullying, harassment or unfair treatment.

This includes bullying or harassment connected with:

- sex
- gender reassignment
- gender non-conformity
- sexual orientation
- beliefs or disagreements about sex or gender
- any other protected characteristic

Everyone must behave respectfully, avoid hostile or mocking language, and avoid gossip or unnecessary sharing of another person's private information.

9. Safeguarding and under-18s

A student who raises concerns connected with sex, gender reassignment or gender-related welfare does not fall outside normal safeguarding practice.

If there are concerns about bullying, self-harm, coercion, exploitation, emotional distress or another risk of harm, staff must follow the Safeguarding Policy.

If the student is under 18, we will consider parent or guardian involvement in line with our safeguarding responsibilities and the circumstances of the case.

10. If there is a concern

If you are worried about your own welfare or another person's welfare, please speak to a member of staff.

We will look at the situation carefully and decide what support, action or arrangement is needed. Where relevant, we may also deal with the matter under another school policy.

11. Linked policies

This policy should be read with our:

- Safeguarding Policy
- Equality Policy
- Discipline Policy – Adults
- Discipline Policy – Junior Programmes
- Privacy Policy for Students

You can find our school policies at: <https://lewis-school.co.uk/school-policies/>

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