

Headteachers' and Heads of Centres' Briefing

Monday, 3rd November 2025

Agenda

- Colleague Survey – Key Information
- Pre inspection support
- Pre inspection support CLD & 16+
- Support for transgender young people
- Significant Occurrence Guidance

Colleague Survey – Key Information

- Open **20th October – 1st December 2025** (6 weeks)
- Not mandatory, but a chance to have your voice heard.
- Approx 30 questions, taking around 15 mins to complete
- Sliding scale questions with one free text response
- Confidential
- All colleagues given time during working hours
- Online – can be completed on any device at any time
- Alternative formats are available for people who are unable to complete the survey digitally or require a translation
- Weekly completion updates posted on the Survey Orb pages

Pre inspection support

- Record keeping
- Communications/complaints
- CLD
- Evidence gathering

Pre inspection support - CLD

- All secondary school inspections include CLD with a pre-meet between HMI and the LA lead for CLD
- CLD partners include Wider Achievement and Lifelong Learning colleagues
- HMI looks for evidence that CLD is involved in planning and evaluating activity
- Evidence gathering – school and partners but needs to be joined up

Pre inspection support 16+

- Usually, the CLD part of the inspection is closely tied to 16+
- This includes partners on the Pathways Board such as DYW, SDS and Wider Achievement
- Need to shift from evaluating the work of partners to self evaluation with partners and providing evidence
- Louise Frew has begun some preparatory work
- Stephen will be looking for 2 schools to pilot an approach to self evaluation with partners

Support for transgender young people

Surveys – thank you and reminder to complete

- [Changes to toilet access - impact on young people](#)
- [LGBT-inclusive education survey](#)

Supporting transgender pupils in schools: guidance for education authorities and schools – revised - gov.scot (published September 2025)

This guidance supersedes all previous guidance on supporting transgender young people.

- ensure that previous versions and guidance documents on supporting transgender young people are deleted, including from school servers and websites
- see separate instructions on deleting files from the Media Library in Wordpress

Good practice and action points

Homophobic, biphobic and transphobic bullying

- All incidents – reported or witnessed – should be dealt with appropriately, in line with authority and school policy/procedure

Right to privacy

- SEEMiS attendance register – should not be displayed
- Gender-neutral toilet access – pupils should not be required to seek permission to use

Pronouns

- preferred pronouns should be respected, also in email communication

Support

- timely individual planning when young people share their gender identity, including all aspects of school day (especially toilet access and changing for PE)

Toilet provision

- Young people should not be required to seek permission to use gender-neutral toilets
- Offer individual check-ins with transgender young people (if this has not already happened)
- Offer individual check-ins with disabled young people who use an accessible/ gender-neutral toilet (if this has not already happened)

Changing facilities for PE

- Review changing arrangements for PE with transgender young people

Mental Health and Wellbeing

- LGBTQ+ young people are at higher risk of mental health problems
- BUT being LGBTQ+ is not – of itself – a mental health issue. Offer appropriate supports.

Other areas: work will be taken forward centrally prior to engagement with schools.

Significant Occurrence Guidance

Guidance

Undertaken a review of the Significant Occurrence Guidance. This will be circulated to all HT/Head of Centre and Business Managers today.

Criteria for reporting

Aim to make the criteria clearer when to report a Significant Occurrence Notification (SON

Support and follow up

SON is seen by Amanda, Jackie, Head of Education for that setting and Operations Manager

Discussed at the Education Management Team. Number, trends etc.

Follow up session with HT and staff may take place (depending on the severity) to ensure we are capturing lessons learnt/supporting colleagues

Thank you