

## CONSENSUAL RELATIONSHIPS PROCEDURE

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### PURPOSE OF PROCEDURE

1. The University expects staff to conduct themselves in a manner that is reflective of its Vision, Mission and Values and aims to provide a safe place for work or study for both staff and students at all time. However, the University recognises that personal relationships may develop or have existed prior to joining and the below provides guidelines, applicable to all staff and students on how to manage situations should they arise.
2. A personal relationship can be defined as follows:
  - a) Business, commercial or financial
  - b) Close friendships / social relationship
  - c) Virtual or online relationship
  - d) Family or associated member
  - e) Current or previous intimate relationship

### STAFF AND STUDENT RELATIONSHIPS

3. Staff should maintain relationships with students that are based on trust, confidence and equal treatment. Staff are strongly encouraged not to enter into personal relationships with students for whom they have academic, pastoral or administrative to ensure there is no potential abuse of power.
4. Should a personal relationship develop at any time, the member of staff must disclose this immediately to their manager, or equivalent person with supervisory responsibility. The student must be made aware that a declaration has been made and both parties should be reassured that any declaration made will, so far as is possible be treated in confidence.
5. The person dealing with the disclosure must ensure that all aspects potentially impacted by the personal relationship are adjusted to ensure there is no possible perceived or actual conflict of interest. This could involve, but is not limited to reassigning teaching, academic assessment, research activities and pastoral support.

### STAFF PERSONAL RELATIONSHIPS

6. The University recognises that there will be a variety of relationships that exist amongst staff that will be of differing natures depending on the role they undertake. Whilst social relationships can be of benefit to the University, where personal relationships exist these could lead to perceived or actual conflicts of interest. Any personal relationship should be declared to the Dean who will ensure that the integrity of the School's academic, administrative and research activities are not impacted.

### APPLICABLE PROCEDURES

7. Failure to declare a personal relationship could result in formal action in accordance with the University's Disciplinary procedure.

8. Where staff or students feel they are potentially being adversely affected by an existing personal relationship, they should initially raise this with their manager or [local student welfare point of contact]. Should it be necessary, complaints can be raised formally through either the University Grievance procedure or the Student Complaints Procedure once informal resolution has been exhausted.

## VERSION MANAGEMENT

<b>Responsible Department: HR</b>			
<b>Approving body: Operations Committee</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001	Initial version	July 2021	July 2021
002	Removed header	20 October 2022	20 October 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	