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## **Introduction**

When a staff member declares that they are having a personal relationship with another staff member or a student, you need to read the policy and take the actions outlined below.

## **Definitions**

### **Staff Personal Relationships**

<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/personalrelationships/index.aspx>

A personal relationship for the purposes of this policy is defined as either:

- *a family relationship, for example, a relationship to a parent, child, sibling or other family member*
- *individuals in marriages or civil partnerships*
- *a romantic and/or sexual relationship*

### **Staff & Student Personal Relationships**

<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/personalrelationships/index.aspx>

- Personal relationships:
  - *Defined as a personal or family relationship, eg partner, parent, child, sibling, or any other family member*
- Sexual relationships:
  - *Sexual relationships between staff and students are prohibited in cases in which the staff member has professional responsibility for the student or there is a power dynamic; this applies to all staff regardless of role or job family*

## **Line Managers' Actions**

- 1) Ask the staff member to complete the appropriate form  
<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/personalrelationships/index.aspx>:
  - a) Staff Personal Relationships Form – one form to be completed by each staff member
  - b) Staff and Student Personal Relationships Form – one form to be completed together

- 2) Discuss with the staff member any conflict of interest that this might pose and agree:
  - a) There are no conflicts of interest – add this to the form
  - b) Any measures that you need to put in place to address any conflicts of interest – add this to the form
    - i. Remember *sexual relationships between staff and students are prohibited in cases in which the staff member has professional responsibility for the student or there is a power dynamic; this applies to all staff regardless of role or job family.* If the relationship that is being declared to you could be considered to be in conflict with this policy, seek advice from the Head of HR Business Partnering (email: [lorna.lord@nottingham.ac.uk](mailto:lorna.lord@nottingham.ac.uk)).
- 3) Where the relationship declared is with another staff member, remind the staff member that the other staff member also needs to declare their relationship to their line manager.
- 4) Where the relationship declared is with a student there are two options:
  - a) Where the student is in a personal relationship with the staff member and has signed the form, no further action is needed – move to action 5)
  - b) Where the student is in a sexual relationship:
    - i. The line manager needs to contact the student to confirm the relationship. Be satisfied that the relationship is consensual and that there are no risks to the student arising from this relationship. If you have any concerns speak to Student Welfare and/or the student's personal tutor. If you need help planning this conversation, please talk to your HR Business Partner (<https://www.nottingham.ac.uk/hr/aboutus/hr-business-partnering.aspx>). Once satisfied, ask the student to sign the form
- 5) Sign and date the form and send it to the HR Department (email: [HR@nottingham.ac.uk](mailto:HR@nottingham.ac.uk)) for placing on the staff member's personal file.
- 6) Note all personal relationships declared to you, for example keep a copy of the form in a safe and secure place or email the staff member with the details of the conversation.
- 7) As a line manager, you need to monitor any agreed measures put in place to manage conflict and consider if there are any changes in roles that require this to be reviewed.
- 8) At the point you are no longer the line manager of the staff member, ensure that you hand over the details of any personal relationships that are still relevant (ie if the student remains in the institution) and any measures that you have put in place to manage any conflicts, to their new line manager.

## Timing

During January and February 2021, all existing relationships should be declared to line managers (regardless of any prior knowledge) and the actions above should be taken.

After March 2021, all relationships declared to line managers should be new: this could be the start of a relationship or a personal or family member joining the University as a member of staff or a student. The actions outlined above should be taken.

## Additional Points of Note

Where someone is uncomfortable declaring to their line manager, there is provision within the policy to declare this to their HR Business Partner (<https://www.nottingham.ac.uk/hr/aboutus/hr-business-partnering.aspx>). They will discuss with the staff member if there are any conflicts; where there are conflicts that line managers need to be aware of and manage, the HR Business Partner will contact the line manager.