



Personal Relationships Between Staff and Students Disclosure Form

Introduction

Purpose

This form is used to initiate and document progression through the Personal Relationship Disclosure and Conflict Management Procedure.

Resources

1. Related Documents
 - 1.1. Personal Relationships Between Staff and Students Policy
 - 1.2. Personal Relationships Disclosure and Conflict Management Procedure
2. [Human Resources Manager](#)
3. [Academic Registrar](#)

Part 1: For Staff and Student completion.

Each person involved in a personal relationship between staff and students should complete this form and send it to their relevant receiver: Human Resources Manager (staff submissions) and Academic Registrar (student submissions).

Your Details	
Name:	
Are you a student or member of staff?	

Personal Relationships Between Staff and Students Policy

Your Line Manager's Name (if staff):	
Position, Department (if staff):	
Programme of Study & Year (if student):	

Details of the person with whom you have a personal relationship	
Name:	
Are they a student or a staff member?	
Position, Department (if staff):	
Year of Study (if student):	

Nature of Personal Relationship	
When did the consensual romantic or sexual relationship start?	

I understand the following:

1. It will be necessary for the University to undertake a Conflict of Interest Assessment, which may result in permanent or temporary adjustments to be made to remove any real or perceived conflict of interest arising from the relationship.
2. This information will be stored securely and managed in compliance with data protection legislation.
3. I have read and understood the Personal Relationships Between Staff and Students Policy and supporting procedure.

Personal Relationships Between Staff and Students Policy

Declaration	
Signed:	
Print Name:	
Date:	
Submitting to:	

Part 2: For Completion by the Human Resources Manager and the Academic Registrar, in consultation with a Line Manager (where necessary)

Has this relationship been declared within one month?	
If no, why not?	
Is action or a Conflict Management Plan required?	
Reasons for recommended plan:	
Details of action/plan:	
Next Review Date:	

Human Resources Manager Name:	
Signature:	
Date:	

Academic Registrar Name:	
Signature:	
Date:	

Version History

Title: Personal Relationships Between Staff and Students Disclosure Form Approved by: Executive Committee Location: Academic Handbook/ Policies and Procedures/ General/ Student Welfare Location: Staff Handbook				
Version Number	Date Approved	Date Published	Owner	Proposed Next Review Date
1.0	August 2022	August 2022	Director of Resourcing and Operations	January 2024
Referenced documents	Personal Relationships Disclosure and Conflict Management Procedure; Personal Relationships Between Staff and Students Policy			
External Reference Point(s)				