Personal Relationships Between Staff and Students Disclosure Form

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# Introduction

## Purpose

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

## Resources

* Personal Relationships Between Staff and Students Policy
* Personal Relationships Disclosure and Conflict Management Procedure
* Human Resources Director
* 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 Director (staff submissions) and Academic Registrar (student submissions).

| **Your Details** |
| --- |
| Name: |  |
| Are you a student or member of staff: |  |
| 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.
 |
| Name: | Submitting to: |
| Signature: | Date: |

# Part 2: For Office Use Only

| **Completion by the Human Resources Director and the with a Line Manager (where necessary)** |
| --- |
| Has this relationship been declared within one month? | Yes /No (please circle) |
| Is action or a Conflict Management Plan required? | Yes /No (please circle) |
| If no, why not? |  |
| Reasons for recommended plan: |  |
| Details of action/plan: |  |
| Next Review Date: |  |

| **Line Manager**  |
| --- |
| Name: |  |
| Signature: |  |
| Date: |  |
| Submitting to: |  |

| **Human Resources Director** |
| --- |
| 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** |
| 23.1.1 | January 2023 | January 2023 | Director of Resourcing and Operations | January 2025 |
| *Version numbering system revised March 2023* |
| 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) |  |