Policy Type:	Legislative / Regulatory
Parent Policy:	Policy on Personal Relationships at Work
Procedures Title:	**Procedures on Personal Relationships at Work**
Policy Function Owner:	Equality and Inclusion Unit
Approving Body:	Council
Effective Date:	1 August 2025
Review Date:	1 August 2026
Version:	1.0

Contents

1. Procedures Title
2. Making a Declaration
3. Steps for Making a Declaration
4. Failure to Make a Disclosure

Appendix A Example of Personal Relationships Declaration Form
Appendix B Example of Review of Impact of Relationship Form

1. Procedures Title

1.1. Procedures on Personal Relationships at Work.

1.2. This procedure should be read alongside the Policy on Personal Relationships at Work.

2. Making a Declaration

2.1. Staff who have an intimate personal relationship or close personal relationship with any student at the University should declare so immediately, and always within a reasonable timeframe, using the Personal Relationship Declaration Form.

2.2. Staff who have an intimate personal relationship or close personal relationship with another member of staff at the University, where it may give rise to a potential or real conflict of interest, exploitation, favouritism or bias, should declare so immediately, and always within a reasonable timeframe, using the Personal Relationship Declaration Form.

2.3. If, after reading the information within the Policy, Procedure and any complementary information, staff are unsure whether they have an intimate personal or close personal relationship with a student or with another member of staff in the situations set out, they should speak with their line manager or Head of Service/School in the first instance.

Steps for Making a Declaration

2.4. The following steps outline the process for declaring a personal relationship and the action that will be taken.

Step 1: Staff complete the Personal Relationship Declaration Form provided in Appendix A.
Step 2: The completed Declaration Form should be submitted to the central repository team (based in HR).
Step 3: The central repository team will contact the Head of School/Service to review the Declaration Form and where appropriate and necessary, will have a discussion with you and may consult the line manager(s), Head of School (if the relationship involves a

student) and colleagues in HR on what steps are required to remove any potential or real conflict.
Step 4: Following discussion, the actions will be documented in the Review of Relationship Impact Form and a copy provided to you (Appendix B). The Head of School/Service will submit the Review of Impact Form and related documentation to the central repository team who will store securely. No local copies will be made.

Step 5: Any unresolved matter may be referred to the relevant Dean/Director or other relevant senior staff member.

2.5. In placing measures to mitigate any conflict of interest, the Head of School/Service may consider the following:

- any known vulnerability of the student or member of staff
- the student's or member of staff's personal circumstances at the time of declaration
- whether there is a supervision or teaching arrangement in place at the time
- the circumstances of the student when the intimate personal relationship or close personal relationship commenced or was initiated. For example, if the personal relationship existed prior to the staff/student relationship
- any special family or kinship relationships
- the nature of the two individuals' contact in study, research or employment
- the potential for the member of staff to influence the academic progress and outcomes or career progression of the student or colleague
- the extent of the power imbalance between the two individuals.

2.6. If there is any evidence of abuse of power, it will be treated as a staff disciplinary matter and could result in disciplinary action.

2.7. The declaring member of staff and, when appropriate, the student or colleague, will be notified in writing by the Head of School/Service of the measures put in place in a timely manner of the Personal Relationship Declaration Form being submitted.

2.8. If one of the parties in the declared relationship is at a Head of School/Service level or higher, the central repository team will consult the table to submit to the relevant authority (Table 1).

Table 1 Relevant authority.

Staff Member making the declaration	**Relevant Authority**
Heads of School	Executive Dean
Heads of Service	Relevant member of the University Executive Group (UEG)
University Executive and Executive Deans	Vice-Chancellor and President
Vice-Chancellor	Chair of Council

3. Failure to Make a Declaration

3.1. An intimate personal relationship between a member of staff and student for whom the member of staff has direct academic responsibilities or other direct professional

responsibilities is strongly discouraged. A failure to declare by the member of staff will be investigated under the relevant conduct/discipline process.

3.2. Failure to declare a close personal relationship, or other intimate personal relationship with a student may be investigated under the relevant conduct/disciplinary process.

3.3. Failure to declare a close personal or intimate personal relationship with an employee where there are actual or potential conflicts of interest may be investigated under the relevant conduct/disciplinary process.

Appendix A Personal Relationships at Work Declaration Form

Please read the Personal Relationships at Work Policy and Procedures, then download and complete this form, and email it to declaringrelationships@leeds.ac.uk. HR will store the form securely and share it with your Head of School or Service who can only access it with a password and cannot download the form.

If you are unable to access the online form, please contact declaringrelationships@leeds.ac.uk for support.

The form is intended to provide a structure for a conversation between the declaring member of staff and the Head of School/Service.

The declaration contains sensitive personal data and will be treated respectfully, sensitively and confidentially, and stored securely by HR. The Head of School/Service will only have access as required and will not be able to download the form.

It may be necessary for the Head of School/Service to consult colleagues or share information as part of the steps agreed to prevent a conflict of interest, breach of confidentiality or unfair advantage gained from the overlap of a personal and professional relationship. This will be discussed with both parties and, where possible, happen with their consent. If you have any concerns please speak to your Head of School/Service or to a HR Manager.

Your Details:	
Name:	
Line Manager's Name:	
Position, Faculty/Division and Dept	
Other party's details:	
Name:	
Are they a student or a member of staff?:	Student/Staff/Both
Position, Faculty/Service and Dept (if staff member):	
School (If Student):	
Have you informed the person you're having a relationship with that you are making a declaration?	Yes/No
Please select the nature of Relationship:	Close personal relationship (for example close friend or relative) Intimate personal relationship

Nature of close personal relationship (if applicable) for example cousin, mother, close friend etc. You do not have to state the nature of the intimate personal relationship.	
At or around what date did the intimate personal or close personal relationship start?	

I understand the following:

The University has a legal obligation and a legitimate interest to protect staff and students from any actual or potential conflict of interest and/or abuse of power. The data submitted in this Form will be used to inform a collegiate discussion and identification of any mitigating actions required to protect members of our community.

1. It may be necessary for permanent or temporary adjustments to be made to any supervisory arrangements or other conditions, to remove any real or potential conflict of interest arising from the intimate personal relationship or close personal relationship.

2. This information will be stored securely and managed in compliance with data protection legislation. The data you provide will only be made available to those staff who need to see it. The data will be securely deleted 12 months after the student/staff member leaves the organisation or, in consultation with the relevant parties, if we are advised that the relationship is no longer of relevance.

3. I have read and understood the Policy and procedures on Personal Relationships at Work.

4. Please contact the central repository team (declaringrelationships@leeds.ac.uk) or the Data Protection Officer (dpo@leeds.ac.uk) if you have any queries about how the information submitted in this Form will be processed.

For intimate personal relationships:

I have read and understood University of Leeds's staff policy and procedures on preventing and addressing Bullying, Harassment and Sexual Misconduct.

Signed (electronic signature):

Print Name:

Date:

Appendix B Review of Impact of Relationship Form

Please read the Personal Relationships at Work Policy and Procedures, then download and complete this form, and email it to declaratingrelationships@leeds.ac.uk. HR will store the form securely.

The questions to be completed online by the Head of School or Service or relevant authority with the employee.

1. Name of the person declaring a relationship:

2. Has this relationship been declared within a reasonable timeframe of starting the relationship (or in the case of an ongoing intimate personal relationship, the date that a real or potential conflict of interest, exploitation, favouritism or bias has arisen):

3. If no, why not?

4. Is action such as steps to mitigate actual or potential conflict of interest or abuse of power required?

5. Reasons for recommended actions:

6. Details of actions: