

Prifysgol Cymru

Welsh Open University



University of Wales

Trinity, Saint David

# POLICY GOVERNING PROFESSIONAL RELATIONSHIPS IN THE WORKPLACE

1. Introduction

1.1 The University recognises the importance of promoting and preserving the



- x To ensure that any declarations made under this policy are documented and held on the employee's personal file
- x To discuss any concerns or issues with a HR Adviser

#### 4.3 Human Resources

- x To ensure this policy is available for staff to access
- x To provide support and guidance to managers on its

6. Relationships between Employees and Students

Relationships with students under the age of 18 years or a vulnerable adult

6.1 Relationships between employees and a student under the age of 18 years or a student deemed as a vulnerable adult (except family/guardian or commercial relationships) are not permissible under any circumstance.

6.2 Under the Sexual Offences Act 2003 it is an offence for a person over 18 to have a sexual relationship with a child t/TJ ET 1 0 0 1 222.53 596.26 Tm 6261 1708.98TJ ET 6.2f\* EMC /P <h

- 6.9 The University requires that where an employee is responsible for the assessment of a student with whom there is a close personal or other relationship, the employee will ensure that the assessment of the student's work is undertaken by another, independent, member of staff as agreed by the Dean/Director or line manager. Similarly, the employee must not act as a personal tutor, or teach the student in a small group.
- 6.10 The arrangements put in place should be detailed in the file note held in Human Resources.
- 6.11 During discussion of the student's work, for example at an Examination Board, the employee is not expected to declare an interest provided the file note exists. However, the employee should not contribute to the discussion since any intervention could be construed by a third party as a conflict of interest.
- 6.12 In the case of support staff it will be at the discretion of the Dean/Director/Head to decide whether it would be appropriate to limit the professional interactions between the employee.

confidence. When a declaration is made a discussion will be held with the employee and the other individual(s) with the aim to remove line management responsibility.

- 7.4 This may be achieved either through identifying an alternate line manager or where this is not possible (or where there is any foreseeable damage to the University's reputation, any foreseeable negative perceptions by colleagues, and any other reasonably foreseeable damage to the service), consideration might be given if appropriate to redeploy one or both of the employees involved in the relationship to a post in another service area. In these circumstances, the organisation will consult both of the employees and seek to reach a satisfactory agreement regarding the transfer of one or both of them. Any redeployment would be in line with the University's Redeployment Policy and would need approval from a Deputy Vice Chancellor

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11. Monitoring

Human Resources will monitor compliance and effectiveness of the policy by means of reviewing the number of declarations made and any complaints.

12. Links to other policies

Grievance, Bullying and Harassment, Disciplinary, Safeguarding Policy

13. Resource Implications

Implication	Detail
Finance	Costs associated with the request
Staff	No additional resource implications for HR are anticipated in implementing this policy
Assets	No identified asset costs
Partners	Consideration will be given to the application of this policy across the group as appropriate
Timescales	Policy to be implemented upon approval and reviewed in line with legislative changes
Leadership	Head of HR



14. Impact Assessment

Implication

Impact  
Considered  
(Yes/No)

Impact Identi