

Personal Relationships Policy

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Personal Relationships Policy

1. ABOUT THIS POLICY

1.1 University Campus of Football Business (UCFB) is committed to creating a professional and respectful environment in which colleagues and students can work and study without fear of discrimination, harassment, conflicts of interest or abuses of power.

1.2 This policy outlines UCFB's expectations regarding personal relationships that may give rise to actual, potential or perceived conflicts of interest or abuses of power, particularly those involving staff and students.

1.3 This policy applies to all colleagues, consultants, contractors, volunteers, interns, casual workers and agency workers.

1.4 Whilst the policy concerns students, it relates to the behaviour and conduct of staff.

1.5 This policy does not form part of any colleague's contract of employment and may be amended at any time.

2. DEFINITIONS

2.1 A personal relationship may include:

- A family relationship
- An intimate relationship which may be sexual, emotional or romantic.

2.2 An individual's status is determined by their primary role within UCFB. For example, a volunteer coach supporting a student football team is primarily at UCFB to study and would be considered a student. Conversely, a member of staff that enrolls in part-time study is considered a staff member for the purpose of this policy.

2.3 Abuse of Power: where a person uses their position of power, authority or seniority in an unacceptable manner to benefit themselves or another.

2.4 Conflict of Interest: when an individual's private interests are in opposition to their professional responsibilities.

2.5 Family relationship: any relative through blood or marriage/partnership. Colleagues should speak to their line manager if they are in any doubt over the status of a relationship.

3. PERSONAL RELATIONSHIPS

3.1 UCFB prohibits all colleagues from engaging in intimate personal relationships with students.

3.2 UCFB requires colleagues to declare any personal family relationship at the time the relative

joins UCFB, either as a member of staff or student.

3.3 Intimate personal relationships with any student under the age of 18 or any student considered an 'adult at risk' may be a criminal offence. Colleagues should refer to the Safeguarding Under-18s and Adults at Risk Policy for further information.

3.4 Colleagues entering into an intimate personal relationship with another colleague should declare this so an assessment can be made on conflicts of interest.

3.5 Former intimate relationships, those that have ended prior to the second individual joining UCFB, either as a student or member of staff, should be declared.

3.6 Existing relationships, formed prior to the second partner joining UCFB, either as a member of staff or as a student, should be declared.

3.7 Breaches of the Personal Relationships Policy may be considered gross misconduct and subject to UCFB's Disciplinary Procedure.

4. DECLARATION

4.1 Declarations should be made using the Declaration of Personal Relationship form that can be found on the UCFB staff intranet.

4.2 As defined in clause 3.1, UCFB prohibits colleagues from engaging in intimate personal relationships with students and therefore the declaration form should not be used to seek approval for such circumstances.

4.3 Declaration forms should be sent to the line manager and/or the HR team at hr@ucfb.com.

4.4 Declarations will be treated in confidence and assessed for conflicts of interest and abuse of power and appropriate action taken where necessary.

4.5 Appropriate actions may involve:

- Consulting with both parties
- Removal of duties relating to the partner

4.6 For declarations of intimate personal relationships between two colleagues, both parties should complete a declaration form.

5. REPORTING CONCERNS

5.1 Where a colleague has concerns about an apparent personal relationship between two members of staff or between a member of staff and a student, they should report this either to their line manager and/or the HR team at hr@ucfb.com.

5.2 Where a colleague believes they have been

treated unfairly due to a current or former personal relationship, they should raise this with their line manager and/or the HR team at hr@ucfb.com.

5.3 UCFB has a zero-tolerance approach to cases of sexual harassment and colleagues should refer to the Dignity at Work Policy for more information.

6. SUPPORT AND CONTACTS

6.1 For help with the interpretation of this policy or for concerns related to any of the matters addressed in it, please speak to your line manager or the HR team.

6.2 Our Employee Assistance Programme (EAP) is available for free confidential, impartial advice on mental, physical and financial help.

6.3 Access to the EAP is through Perkbox.com, select Perks and search 'EAP' or call 0800 756 0861.

7. RELATED DOCUMENTS

[Dignity at Work Policy](#)

[Disciplinary Procedure](#)

[Safeguarding Under-18s and At Risk Adults Policy](#)

UCFB's Single Source of Information on Harassment and Sexual Misconduct