



Staff and Student Personal Relationships Policy:

APPENDIX 1 - Personal Relationship Declaration Procedure



APPENDIX 1 to Staff and Student Personal Relationships Policy

Procedure for Declaring Personal Relationships (Staff)

This procedure accompanies the IFG Staff and Student Personal Relationships Policy. It outlines the steps to be followed by staff who wish to declare a personal relationship that may give rise to a real or perceived conflict of interest. It ensures compliance with institutional policy and promotes transparency, integrity, and safeguarding across IFG and its community. It is in place to protect all parties.

This procedure applies to all staff (permanent, temporary, freelance, visiting, or voluntary) who are currently in or have had:

- close personal relationship (e.g. familial, domestic, or close friendship), or
- intimate relationship (romantic or sexual, current or past), with a student, applicant to an IFG course of study, or another member of staff.

Key information and considerations:

If a relationship falls into a category prohibited by the Staff and Student Personal Relationships Policy (e.g. intimate relationships with under-18s or students under direct supervision), the matter may be referred to HR, Safeguarding, Prevent or disciplinary procedures.

Failure to disclose a relevant relationship may be treated as a disciplinary matter and referred into staff disciplinary procedures.

When to Declare

A declaration should be made:

- As soon as reasonably possible after a relationship has begun or comes to light;
- At the point of application or appointment where a pre-existing relationship exists;
- Immediately, if a relationship becomes relevant to a current staff/student/professional context (e.g. teaching, supervision, line management, or assessment).

How to Declare

Staff must complete and submit the Declaration of Personal Relationship – Staff Disclosure Form (Appendix 2 to the IFG Staff and Student Personal Relationships Policy) to the Finance & HR Manager or their Line Manager. **Where the form is submitted to a Line Manager, the Line Manager must forward it as soon as possible, normally within 72 hours of receipt, to HR.**

Declarations will be treated as confidential, shared only as necessary to assess any risk or conflict.

What Happens Next

- 1. Acknowledgement:** The Finance & HR Manager will confirm receipt of the declaration.
- 2. Review:** They will assess whether the relationship presents a real or perceived conflict of interest or safeguarding risk.
- 3. Meeting(s) (if required):** A confidential meeting may be arranged with the staff member to discuss any necessary measures. The staff member can be accompanied by someone for support, should they wish. Where the disclosure involves 2 staff members, both staff members may be invited to a meeting. As it deems appropriate, IFG may determine to hold more than one meeting with either individuals or both parties together, to allow for a sensitive and supportive process.
- 4. Action Plan:** If appropriate, an action plan will be agreed (e.g. adjustment of duties, removal from, or adjustment to, decision-making roles).

- 5. Recording:** Outcomes will be summarised in the official section of the Personal Relationships Declaration Form (Appendix 2 to the Policy) and retained securely in line with GDPR and institutional data protection policies. The IFG Register of Personal Relationships will be updated accordingly and reviewed on at least an annual basis.

Support and Advice

Staff are encouraged to seek confidential advice from HR, their line manager, or the Academic Director if they are unsure whether a relationship needs to be declared.

Monitoring and Data Management

The Personal Relationships Declaration Form will be stored securely on the staff member's file; relevant necessary information will be held confidentially and any information will only be shared on a strictly necessary basis, in accordance with UK GDPR and Data Protection Act (2018) requirements as well as in line with IFG's statutory obligations such as those regarding Safeguarding and the Prevent Duty.

A register of Personal Relationships will be maintained, in accordance with the Policy, and once this procedure has been concluded the register should be updated by HR. Appropriately redacted data will be reported to and shared with the Board of Governors, for monitoring purposes.

A copy of the Personal Relationships Declaration Form can be requested by the individuals named on the form at any time, in accordance with their data subject rights. Relevant personal information will be redacted as appropriate.