



# **Thistly Meadow Primary School**

## **CLOSE PERSONAL RELATIONSHIPS IN THE WORKPLACE**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**





Leicestershire Traded Services

# Close Personal Relationships Guidance for [x] School/College

Version Number:

v1.0

Date Last Amended:

0 1 0 9 2 0 1 2

---

It will be reviewed on:

0 1 0 9 2 0 1 5

Trusted service



## Close Personal Relationships in the Workplace Policy and Procedure for Staff in Schools and Colleges

### Contents

<b>Purpose</b> .....	2
<b>Scope</b> .....	2
<b>Principles</b> .....	3
<b>Roles and Responsibilities</b> .....	3
<b>Definition of Terms</b> .....	3
<b>Policy and Procedure</b> .....	3
<b>New Appointments</b> .....	4
<b>Relationships which Develop During the Course of Employment</b> .....	4
<b>Monitoring</b> .....	5
<b>Appendix A - Close Personal Relationships in Employment Notification Pro Forma</b> .....	6

### Purpose

The Local Government Code of Conduct states:

‘In order to avoid any possible accusations of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her. Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc.’

The purpose of this policy is to ensure compliance with the above provision and to prevent other problems which may arise from the employment of people in close personal relationships. The policy aims to promote an open and flexible approach to the management of such situations.

### Scope

The Governing Body has agreed to adopt this policy and procedure, which is one of a set of policies governing the conduct of all employees, and any casual workers, within this School/College.

The policy applies to all permanent and temporary staff employed by the Governing Body, including casual workers, under the following conditions of service:

- School Teachers’ Pay and Conditions

- NJC Conditions of Service for Local Government Service Employees

## Principles

The School's/College's commitment to equality of opportunity will be observed at all times during the operation of this procedure. This will ensure that employees are treated fairly and without discrimination on the grounds of race, nationality, ethnic or national origins, sex, marital status, disability, age, sexual orientation, trade union membership or activity, political or religious belief and unrelated criminal conviction.

## Roles and Responsibilities

Employees	Comply with all terms and conditions covered by this policy and procedure, including notifying any relationships.
Manager / Head Teacher / Principal	Manages and monitors relationship issues as denoted by this policy and procedure during employment at the School/College, including relationships arising and notified during the course of employment or identified prior to employment where recruitment activity is taking place.  For further advice please contact HR Services.
HR Services	Advises Managers / Head Teachers / Principals on the application of this policy and procedure
Employee Service Centre	Advises Managers / Head Teachers / Principals on the application of this policy and procedure

## Definition of Terms

For the purpose of this policy the following definitions apply:

**Relative** – spouse, partner, parent, step-mother or father, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, cousin or the spouse/partner/in-law(s) of anyone falling within any of these categories.

**Close personal relationship** - includes categories listed above but can also include a close friendship out of work or a previous relationship, e.g. former spouse, as there could be a degree of bias either for or against an applicant or another employee. This includes any person living at the same address as the applicant.

**Manager** – immediate supervisor/direct line manager, indirect line manager, up to and including Head Teacher/Principal and members of the Governing Body.

Please note that these definitions are not exhaustive and are meant as a guide.

## Policy and Procedure

## **New Appointments**

There is an existing requirement for all job applicants to declare any relationship with an employee of the School/College. Failure to do so could result in disciplinary action.

Where an employee who is involved in any part of the recruitment process identifies that they are related to, or has a close personal relationship with an applicant they should take no further part in the recruitment process and should inform their line manager accordingly.

They should also not act as a referee for that person.

There is no general bar on the appointment of anyone to a post where they would manage, or be managed by someone to whom they are related or with whom they have a close personal relationship. As far as is reasonably practicable, alternative management arrangements will be put in place to ensure compliance with the Code of Conduct and to address other potential problems. If the Head Teacher/Principal considers that it is not practicable to make alternative management arrangements such appointments will not be allowed. It is important that the rationale for such a decision is clear and in writing in case a challenge is made to that decision.

Where such an appointment is made the Head Teacher/Principal must document the alternative management arrangements which have been put in place. Such arrangements should be reviewed on a regular basis.

## **Relationships which Develop During the Course of Employment**

Any personal relationship which develops during the course of employment between an employee and his/her manager must be declared by both parties in writing using the [pro forma](#) contained within this policy. This must be sent to the Head Teacher/Principal and details will be recorded on the individuals' personal files. Failure to report the relationship may result in disciplinary action where the relationship comes within the [definition](#) given above and if it is reasonable to consider that the employee(s) concerned should have recognised that the relationship warranted declaration.

Similarly, where a relationship ends during the course of employment this should also be declared using the [pro forma](#).

The pro forma should be submitted to the Board of Governors if the relationship involves the Head Teacher/Principal.

Wherever possible alternative management arrangements (which will be documented on the pro forma contained within this policy) will be put in place to ensure compliance with the Code of Conduct and address other potential issues, such as how the situation may affect team dynamics, thus enabling both employees to remain in their posts. In cases where this is not practicable the resolution of the situation will be discussed with the employees concerned.

Employees who wish to discuss a relationship that exists within their team should be able to do so with an independent and/or more senior manager where the relationship involves the manager.

### **Monitoring**

The managerial relationship will be monitored and, in the event of inappropriate conduct, disciplinary action will be taken.

## Appendix A - Close Personal Relationships in Employment Notification Pro Forma

### Part 1

To be completed by the employees making a declaration under the Close Personal Relationships in Employment Policy. In some cases more than one form may be required.

### Part 2

To be completed following discussion between the Manager(s) of the employees declaring the relationship and the employees involved.

**Any adjustments made to working practices must be communicated to all involved in the work and should be reviewed and updated when necessary.**

PART 1 Employees' Details	
<b>Date Notified</b>	<b>To Whom</b>
<b>Employee 1 name (block capitals)</b>	<b>Post Title</b>
<b>Employee 2 name (block capitals)</b>	<b>Post Title</b>
<b>Direct Line Management YES/NO</b>	<b>Indirect Line Management YES/NO</b>
<b>Number of levels between employees</b>	

### PART 2 Issues Identified

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
---

### Adjustments identified

**If the employees work within a team at different levels the Line Manager should not be involved in any decisions relating to promotion, grading or pay determination and should not sign any paperwork that is linked to pay. If this would be a normal part of the duties alternative signatories must be identified.**

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
---

### Manager's/Headteacher's/Principal's Signature:

<b>Signed:</b> .....	<b>Date:</b> .....
----------------------	--------------------

### Employees' Declaration and Signature

**I understand and agree with the arrangements that have been put in place.**

**Employee 1: Signed..... Date.....**

**Employee 2: Signed..... Date.....**