



Close Personal Relationship in the Workplace Policy

Date Approved 8/02/16

Date of Renewal 8/02/19

Headteacher

Chair of Governors

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 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. 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 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 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 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.

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	
Date Notified	To Whom
Employee 1 name (block capitals)	Post Title
Employee 2 name (block capitals)	Post Title
Direct Line Management YES/NO	Indirect Line Management YES/NO
Number of levels between employees	

PART 2 Issues Identified
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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.
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Manager's/Headteacher's Signature:
Signed: Date

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