

Manor Hall Academy Trust



CLOSE PERSONAL RELATIONSHIPS AT WORK POLICY

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

MANOR HALL ACADEMY TRUST

CLOSE PERSONAL RELATIONSHIPS at WORK POLICY

1. INTRODUCTION

The School is committed to promoting and maintaining high standards of conduct and integrity amongst all staff. As part of this it is necessary to distinguish between personal relationships and professional ones and to have arrangements in place that safeguard all parties in circumstances where these have the potential to overlap.

The Governing Body will delegate authority to the Head (or his/her representative) to take action under the procedure outlined below, and will monitor the use of this procedure for effectiveness and fairness.

2. THE POLICY

An employee/governor must declare to the School any close personal relationship that could involve a potential conflict of interest for the employee or otherwise conflict with the employees' responsibilities at work.

The School will act upon such a declaration to ensure that any potential conflict of interest is avoided and/or to ensure that the employee is not compromised in their work with the School.

The Close Personal Relationships at Work Policy applies to all employees and Governors at Manor Hall Academy.

An employee/governor who does not declare a close personal relationship at work in accordance with the requirements of the policy may be subject to appropriate action in accordance with the School's disciplinary procedure.

3. OPERATION OF THE POLICY

Examples of close personal relationships that could involve a potential conflict of interest for an employee or otherwise conflict with the employee's responsibilities at work include but are not limited to:

- Family relationships
- Sexual or other intimate relationships
- Business, financial and commercial relationships

The circumstances in which personal relationships at work must be declared, include, but are not limited to:

- Any close personal relationship between an interview panel member and an applicant for employment with the School
- Any close personal relationship between a manager or a senior manager and an employee responsible to that manager or to a senior manager on the same management line
- Any close personal relationship between a Governor and an employee of the School
- Any close personal relationship between an employee and an existing or potential (i.e. through the operation of the School tendering processes) supplier of goods or services to the School.

The School regards as wholly unacceptable any close personal relationship between an employee/governor and a child/young person who is under the age of 18 (19 if still at school) whom they meet as a result of their employment. If this type of relationship exists/develops, it represents an abuse of the employee/governor's position of trust, a breach of the standards of propriety expected in the post and a compromise of professional standards.

The Head must invoke the School's child protection procedure immediately, before taking action under the disciplinary procedure for alleged gross misconduct.

In addition to the particular cases set out above, it is the responsibility of the employee/governor to assess any other circumstances in which there could be a requirement in accordance with this policy to declare a personal relationship at work.

If an employee/governor is in any doubt about the circumstances when a close personal relationship should be disclosed they must seek guidance from their Line Manager or the Head or take advice from their Trade Union Representative. The expectation is that if an employee/governor is in doubt about the requirement to declare a close personal relationship at work the employee/governor should declare the relationship in accordance with this policy.

An employee/governor who needs to declare a personal relationship at work should set out the relevant circumstances in writing to the Head. In respect of the Head or Governor the declaration should be provided to the Chair of Governors.

Upon receipt of a declaration the Head (Chair of Governors or other senior leader as appropriate) will meet with the employee/governor. In accordance with the policy the purpose of the meeting will be to agree the actions that are necessary to avoid any potential conflict of interest and or to ensure that the employee/governor is not compromised in their work with the School. The agreed actions will be recorded and placed on the employee's personnel file and a copy will be given to the employee/governor. If it is considered unavoidable to inform other members of staff about the relationship in order to explain a

change in management arrangements, this will be discussed with the individuals concerned, before it is disclosed.

If the circumstances of the personal relationship change the employee must so advise the Head. The previously agreed actions will be reviewed in discussion between the employee/governor and Head and an updated note will be produced and attached to the original. This may involve a risk assessment to safeguard staff.

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 signatures must be identified.
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Manager's/Head of School/Principal 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:.....

This policy was approved Autumn 2019
and will be reviewed Autumn 2020