

Staff/Student Relationship Policy and Procedure

1. Scope and Purpose

- 1.1. This policy outlines the expectations, responsibilities, and procedures regarding personal relationships between staff and students at The Loughborough College Group (the "College").
- 1.2. This policy aims to ensure professional boundaries are maintained, conflicts of interest are avoided, and all members of the College are protected from inappropriate behaviour, bias, or abuse of power.
- 1.3. This policy safeguards the welfare and academic integrity of students and staff.

2. Policy Statement

- 2.1. The college is committed to fostering a professional, respectful, and inclusive environment for all staff and students.
- 2.2. This policy provides guidance on managing personal relationships that may overlap with professional roles, ensuring transparency, fairness, and safeguarding the integrity of academic and workplace interactions.
- 2.3. The policy makes it clear that staff and student relationships are not allowed. The policy also emphasises the importance of disclosure and appropriate management to prevent conflicts of interest and uphold the College's values.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*

4. Definitions

4.1. Whilst it is not possible to define all circumstances where personal relationships will arise, in the context of this policy a personal relationship is defined as:

- **Personal Relationship:** Any relationship that extends beyond the purely professional, including romantic, familial, financial, business, commercial or close personal connections.
- **Intimate Relationship:** A relationship which is consensually emotional or romantic (it may or may not be sexual and could include isolated or repeated sexual activity) and which goes beyond what would be normally accepted parameters of a professional relationship between staff or staff members and students.
- **Conflict of Interest:** A situation where a personal relationship may compromise, or be perceived to compromise, the impartiality or integrity of professional duties.
- **Member of Staff:** Any individual employed or contracted by the college group, including student employees.
- **Student:** Any individual enrolled in or accepted to a college programme, including those on placements, short courses, or exchange programmes.
- **Direct Responsibility:** Where a member of staff is responsible for the supervision and/or management of another staff member or student.
- **Abuse of Power:** Where someone uses their position of trust, power or authority in a way which is prohibited and exerts influence or control or manipulates another.
- **Vulnerable Adult:** Anyone over the age of 18 years who may not be able to protect themselves from harm, abuse or exploitation due to a care and/or support need. For example, illness, disability or a physical or mental impairment.

This list is not exhaustive.

5. Declaration of Personal Relationships

5.1. To uphold transparency and prevent conflicts of interest, individuals must declare any personal relationship that may intersect with their professional responsibilities, this includes relationships with staff or students. Where an intimate relationship exists prior

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*



to one party becoming a staff member or a student joining the college group, this must be declared. Any family member and family relationships also need to be declared.

5.2. Intimate relationships between staff and students are not permitted.

6. Staff Responsibilities

6.1. Staff must declare any personal relationship that may:

- Involve a supervisory, managerial, or assessment role.
- Influence recruitment, promotion, or funding decisions.
- Affect collaborative work or shared responsibilities.

6.2. Declaration should be made promptly by contacting the [HR team](#). All disclosures will be treated confidentially and with sensitivity.

6.3. Failure to disclose a relationship that results in a conflict of interest may lead to disciplinary action.

7. Student Responsibilities

7.1. The college wants to empower and encourage students to declare any intimate or other forms of relationships with a staff member as these are not permitted. If students feel unable to report this in person, this can also be reported to the safeguarding team or by emailing SomethingToSay@loucoll.ac.uk or FREDIE@loucoll.ac.uk

8. Managing conflicts of interest

8.1. A conflict of interest for the purposes of this policy is when a staff's decision making, actions or judgement in the workplace could be or are compromised as a result of a relationship with a colleague, student or third party. The college recognises that even though efforts may be made to maintain professionalism and professional boundaries, conflict may arise.

8.2. Should a staff member or student be unsure if a relationship presents a conflict of interest, they are encouraged to seek advice. A student should speak to a member of the Learner Welfare Team, Higher Education Welfare Team, and a staff member should contact the HR team.

8.3. Upon disclosure, the college will assess the situation to determine whether a conflict of interest exists and implement appropriate measures to mitigate any actual or perceived conflict of interest.

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*



8.4. Where a conflict is identified, the College will implement appropriate measures, these may include:

- Reassigning supervisory, assessment and line management duties.
- Adjusting reporting lines or project responsibilities.
- Appointing an alternative academic or administrative contacts.
- Ensuring the staff member has no involvement in recruitment, promotion, assessment or disciplinary processes involving the other party.

8.5. Both parties are expected to comply with any decisions made to ensure fairness and maintain professional boundaries.

8.6. Existing reporting measures are in place to ensure that a student is able to report sexual misconduct and harassment through means which do not involve the staff member with whom there is a relationship or intimate relationship. This includes speaking to a member of the Learner Welfare Team, Higher Education Welfare Team or using the College's [online reporting form](#)

9. Prohibited conduct

9.1. Staff and students should behave in a way which is consistent with the College Code of Conduct and the expectations outlined in this policy and other relevant policy's including but not limited to safeguarding and sexual misconduct and harassment. Staff are expected to behave professionally and appropriately, treating others with respect and not behaving in a way which constitutes bullying, sexual misconduct and harassment, favouritism or exploitation.

9.2. Any conduct which is deemed to be inappropriate or prohibited will be dealt with in line with the College's [Disciplinary Policy](#) and the [Bullying and Harassment Policy](#).

9.3. All staff should be aware that initiating any form of personal or intimate relationship between staff and students carries a risk of prohibited conduct and an imbalance of power and may be perceived as sexual misconduct and harassment.

9.4. Any form of non-consensual contact and behaviour is prohibited and may be subject to both internal disciplinary action and criminal investigation. The college reserves the right to report to the Police any incident which it deems to constitute a criminal offence.

9.5. In the event a member of staff is registered with a Professional Body, the college will comply with the relevant code of practice which governs any relationship between practitioners/professionals and end service users, which in this case, may include students.

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*

9.6. The College strictly prohibits:

- Abuse of and in imbalance of power or trust in the context of personal and intimate relationships.
 - Engaging in relationships where there is a clear imbalance of power without disclosure and appropriate safeguards.
 - Using one's position to influence or exploit another individual for personal gain.
 - For staff with direct responsibility, this includes not providing and/or receiving a positive review or reference or providing and/or receiving a negative review or reference.
 - Unfavourable or favourable treatment or results in academic assessments, for example less or more access to support, resources, feedback or lower or higher marks.
- Coercive, manipulative, or predatory behaviour.
 - Initiating or maintaining relationships that involve coercion, manipulation or exploitation.
 - Any behaviour that creates a hostile, intimidating, or uncomfortable environment for others.
- Inappropriate relationships
 - Entering or attempting to enter an intimate, romantic or sexual relationship with a student under the age of 18 (even if the student is over the age of consent) or vulnerable adult as defined by the Sexual Offences Act 2003.
 - Relationships that are not consensual or that involve breach of professional boundaries.
- Breach of Confidentiality
 - Sharing or misusing confidential information obtained through a personal or professional relationship.
- Harassment, Bullying or Discrimination
 - Any forms of verbal, physical or psychological harassment or bullying.
 - Discriminatory behaviour based on protected characteristics.

9.7. Violations of this policy may result in disciplinary action up to and including dismissal as per the [Disciplinary Policy and Procedure](#). Staff are encouraged to not avoid reporting behaviours which constitute bullying, sexual misconduct and/or harassment due to concerns of disciplinary action in the event they have not declared an intimate or personal relationship.

10. Awareness and Support

10.1. The college is committed to raising awareness and empowering staff and students to recognise behaviours which are inappropriate and to challenge and/or intervene where it is safe to do so. In order to do this, the College provides mandatory training to staff and students on consent and bystander intervention.

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*

- 
- 10.2. Alongside this, the college's Single Comprehensive Source of Information provides clear and detailed guidance on sexual misconduct and violence, how to report incidents and support for those affected. For staff, refer to the Bullying and Harassment Policy and Procedure.
- 10.3. The college also has an [online reporting tool](#) which can be used by those alleged and/or have experienced sexual misconduct and harassment, have been witness to or are a third party.
- 10.4. Confidential support is available to students through the Learner Welfare Team, Higher Education Welfare Team and Health Assured. Should there be immediate concerns regarding risk of harm, as per the College's [Safeguarding Policy and Procedure](#), information may need to be shared in order to safeguard.
- 10.5. Support is available for students but not limited to:
- **Learner Welfare Team** – learner.welfare@loucoll.ac.uk
 - **Higher Education Welfare Team**- he.welfare@loucoll.ac.uk
 - **Health Assured (Student Assistance Programme)** 0800 028 3766
 - **Juniper Lodge- Sexual Assault Referral Centre** www.juniperlodge.org.uk
 - **Men's Advice Line**- www.mensadviceline.org.uk
 - **Living Without Abuse**- www.lwa.org.uk
- 10.6. Support is available to staff but not limited to:
- **HR team** – hr@loucoll.ac.uk
 - **Employee Assistance Programme** – 0808 168 2143
 - **Juniper Lodge- Sexual Assault Referral Centre** www.juniperlodge.org.uk
 - **Men's Advice Line**- www.mensadviceline.org.uk
 - **Living Without Abuse**- www.lwa.org.uk

11. Location and Access

- 11.1. This document can be found here:
- The Loughborough College Group's Website
 - The Loughborough College Group's SharePoint

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*



12. Linked Policies and Procedures

12.1. You may wish to view the following policies:

- Disciplinary
- Bullying and Harassment
- Safeguarding
- Code of conduct

13. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title
26/09/2025	1.0	New policy created	Emma Carter	HR BP

Name:	Staff/Student Relationship Policy/Procedure	Owner:	HR
Document Reference:	HR-PCG-065	Last Review:	Aug 2026
Version:	1.0	Next Review:	Aug 2028

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*