**New Personal Relationships Policy - Managers Briefing Note**

At our university, we are committed to fostering a safe, fair, and supportive environment for both our employees and students.

To support this commitment, we’re introducing a new [Personal Relationships Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76207), set to launch on StaffNet on Thursday, 19 June. This new policy replaces the previous [Consensual Relationship Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2752) and outlines our position regarding personal relationships between employees and students, including what we consider to be unacceptable.

We understand that positive relationships, whether between employees or employees and students, are built on trust, respect, and integrity. These connections can often grow into meaningful academic and professional partnerships, and this policy is not intended to limit the many respectful and constructive ways students and employees engage with one another. Instead, the new policy is designed to safeguard both employees and students by addressing potential power imbalances and mitigating risks such as abuse, impropriety, bias, or harassment which can occur within intimate and close personal relationships.

**What is the University’s position on personal relationships?**

The new policy **prohibits employees** from engaging in Intimate and Close Personal Relationships with:

* Fellow colleagues or employees, or students who are under the age of 18, or an adult who is considered or suspected to be at risk (vulnerable adult).
* Students for whom they **have Responsibility**; involvement in their academic studies and/or pastoral care.
* It also **strongly discourages** relationships between students and employees where there is **no element of responsibility**.

While relationships between employees are not prohibited, they must be declared if there is an element of responsibility, or potential conflict of interest.

**What do we mean by a close personal, or an intimate relationship?**

A close personal relationship includes relatives, close family friends, or anyone you have a business, commercial, or financial connection with.

An intimate relationship is a consensual emotional or romantic connection—sexual or not—that goes beyond normal professional boundaries. It can be ongoing, brief, or one-time, and happen in person or online.

**Which personal relationships need to be declared?**

Employees must declare the following relationships:

* Any **pre-existing** intimate or close personal relationships with a student, irrespective of whether the employee has any element of responsibility for the student or not,
* Any new intimate relationship with a student, for whom the employee has **no responsibility,**
* Any new close personal relationship with a student, irrespective of whether the employee has responsibility for them or not,
* Any pre-existing or new relationship with another employee where there is an element of responsibility.

**How does an employee declare a personal relationship?**

Employees will need to log on to their MyView Account and complete the online Personal Relationship Declaration Form.

Further information regarding this process can be viewed here: [Employee FAQ'S - Personal Relationships Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76209).

**What to do if a direct report declares a personal relationship**

* You will receive an email from MyView notifying you that a direct report has declared a personal relationship.
* Review the declaration and speak with your employee. Together, complete the pro-forma document to assess whether a risk assessment is needed, especially if there’s an element of responsibility or potential conflict of interest.
* If required, complete the risk assessment template, which includes helpful guidance to support the conversation.
* All discussions must be handled with respect and in confidence.
* Once complete, upload the pro-forma and, if applicable, the risk assessment to the employee’s MyView record.

For more details, refer to the policy documents linked below.

**Declaration Timeline**

As part of the policy rollout, all employees must declare any **pre-existing relationships** by **Tuesday, 30 September 2025**, if the relationship involves:

* An intimate or close personal relationship with a **student**, regardless of any responsibility.
* Another **employee**, where there is **an element of responsibility**.

Any **new** close personal or intimate relationships, which are permitted, must be declared within **one month** of the relationship starting.

**More Information**

* [Personal Relationships Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76207)
* [Employee FAQ'S - Personal Relationships Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76209)
* [Personal Relationships - Pro forma and Risk Assessment](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76204)
* [Line Manager Guidance - Personal Relationships online declaration](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76210)