

## Personal Relationships Policy

<b>Policy Title</b>	Personal Relationships Policy					
<b>Staff Type</b>	All Employees	x	Sessional Lecturers	x	Students	x
<b>Approved by</b>						
<b>Owner</b>	HR					
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## 1. Overview

- 1.1. At Point Blank Music School, we actively encourage professional relationships between staff members and between staff and students, in order to enable effective and engaging teaching and learning. The purpose of this policy is to clearly outline expectations in relation personal relationships, where these may occur between staff and students or between staff members. This policy aims to ensure that where personal relationships are developed, clear guidance is provided to ensure that these are managed in an appropriate manner to avoid any conflict of interest or misuse of power and authority.

## 2. Definitions

### 2.1. In the context of this policy, a personal relationship is defined as:

- a) a family relationship
- b) a business, commercial or financial relationship
- c) a romantic or sexual relationship

*The above definitions are examples of personal relationships which may give rise to conflicts of interest, however personal relationships are not restricted to these examples and anyone who considers that they are in a potential conflict of interest should declare it as outlined in this policy.*

### 2.2. A professional relationship is defined as:

- a) a tutoring, supervising, mentoring, assessing or teaching role
- b) a pastoral role
- c) a technical support or professional services role

### 2.3. A conflict of interest is defined as:

A situation in which an individual has competing interests or loyalties. This may be an actual or potential risk or a perceived conflict of commitments.

### 2.4. A staff member is defined as:

An individual who is employed or appointed by Point Blank Music School to carry out work on behalf of the school. This includes all hourly-paid staff, guest lecturers and speakers.

### 2.5. A student is defined as:

All full and part-time students studying at Point Blank Music School, including those enrolled on short courses and unaccredited programmes.

## 3. Personal relationships between staff and students

### 3.1.

Staff and students should conduct themselves at all times in ways that are consistent with Point Blank Music School policy. Staff at Point Blank Music School are expected to maintain the highest professional standards at all times. Staff must not compromise their professional and ethical responsibility to protect the interests of students.

### 3.2.

Staff at Point Blank Music School are strongly discouraged from entering into personal relationships with any student whom they are responsible for teaching, supervising, assessing, mentoring or to whom they provide pastoral care, technical support or professional services.

- 3.3. Staff should not enter into a business, commercial or financial relationship with a student which could compromise, or could be perceived to compromise, the objectivity and professional standing of the teaching relationship.
- 3.4. In situations where a personal relationship already exists when a member of staff or student enters Point Blank Music School or one develops following a student's registration, the member of staff is responsible for declaring the relationship as soon as possible to the General Manager.

## 4. Personal relationships between staff members

- 4.1. Although the existence of a personal relationship between members of staff does not necessarily constitute a bar to the employment or promotion of either party, staff should declare to the General Manager any personal relationships which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality.
- 4.2. Where a personal relationship exists or develops between members of staff who are in a line management or supervisory position at work, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party.
- 4.3. Staff in a personal relationship should not work together in any circumstance whereby a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship. In any such circumstances, the relationship must be declared to the General Manager. The General Manager will then make alternative management arrangements and confirm them in writing to the individuals concerned, before it is disclosed.

## 5. Declaring personal relationships

- 5.1. Staff are required to declare to the General Manager any existing or new personal relationship that they have with other members of staff, students, consultants, contractors or suppliers which may give rise to an actual or potential conflict of interest, trust or breach of confidentiality.
- 5.2. Staff who are uncertain about whether there is likely to be any risk of a potential conflict of interest emerging from a personal relationship at work, should discuss the matter with the General Manager in the first instance.
- 5.3. When a personal relationship has been declared, the General Manager will treat these matters in confidence and in consultation with the member(s) of staff, find ways in which potential conflicts of interest can be avoided. The appropriate steps will be taken to ensure that the professional relationship between the parties is either ended, modified or reduced in order to ensure there is no threat to the integrity of either party. Any appropriate action taken will serve to protect the integrity and welfare of all involved and every effort must be made to deal with matters as sensitively as possible.

- 5.4. All declarations should be treated in confidence, recorded in writing and placed on the employee's personal file. Staff who declare a personal relationship at work should be treated fairly and all declarations received must be considered without prejudice to either party.
- 5.5. Should a line manager be made aware of a relationship likely to be covered by this policy, it is their responsibility to initiate the appropriate measures as mentioned above. Any actions taken should be in consultation with the General Manager.
- 5.6. Failure on the part of a member of staff to promptly declare the existence of a personal relationship in accordance with the requirements of this policy, and which results in the academic, administrative or institutional activities of the school being brought into question, may result in disciplinary action being taken.

## 6. Further support

- 6.1. Staff who are uncertain about whether they should take action regarding a personal relationship should seek guidance the General Manager.
- 6.2. Students who are concerned about a relationship with a member of staff are advised to consult the General Manager at the earliest opportunity for the matter to be discussed, in accordance with this policy.