**Staff-Staff Personal Relationships Declaration Form**

Staff should use this form if they need to declare a personal relationship with another member of staff under the University’s [Staff and Students Personal Relationships Policy](https://reportandsupport.shu.ac.uk/support/staff-and-students-personal-relationships-policy).

**Staff** is used **broadly** to describe individuals who perform work on behalf of the University (paid or unpaid). This includes casual staff, postgraduate students conducting teaching, graduate teaching assistants (GTAs), honorary staff, emeritus staff, governors, as well as third parties (e.g. contractors). These examples are not exhaustive.

**Data Protection:** For details of how the information disclosed in this form will be handled by the University, please refer to the [Staff and Students Personal Relationships Policy](https://reportandsupport.shu.ac.uk/support/staff-and-students-personal-relationships-policy)

|  |  |
| --- | --- |
| **Have you made the other party aware of this declaration? YES  NO** | |
| **Your Details** | |
| Name |  |
| Staff Number |  |
| Job Title |  |
| Work Area i.e. Team/Department or School/Institute |  |
| Line Manager |  |
| **Details of the staff member** | |
| Name |  |
| Staff Number (if known) |  |
| Job Title |  |
| Work Area i.e. Team/Department or School/Institute |  |
| Line Manager |  |
| **Relationship** | |
| Relationship being declared | Close Personal e.g. relative  Intimate Relationship e.g. romantic |
| If a close personal relationship what is the nature of this?  E.g. Mother |  |
| When did the relationship start? (approx. month and year) |  |
| Why are you declaring the relationship? E.g. potential or foreseeable conflicts of interest |  |
| Please detail any protective measures in place currently regarding the relationship |  |
| **Declaration** | |
| I confirm that this is an accurate record, that I have read the [Staff and Students Relationships Policy](https://reportandsupport.shu.ac.uk/support/staff-and-students-personal-relationships-policy) and that I understand this declaration will need to be verified with the staff member.  Signature: ………………………………………….  Date: ………………………………………… | |
| **Please send this form to your line manager or more senior manager.** | |
| **To be completed by the manager receiving the declaration**  Please read the [Staff and Students Relationships Policy](https://reportandsupport.shu.ac.uk/support/staff-and-students-personal-relationships-policy) prior to completing this section. You may need to discuss the declaration confidentially with more senior management and the line manager of the other staff member involved in the relationship to determine what immediate action or amended duties are needed to manage the situation. | |
| Manager Name |  |
| Job Title |  |
| Is any action or amended duties required to remove real or perceived abuses of power, conflicts of interest or bias? | Yes  No |
| Details of the action and arrangements |  |
| Date |  |

**Please send this completed form to** [**HRODAdvisory@shu.ac.uk**](mailto:HRODAdvisory@shu.ac.uk)**.**