**Staff and Student Personal   
Relationships Declaration Form**

**Created: January 2021**

If you are in a personal relationship, as defined in the [policy](https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/documents/staff-and-student-personal-relationships-policy-11-2020.pdf), please complete this form together and share with your line manager for final sign off.

|  |  |
| --- | --- |
| **Staff Member Details** | |
| **Name** |  |
| **Job Title** |  |
| **School/Department** |  |
| **Email address** |  |
| **Student Details** | |
| **Name** |  |
| **Year** |  |
| **Course** |  |
| **School/Department** |  |
| **Email address** |  |
| **Relationship** | |
| **Nature of relationship**  **(personal or family parent/sibling etc or sexual)** |  |
| **Potential conflicts**  **(or reasons why there is no conflict)** |  |
| **Measures to remove conflict** |  |
|  | |
| **Signed by staff member** |  |
| **Signed by student** |  |
| **Signed by staff member’s line manager** |  |
| **Date** |  |
| **Review end date**  **(date student is expected to graduate)** |  |

**This form, and the information provided on it, will be treated confidentially, shared only with staff members who need to know, and stored securely.**