

## EMMANUEL COLLEGE

### Personal relationships between a Fellow or a member of staff and a Junior Member

1. A personal relationship of a sexual or other intimate nature between a Fellow or member of staff and a Junior Member, with whom that Fellow or member of staff also has a professional connection, gives rise to an actual or apparent conflict of interest. In particular, such a relationship creates, or may reasonably be perceived to create, a risk of favouritism or abuse of authority. It also undermines the relationship of trust and confidence which is intrinsic to interactions between Fellows, members of staff and Junior Members.

2. Fellows and members of staff are under a duty to act with integrity and not to place themselves in a position of actual or apparent conflict. A personal relationship in the circumstances described above should consequently be avoided.

3. In the event that:

3.1 a personal relationship arises between a Fellow or member of staff and a Junior Member with whom that Fellow or member of staff also has a professional connection; or

3.2 there is or has been a personal relationship between a Fellow or member of staff and a Junior Member with whom that Fellow or member of staff is due to have a professional connection;

the Fellow or member of staff in question must disclose the relationship to the Senior Tutor, or the Master or the Bursar. Such disclosure may be made in person or in writing (including email). If a Fellow or member of staff is unsure whether or not a relationship with a Junior Member should be disclosed, the Fellow or member of staff should disclose it.

4. Following disclosure, the person to whom the disclosure has been made will ensure as appropriate that the Junior Member is aware of the disclosure and that alternative arrangements are put in place to avoid the Fellow or member of staff having any professional connection with the Junior Member.

5. Failure to comply with this policy may be treated as a disciplinary matter.

6. For the purposes of this policy:

6.1 'a member of staff' includes any graduate student who works for the College in a teaching or related capacity, this policy will apply to them in that capacity as if they were employees of the College;

6.2 'professional connection' means any arrangement where a person in his or her capacity as a Fellow or member of staff has any academic, pastoral or administrative or similar responsibility for a Junior member, including for supervising, tutoring, teaching, selecting, assessing, protecting, safeguarding, or providing a reference for, the Junior Member; and

6.3 'personal relationship' means any association, however brief, of a sexual or other intimate nature, either in person or remotely (for example, via social media, email or text messaging).

Your attention is drawn to the University Guidance on personal relationships between staff and students <https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy/guidance-personal-relationships-between-staff-and-students>.

**February 2018**