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| **DISCLOSURE OF INTIMATE RELATIONSHIP BETWEEN A STAFF MEMBER AND A STUDENT- RISK ASSESSMENT** |
| **Guidance** |
| This form should be used to assess and record any real or perceived conflict of interest when a staff member discloses that they are, or have been, intimately involved with a current or incoming student. Once completed, the form should be forwarded by email to the relevant Head of HR and a copy should be given to the staff member.If you require this document in an alternative format please contact HR via email UHRS@ed.ac.uk or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro> |
| **Section 1: Staff Details** |

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| Staff Name: |       | Staff Number: |       |
| College/Professional Services Group:  |       | School/Centre/Service Department/Research Group: |       |
| Employed as: |       | Date of disclosure (dd/mm/yyyy): |       |
| **Section 2: Student’s Details** |
| Student Name: |       | Matriculation Number: |       |
| Student status: | Undergraduate [ ]  Postgraduate [ ]   Other (please provide details in section 4 below) [ ]  |
| Assessment undertaken by: |       | Assessment Date (yy/mm/yyyy): |       |
| **Section 3: Assessment** |
| **Conflict of Interest Assessment****Is/will the staff member be directly involved in:** | **Yes** | **No** | **If ‘Yes’ , detail the measures which will be put in place to remove the conflict & protect both parties; by whom and when** |
| * any aspect of the student’s learning?
 | [ ]  | [ ]  |       |
| * marking or any assessment of the student’s work?
 | [ ]  | [ ]  |       |
| * any aspect of the student’s pastoral care?
 | [ ]  | [ ]  |       |
| * any decision-making process regarding the student’s academic progress?
 | [ ]  | [ ]  |       |
| * selecting the student for a course of study?
 | [ ]  | [ ]  |       |
| * any aspect of the student’s research ?
 | [ ]  | [ ]  |       |
| * any aspect of their non-academic life on campus?
 | [ ]  | [ ]  |       |
| * any other aspect of the student’s learning experience?
 | [ ]  | [ ]  |       |
| **Section 4: Any other relevant information:** |
|       |