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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](mailto: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:** | | | | | | |
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