



CLOSE PERSONAL RELATIONSHIPS POLICY

Authorised By:	President (CEO)	Revision: 1.5
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Related Documents:	Staff Recruitment Selection and Appointment Policy Assessment Policy Student Application and Selection Policy	
Responsible Officer:	Registrar	
Review:	Senior Executive Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Tabor expects staff members to maintain Christian Values and the highest professional standards when fulfilling the duties associated with their position. This policy clarifies the obligation on staff to act appropriately when a conflict arises or could be seen to arise between their duty to the College and the interests of their family or someone in a close personal relationship with the staff member.

2. Scope and Applications

This policy applies to all staff. Close Personal Relationships are defined as ‘sexual or romantic, family, close friends, trainees or supervisees.’

3. Policy Principles

- 3.1. The College does not discriminate against relatives of (or people in a close personal relationship with) a member or staff, provided the requirements of this policy are met.
- 3.2. The College does not discriminate in employment against relatives of (or people in a close personal relationship with) an existing member of staff, provided the requirements of this policy are met.
- 3.3. As it is possible to have some ambiguity in the definition of a close personal relationship, Tabor promotes a spirit of transparency, and if there is any doubt, the staff member should consult with their Line Manager or the HR Manager for guidance.

4. Procedures

4.1. Close Personal Relationships

- 4.1.1. Where a staff member has a student relative, or is currently or recently involved in a close personal relationship with a student, that staff member must not take any part in any academic or administrative decision-making processes in respect of that student, including the following:

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- Selection for entry to the College
 - Selection for any undergraduate or postgraduate course offered by the College
 - Assessment procedures
 - Selection for any scholarship or prize
 - postgraduate supervision
- 4.1.2. It is the duty of a staff member to disclose to their Dean of Faculty any student relative or close personal relationship involving a student, as soon as the staff member becomes aware of the possibility that they might, if not for this policy, be involved in one of the processes listed at 4.1.1 above. The student may also disclose the relationship to the Dean of Faculty or, where relevant, the Dean's line manager.
- 4.1.3. Where a relative or close personal relationship conflict arises, arrangements for avoiding the staff member's involvement in the processes listed in 4.1.1 above must be approved by the Dean of Faculty.
- 4.1.4. If for any reason it does not appear feasible to avoid altogether the involvement in the process of the conflicted member of staff, the Dean of Faculty's line manager must formally approve the arrangement proposed by the Dean of Faculty before it is implemented.
- 4.1.5. Failure by a staff member to disclose a close personal relationship, coupled with participation in the processes listed in 4.1.1 above, may render the processes null and void, and can lead to disciplinary action on the grounds of misconduct, or serious misconduct.
- 4.1.6. A staff member must not take any active part in any formal employment or academic assessment processes in respect of another staff member (or potential staff member) who is a relative of, or in a close personal relationship with, that staff member, including the following:
- Recruitment and appointment
 - Tenure
 - Promotion
 - Reclassification
 - Termination
 - Staff development opportunities
 - Conditions of service
 - Performance appraisal
- However, if requested to do so, that staff member may present views to the relevant committee.
- 4.1.7. Where a Dean of Faculty is precluded under 4.1.6 above from participating in an appointment panel, the Dean of Faculty must not have access to the appointment applications except to the extent necessary to present views to the panel, and only if the panel itself requests those views.
- 4.1.8. It is the duty of a staff member to disclose to the Dean of Faculty any staff relative or close personal relationship involving another staff member, as soon as that staff member becomes aware of the possibility that they might, if not for this policy, be involved in one of the processes listed at 4.1.6 above in respect of the other staff member. If the staff member is a Dean of Faculty, they must disclose the relationship to their line manager, the Academic Director or other suitable person to act in their place.
- 4.2. Dual Relationships
- 4.2.1 A dual relationship arises when a staff member has two or more kinds of relationship concurrently with a student, for example student and counselling client, colleague and supervisee.
- 4.2.2 Tabor acknowledges the existence of a dual relationship with a counselling client is seldom neutral and can potentially have a detrimental impact. Therefore staff should refrain from entering into counselling relationships with students.
- 4.2.3 It is possible for other dual relationships to exist, and where possible these should be avoided.

4.2.4 Where it is deemed not possible to avoid, or genuinely not in the best interest of the parties involved to avoid, the dual relationship should be discussed with and approved by the staff member's Line Manager.

4.2.5 Where a personal issue stands as a roadblock to academic progress/success for a student, it may be considered appropriate for Lecturer and student to discuss that issue in brief. If the issue is significant or ongoing, it remains inappropriate to enter into a therapeutic relationship, and the student should be referred to an appropriate service, such as Life Design or an external provider.

5. Definitions

See [Global Definitions](#)

6. Communication / Training

- 6.1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor. The policy will be made available on the Tabor website (<http://tabor.edu.au/>).
- 6.2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.
- 6.3. Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.