

Student and Staff Working Relationships Policy

Date: 10 June 2026

Last amended by: Tim Johnson

1 Overview

- 1.1 ThinkSpace Education (TSE) is committed to fostering a positive and professional learning environment for all students, permanent staff and contractors. We recognise that interactions between students and staff may extend beyond the scope of official TSE activities. To ensure the well-being and integrity of our community, we have established this policy to address relationships and business dealings that occur outside of TSE's purview.

2 Declaration of Relationships

- 2.1 Any student who engages in a personal, professional, or business relationship, outside of TSE's activities, with a member of staff must declare this relationship to TSE administrative staff at the earliest opportunity. Equally any member of staff who engages in a personal, professional, or business relationship, outside of TSE's course activities, must also inform administrative staff immediately.
- 2.2 Declarations should include a brief description of the relationship, the nature of the interaction, and the potential impact on the TSE learning environment.
- 2.3 Staff and students should both complete the [Staff and Student Conflict of Interest Declaration Form](#), submitting it to the Head of Postgraduate Education.

3 Personal Safety and Privacy

- 3.1 TSE respects the privacy of students and staff. All personal and business dealings outside of TSE are considered private matters. However, at no time should either a member of staff or a student be made to feel uncomfortable or receive unwanted contact, including outside the official channels.
- 3.2 Close personal and sexual relationships are not permitted between students and staff. Unwanted advances, sexual innuendo, comments on their appearance or any other behaviour that might constitute harassment or make the other party feel uncomfortable, are against our regulations and may result in disciplinary action including dismissal.
- 3.3 In special circumstances, for example where the partner or close friend of a member of staff becomes a student, the Head of Postgraduate Education (HPE) should be informed to ensure no conflict of interest arises.

4 Responsibility and Liability

- 4.1 While collaborations between staff and students — including commercial projects where the student engages the staff member or vice versa — can be beneficial to both parties, it is beyond the scope of TSE to supervise private arrangements outside the delivery of our courses and our managed social spaces, and both parties undertake them at their own risk. TSE does not vouch for or recommend the services of students or staff, and we can accept no liability if the project does not produce the desired outcome.

- 4.2 Any business dealings, agreements, or transactions conducted outside of TSE are the sole responsibility of the parties involved, and TSE shall not be held accountable for the outcomes or consequences of such interactions, financially or otherwise.

5 Conflict of Interest

- 5.1 Students and staff are expected to uphold the highest standards of integrity and professionalism when engaging in any relationship or business dealing outside of TSE's purview.
- 5.2 It is the responsibility of both parties to identify and manage any potential conflicts of interest that may arise due to relationships or business dealings.

6 Reporting and Communication

- 6.1 In the event that a student or staff member becomes aware of a potential conflict of interest, ethical concern, or breach of this policy, they are encouraged to report the matter to TSE administrative staff.
- 6.2 TSE will handle such reports with discretion and confidentiality, taking appropriate measures to address the situation and maintain the well-being of the TSE community.
- 6.3 This policy is designed to ensure transparency, ethical conduct, and the protection of all members of the ThinkSpace Education community. Students and staff are expected to abide by this policy and demonstrate respect for professional boundaries, ethical guidelines, and the privacy of personal relationships and business dealings outside of TSE's activities.

7 Complaints

- 7.1 Should a member of staff or student feel that this policy has not been adhered to, students should refer to the TSE Student Complaints Policy, and staff to the TSE Bullying and Harassment Policy (Staff). Incidents involving bullying or harassment of students should be addressed under the Bullying and Harassment Policy (Students), and incidents of a sexual nature under the Sexual Assault and Misconduct Policy. All policies are available at <https://thinkspace.ac.uk/about/policies/>.