

School of Coding & AI STAFF AND STUDENT RELATIONSHIPS POLICY

1. Introduction

1.1 Purpose

This policy sets out the framework through which School of Coding & AI (SOC) ensures professional, safe, and transparent relationships between staff and students, protecting student welfare, maintaining academic integrity, and meeting regulatory expectations, including OfS Condition E6 on harassment and sexual misconduct. This policy sets out the principles and procedures governing personal, intimate, or close relationships that may create real or perceived conflicts of interest.

1.2 Scope

This policy applies to:

- All staff supporting students (teaching and support services).
- All students taught by SOC staff, including students on programmes delivered with university and other educational partners.
- Any intimate relationship that may compromise professional boundaries, objectivity, or student welfare.
- All teaching, assessment, supervision, pastoral support, mentoring, and decision-making contexts.

1.3 Definitions

- **Staff:** any employee, contractor, associate, or individual acting on behalf of SOC.
- **Student:** Any student enrolled on a programme of study, module or short course delivered or supported by SOC.
- **Intimate relationship:** A romantic, sexual or close personal relationship that goes beyond professional boundaries.
- **Conflict of interest:** A situation where personal interest could compromise or appear to compromise professional judgement.
- **Disclosure:** The act of informing SOC of an intimate relationship or concerns that may fall within this policy.

2. Policy Principles

- Professional boundaries must be maintained at all times to protect students and uphold academic integrity.

- Intimate relationships between staff and students where the staff member has any academic, pastoral, supervisory or decision-making (including marking) authority for the student are prohibited. In such cases another member of staff must take responsibility for teaching the student.
- Where a pre-existing or developing relationship exists, mandatory disclosure is required, so SOC can manage conflicts of interest.
- SOC will ensure no staff member assesses, supervises, mentors, or makes decisions affecting a student with whom they have an intimate relationship.
- Students will have safe, confidential routes to raise concerns about staff behaviour or boundary issues.
- All disclosures will be handled confidentially, proportionately, and in line with safeguarding and data-protection requirements.
- SOC will take a zero-tolerance approach to harassment, coercion, exploitation, or abuse of power.
- All actions under this policy must align with:
 - OfS Condition E6
 - SOC’s Safeguarding and Prevent Policy
 - Equality, diversity, and inclusion commitments set out in relevant policies
 - Data protection legislation

3. Responsibilities

Role holder(s)	Responsibility
Staff	<ul style="list-style-type: none"> ● Follow the disclosure procedure in section 4.1 ● Advise their line manager if they believe a member of SOC staff is having an intimate relationship with a student. ● Participate in relevant training
Students	<ul style="list-style-type: none"> ● Disclose concerns about staff–student boundaries or report inappropriate behaviour following the procedure in section 4.2 ● Request support from safeguarding or student services
Line Managers	<ul style="list-style-type: none"> ● Receive disclosures from staff ● Implement adjustments to duties (e.g. reassignment of teaching or assessment) as directed by the Director of Academic Affairs ● Monitor compliance
HR	<ul style="list-style-type: none"> ● Maintain confidential records of disclosures

	<ul style="list-style-type: none"> • Provide advice on conflicts of interest and safeguarding • Ensure training and awareness for staff and students
Senior Management Team	<ul style="list-style-type: none"> • Owns and oversees the policy • Ensures compliance with OfS regulatory requirements
Board of Directors	<ul style="list-style-type: none"> • Ultimate responsibility for overseeing compliance with OfS regulatory requirements • Reviews oversight and assurance reports relating to the operation of this policy

4. Disclosure Procedures

4.1 Staff Disclosure Process

- A member of staff who identifies a relationship that may fall within this policy should disclose this promptly to their line manager or HR using the confidential disclosure form provided by HR.
- An initial assessment will be conducted by HR and the line manager to determine whether a conflict of interest exists.
- Where relevant, a conflict-management plan will be created (e.g. reassignment of duties) and approved by the Director of Human Resources.
- The line manager will monitor to ensure compliance with the conflict-management plan.
- A failure to disclose may result in disciplinary action.

4.2 Student Disclosure or Concern-Raising Process

Students may disclose a relationship or raise concerns if they:

- Feel uncomfortable about a staff member’s behaviour.
- Believe boundaries have been crossed.
- Are involved in, or aware of, an intimate relationship with a staff member.
- Need advice or support regarding an intimate relationship with a staff member and a potential conflict of interest.

Process:

- Where a student identifies a concern relating to staff behaviour, boundaries, or an intimate relationship, they should disclose through any of the following safe routes:
 - o Safeguarding Lead – Kellonie Cousins-Sessi

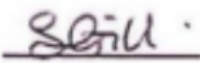
- o Student Support Team
- o Programme Leader
- o Anonymous reporting tool which can be found here:
<https://schoolofcodinguk.com/report-a-concern/>
- The receiving staff member will log the concern confidentially and inform the Safeguarding Lead
- An initial safeguarding and welfare assessment will be conducted to determine risk and support needs.
- Where relevant, a conflict-management plan will be put in place (e.g. change of tutor, assessor, or supervisor).
- The student will be offered ongoing support and kept informed of actions taken within confidentiality limits.
- Concerns involving potential misconduct will be escalated under the Harassment, Racism, Bullying, Sexual Misconduct and Violence Incident Handling Procedure or the Staff Disciplinary Procedure.

Students will never be penalised for making a disclosure or raising a concern in good faith.

Name of provider: School of Coding & AI Ltd

Name of nominated accountable officer: Suki Gill

Designation: Principal

Signature: 

Date: 18th June 2026