

## **The Railway Children** **Relationships at Work/Personal Relationships Policy**

We recognise that, from time to time, close personal relationships may develop or exist between employees and the families whose children attend our nurseries. Whilst we realise that employees have a right to a private life and therefore do not prohibit personal relationships between employees or prevent hiring decisions from personal contacts, such relationships can present challenges where employees are unable to draw an important distinction between private and professional life.

This policy applies to all The Railway Children employees and bank staff. It does not form part of any contract of employment or contract to provide services and may be amended at any time.

### *Definition of Personal Relationship*

The phrase "personal relationship" in this policy means any emotional, romantic or friendship relationship which goes beyond the normally accepted boundaries of the professional sphere between employees and the families whose children attend our nurseries. This will include family relationships (for example, where people are related, married, or living together).

This definition is not intended to be exhaustive. Given the sensitive nature of personal relationships, nursery staff are required to use common sense in assessing whether or not this policy is relevant to them. If any person is unsure whether this policy applies to their circumstances, they should speak to their Director in confidence about their situation.

### *Conduct of those in Personal Relationships*

In order to minimize the risk of conflicts of interest, promote fairness, and avoid even the appearance of impropriety, no employee of the Railway Children should have a personal relationship with any families of children they directly or indirectly supervise.

Nursery staff engaged in a personal relationship which is subject to this policy are required to notify their Director as soon as reasonably practicable. Any such information will, so far as possible, be treated in the strictest confidence. While there is no formal requirement for employees who are not also in a personal relationship to which this policy applies to disclose their relationship, they should consider whether it may be appropriate to inform their Director in any event or whether, having regard to their general duties of good faith towards The Railway Children Nurseries, they do so in relevant circumstances. For example, if there is a risk of a conflict of interest or perceived conflict of interest arising.

Following confidential disclosure of their personal relationship, each party will be invited to attend a meeting with their Director to confirm the nature of the relationship, discuss any potential conflicts, and agree on any actions to be taken to minimise the impact of their personal relationship on the business. If a personal relationship affects the behavior or performance of the employees involved, or if the employee fails to disclose a personal relationship as required by this policy, the matter will be managed in line with The Railway Children Nurseries Disciplinary Procedure.