

Three Counties Academy Trust



Close Personal Relationships Policy and Procedure #HR13

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st January 2027.

Statement of intent

Three Counties Academy Trust (TCAT) believes it should be a good employer and in doing so recognise that there will sometimes be relationships formed within the organisation between colleagues or between employees and other stakeholders, or that these relationships may exist before appointment to a position at TCAT.

This policy intends to outline a framework within which TCAT, and our schools will operate to ensure that everyone is treated fairly and reasonably during their employment and that there is equality of opportunity in recruitment, regardless of any relationship that may exist between individuals within, or connected with, the workplace.

The aims of this policy are to ensure that:

- All prospective employees, current employees and workers are treated fairly and reasonably in relation to the recruitment process
- All employees, workers and others are treated and managed fairly during their employment or work with us
- The principles of equality of opportunity are applied at all times
- Any scope for challenge or allegations of preferential treatment, favouritism or discrimination are eliminated or minimised

All TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Close Personal Relationships Policy and Procedures for all categories of schools (HR013) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR013) Close Personal Relationships Policy and Procedures for all categories of schools can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.