



MULTI FAITH ROOM

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Introduction

Telford College recognises the commitment of individual staff and students to pursue a spiritual and religious practice and actively supports their right to do so in an atmosphere of tolerance and respect. The College supports the diversity of staff and student population and acknowledges the need for suitable facilities to enable staff and students to pray/reflect/contemplate during the standard academic day. The College will, as far as is reasonably practicable, provide space appropriate for the purpose of prayer, reflection and contemplation on-site.

Scope

This document specifies usage of the designated Multi-Faith room in B block and applies to students, employees and representatives of the college within the campus, course/program delivery, activities, services and facilities.

Process/Procedure

The use of the designated Multi-Faith room B000, located on the ground floor of B Block, shall be subject to review by the Director of Student Services and shall respect the following procedures. Those using these spaces should be respectful to all users, and agree to adhere to the guidelines within this policy.

Management

The Multi-Faith room is managed by Student Services. The Director of Student Services and the Student Engagement Officer will oversee the approval of all bookings and enquiries regarding use of space. All individual staff and students who use the multifaith room must sign a register which is located in the student hub and will be monitored by both The Director of Student Services and the Student Engagement Officer.

Room Booking

Groups (that shall not exceed a reasonable number for the safe use of the room) wishing to use the space must pre-book through Student Services and must respect social distancing and wear a protective mask when in the room. If a pre-booked group does not show up within 15 minutes of the starting time of their allotted booking, the space is considered available to others and the pre-booking is no longer valid.

Pre-booking the Multi-Faith room can be made a maximum two weeks in advance. The College reserves the right to limit the number of times any particular group books the space in order to ensure the space is equitably available for various groups and that sufficient drop in times are also available. Exceptions may be considered for special events where booking is needed more than 2 weeks in advance.

The booking of space may only be made by Telford College students and employees and must be able to provide valid Telford College ID badge while using the space. Conflicts regarding the use of the space will be referred for resolution or decision to the Director of Student Services.

Individuals are not required to pre-book space in the room and may use it on a drop-in basis as availability permits. Students will still be required to register into the multifaith room by signing the register located in the student hub.

Groups are to complete their activities within the scheduled time. The privacy of scheduled groups using the space must be respected. Individuals wanting to use the space should quietly wait outside of the room until a scheduled usage is completed unless they have been provided with prior permission to use it at the same time.

The toolkit guidance for utilising the multi faith room are at Appendix A

Use of Space

The Multi-Faith room is designated for the primary use of spiritual practices, including but not limited to group or individual worship, prayer and devotion. The Multi Faith room may be used for quiet contemplation, designated prayer, reflection and meditation. Unless pre-arranged group prayer or worship is taking place, individuals using the room must keep noise to a level that does not disturb others. It may be used for faith studies, educational events/groups specifically related to religious practice and spirituality for employees and students of Telford College.

Studying, sleeping or using the space for anything other than the above is not permitted although room booking for other purposes may be authorised by the Director of Student Services.

The main entrance/exit to the Multi-Faith must be kept clear at all times and the door must remain unlocked at all times. No charity box, monies or valuables are permitted to be kept within the room. Users are responsible for looking after their own personal belongings.

All persons and groups who use the space are required to leave the room according to the posted setup requirements.

- The maximum number of individuals shall not exceed a reasonable number for the safe use of the room.
- Protective masks must be worn whilst in the multifaith room.
- Consumption of food and beverage is prohibited in the Multi-Faith room.
- Burning of candles, incense or other flame or smoke producing materials is prohibited in the Multi-Faith room.
- The Multi Faith room is intended to remain accessible and neutral for all users, thus it is not permitted to display permanently in the room imagery, statues, or written materials. During the course of a session, the user is permitted to display religious materials. At the end of prayer, meditation or contemplation all these items must be removed from the room or placed in the storage provided. Symbols of faith must be removed after each individual or group usage, and the overall tone of the room shall be religiously neutral. Anyone using the room should make sure that sufficient time is calculated within the room booking to enable any specific material to be put away and for the room to be left clean and tidy for other users.
- Any damages to space or equipment must be promptly reported to security.

Use of Storage and Equipment

A storage unit is available for students to leave materials related to their use of space (mats, publications, etc.).

These items are not locked or supervised. They are stored at the students own risk.

All persons and groups who use the Multi-Faith must leave the furniture as they originally found it and ensure the area is tidied.

No decorating, notices, posters, faith symbols, etc. may be fixed inside the room.

Breach of Code of Conduct or other Multi-Faith room procedures

Any alleged breach of College policies must, in the first instance, be brought to the attention of the Director of student Services. The College reserves the right to withdraw or restrict access to a group, person or persons for breaching College policy.

Policy Review History

Version	Review Date	Reviewer	Reason for Review
2	January 2022	Jo Pay, Executive Director of HR	Change to arrangements for use of room (namely maximum number and the requirement of Student Services to escort individuals in order to unlock the room) Toolkit for guidance in respect of utilising the multi faith room now at Appendix A Multi Faith Room Signing In Sheet now at Appendix B

APPENDIX A

Toolkit guidance in respect of Multi Faith Room Policy

Prior to using the Multifaith room a student must always speak to a member of student services in the student hub. The room is secured with a coded lock so that the area remains secure and safe for the benefit of all.

The guidance on the sign in register is very clear in the policy. Under no circumstances can individuals utilise the room without having signed into the register whether booked in advance or requesting use of the room on an ad hoc basis.

A member of student services must always escort the individual to the room and open it for the student using a code. The code will not at any time be freely given.

In the event that the Enrichment Coordinator is not at the desk in the student hub for the purpose of the sign in register and escorting to the room, another member of the Student Services team will be available for this.

Guidance on Prayer

It is appreciated that prayer times for some faiths are either set, or changeable according to different factors, for example but not limited to, specific times as indicated in scripture, or the lunar calendar.

Guidance should be sought from a Manager should tutors wish to enquire as to the context of prayer so that the College can ensure its commitment to equality, diversity and inclusivity.

APPENDIX B

Multi Faith Room Signing in sheet

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