



Issue Date: March 2021

Review Cycle (Years): Annually

Next Review Date: 22nd March 2022

Person Responsible: Director of Foundation Learning and Learner Services

HE POLICY: Y ☐ N ☒

MULTI-FAITH PRAYER & CONTEMPLATION ROOM USE PROTOCOL AND GUIDELINES

Approval, Consultation, Assessment Requirements	Y	N	Approval, Consultation, Assessment Date
SLT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22-03-21
Health & Safety Committee (Head of Estates)	<input type="checkbox"/>	<input type="checkbox"/>	
Trades Union	<input type="checkbox"/>	<input type="checkbox"/>	
Standards Committee	<input type="checkbox"/>	<input type="checkbox"/>	
Corporation	<input type="checkbox"/>	<input type="checkbox"/>	
Resources Committee	<input type="checkbox"/>	<input type="checkbox"/>	
Audit Committee	<input type="checkbox"/>	<input type="checkbox"/>	
Remuneration Committee	<input type="checkbox"/>	<input type="checkbox"/>	
POLICY LOCATION: Internal <input checked="" type="checkbox"/> (specify options) External <input type="checkbox"/> (Specify options)			
Related Documents:	<ul style="list-style-type: none"> • Safeguarding Children Vulnerable Adults • Prevent Strategy • Transgender policy • Equality & Diversity Policy 		

1. STATEMENT OF PURPOSE

- 1.1 Coventry College is a secular institution and learners and staff attending the College follow many different faiths and come from a wide variety of cultural and religious backgrounds. On no account will the College permit any form of discrimination against, or harassment of, learners on religious or cultural grounds. While the College fully endorses the right of learners to freedom of expression, it will not permit learners or staff making any unwelcome attempt to convert another person to a particular religious faith or ideological view.
- 1.2 As a way of ensuring equality of opportunity, the College is maintained as a secular environment i.e. it does not endorse any religion, faith or culture. This enables the College to be as fair as possible in its treatment of learners.
- 1.3 The College encourages the promotion of integration, understanding and mutual respect in College life for all learners. However, this does not mean that it wishes to promote a secular way of life outside of College.

- 1.4 The College is a place of work and study. Its policies and rules are designed to create the best possible chances for all sectors of the community to study successfully. They are not intended to influence how you live your life outside College.

2. MULTI FAITH & CONTEMPLATION ROOM USE AND ACCESSIBILITY

- 2.1 The College has two Multi-Faith Prayer & Contemplation Rooms, one situated at our City Campus and the other at our Henley Campus. They are designed to be welcoming and accessible spaces for people of all faiths and traditions, but because of the range of religious and cultural traditions involved this inevitably requires all users to accept some infringement of their religious sensibilities.
- 2.2 Both rooms are now simply identified as 'Room 1' and 'Room 2' to discourage their identity being exclusively related to prayer and whereby encourage inclusivity.
- 2.3 The rooms are free to use by staff and learners during College opening hours.

3. MONITORING ROOM USE

- 3.1 The Prevent Duty Guidance and related legislation requires that prayer rooms within Colleges are monitored to ensure they are not used by learners, visitors or staff to incite or promote radical extremist views. The prayer rooms are visited occasionally by the Learner services team, and are visited routinely by the security staff in the morning and afternoon.
- 3.2 Where concerning activity or any religious material, pamphlets or other items are left in the room the Duty Manager should be contacted to remove the materials or look into any unusual activity identified.
- 3.3 The Counter-Terrorism and Security Act 2015 places a duty on Colleges to prevent people being drawn into terrorism through radicalisation and extremism. All learners are informed that if concerned with any activity, they should raise this with their tutor or a member of the Safeguarding Team.

4. MULTI FAITH PRAYER ROOM GUIDELINES FOR USE

- 4.1 Please read these guidelines, and take care to be aware of the religious sensibilities of others, which may be very different to your own.

4.1.1 Availability

- 4.1.1 The key to the Multi Faith & Contemplation Room can be obtained from reception at either campus and should be signed for and returned to reception after use
- 4.1.2 The Multi Faith & Contemplation Room cannot be booked for communal prayers or worship by any group.
- 4.1.3 In general the room is available to learners and staff for private contemplation, prayers and devotions during College opening hours – please keep silence and maintain an atmosphere of respect.

4.1.2 Guidelines for use

- By entering the room, users are agreeing to abide by a 'fair use' ethos. In particular this includes treating the room and any other users of the room in a respectful manner and in line with relevant College policies and guidelines.
- The Multi-faith & Contemplation Room is not to be used for group or led prayer, devotions or any form of sermon or preaching.
- Please do not fix anything to the walls or leave anything in the rooms, thus respecting that they are Multi-Faith & Contemplation rooms for use by all.
- Please leave the Multi-Faith & Contemplation Rooms as you found them, return any furniture to its original location, and make sure that the room is clean and tidy when you leave
- With the exception of sacred texts or with the express permission of the Director of Foundation learning and Learner services all books should be in English.
- Inappropriate behaviour or behaviour which contravenes the Policies and Procedures of the College will not be tolerated and may lead to access being withdrawn and disciplinary action taken.
- Any collections for charity or as part of an act of worship must be approved in advance with the Director of Foundation learning and Learner services.
- The College's duty under the PREVENT agenda means students and staff must report any activity that they are concerned may be radicalising or harming others or themselves.
- Please do not bring alcohol into the Multi Faith & Contemplation Rooms at any time.
- Please do not light candles or burn incense in the room at any time.
- Please do not consume food or drink in the Multi Faith & Contemplation Rooms.
- Please take care to keep the Prayer Room clean and tidy at all times.

4.1.3 Any suggestions, complaints, or conflicts of use should be referred to the Duty Manager via the Reception.

5. IMPLEMENTATION OF THE POLICY

5.1 The **College** will ensure that:

- They will address any situation where concerns arise regarding the use of the Multi-Faith Prayer Contemplation Room.
- Review this policy annually and in response to any issues raised.
- This policy is accessible to all staff and learners.

6. MONITORING AND EVALUATION

- 6.1 The Vice Principal Curriculum Innovation, Quality and Performance is responsible for reviewing the Multi-Faith Prayer Contemplation Room Protocols and Guidelines every year and making appropriate changes.
- 6.3 The Senior Leadership Team will review complaints and learner disciplinary in line with these protocols and guidelines.

7. REVIEW OF POLICY

- 7.1 The above policy will be reviewed by the relevant parties annually, or as required.

8. ENVIRONMENTAL IMPACT ASSESSMENT

- 8.1 The College is fully committed to the sustainability agenda.
- 8.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.
- 8.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

9. GENERAL DATA PROTECTION REGULATION (GDPR)

- 9.1 All policies which are approved by the Senior Leadership Team are in line with our GDPR suite of policies and procedure.