

Sanctuary Rooms Policy (Faith and Contemplation Venues)

Document Control	
Document Type	Policy
Date Approved	06.11.23
Approved by	Principalship
Review Date	August 2025
Department	Student Support
Policy Owner	Assistant Principal Foundation Learning and Student Support
Principalship Lead	Vice Principal Student Experience and Support
Accessible to Students	Yes

INTRODUCTION

The Manchester College and UCEN Manchester are committed to treating people of all faiths and no faith, fairly. This includes enabling employees and students to access prayer, quiet contemplation rooms known as 'The Sanctuary'.

The Sanctuary are neutral spaces which can be used by people of all faith groups, beliefs or none. The rooms may be used as a quiet space for individuals (students and staff) to sit and contemplate, to pray, to take a few moments to de-stress from a busy day or to recover from a traumatic life event, such as bereavement. The organization does not provide this facility to visitors or for contractors. The rooms are designed to be used by one or two people at a time, to support privacy.

USING THE SANCTUARY ROOMS

- The Sanctuary Rooms will be available during campus opening hours.
- To ensure the safe and managed use of the rooms, a student or staff member who wishes to use the room must sign for the key from the relevant campus Reception.
- Only College and UCEN Manchester learners and staff may use the Sanctuary. **Visitors cannot use the space.**
- All users are reminded to respect one another's space and privacy and try not to disturb those already in prayer or contemplation.
- The rooms are for individual prayer and contemplation and cannot be prebooked.
- If the room is already in use, please respect the right of persons to finish using the room before accessing the facility.
- The person who has signed out the key from reception is responsible for returning the key. Please ensure the key is signed back in and then out again by the next person wishing to use the room.

FAIR USE OF THE ROOM

It is important that, after use, users vacate The Sanctuary promptly, to enable others to access the space.

PHYSICAL SETUP

- The venues are set up to make it possible for people of all faith groups and no faith to use.
- A designated store cupboard is available in each room for the storage of spiritual articles whilst not in use. However, users of the room may also bring their own religious texts and /or spiritual articles if required.
- A sign (Qibla) can be displayed which indicates the direction for East, to aid those who need to face East when using the room.
- If prayer mats have been provided, please return them to the storage space after use. A small number of chairs are located in a number of the rooms. These may be stacked but should not be removed and left in the corridor as this will cause an obstruction to disabled access.
- If the room requires cleaning this should be reported to Reception.
- No personal items are to be left unattended in the room at any times.

RULES REGARDING THE USE OF THE ROOMS

Anyone wishing to make use of the Sanctuary rooms must abide by the rules of use. A poster of rules for fair and safe use of the space is located in each room.

The room should be a safe space for all users. This means that everyone has a duty to respect other users and to ensure the environment remains welcoming to people of all faiths, beliefs, and no faith. It is therefore expected that all users of the Sanctuary rooms behave reasonably and considerately towards others who use the room.

NOTICES, POSTERS, LEAFLETS

Notices, posters, leaflets or advertisements for forthcoming events must not be left in the Sanctuary. No posters/leaflets of information can be displayed without permission from the college management team.

USE OF EQUIPMENT IN THE ROOM

Use of mobile phones, kindles, tablets, laptops or amplifying equipment is not permitted in the room.

SECURITY AND VALUABLES IN THE ROOM

Anyone wishing to make use of the Sanctuary must abide by the rules of use. A poster of rules for fair and safe use of the space is located in each room.

It is therefore expected that all users of the Sanctuary take care of their belongings and do not leave belongings unattended in the room.

FIRE REGULATIONS AND EVACUATION PROCEDURES

The Manchester College's and UCEN Manchester's No Smoking/Vaping Policy also applies to this facility. The lighting of candles and burning of incense in Sanctuary rooms is not permitted.

The Manchester College / UCEN Manchester emergency evacuation procedures also apply to the rooms. When a fire alarm sounds, users should proceed immediately to the campus assembly point.

FOOD AND DRINK

Food and drink **are not** permitted in the venues.

SPECIFIC USE AS THE SANCTUARY

The Sanctuary room should be respected for the purpose intended and is not to be treated as an additional meeting room or a room that will provide additional storage space on campus.

CONTACT FOR ANY ENQUIRIES

Please contact the Director of Campus Operations via Reception or by email at equalitydiversity@tmc.ac.uk if you have any further questions about using The Sanctuary.

LINKED POLICIES AND PROCEDURES

Safeguarding Policy

LTE Single Equality Scheme

Equality, Diversity and Inclusivity (student) Policy

Student Dress Code Policy

Student Positive Behaviour Policy

Student Disciplinary Procedures

Visual Identification Policy

Health and Safety Policy

The Deal

LOCATION AND ACCESS TO THIS POLICY

Staff Intranet

Student Intranet