

Multi-Faith, No Faith and Sanctuary Rooms Policy

Document Control	
Document Type	Policy
Date Approved	November 2020
Approved by	Principalship
Review Date	November 2021
Department	Student Support
Policy Owner	Assistant Principal/Director
Principalship Lead	Vice Principal
Accessible to Students	Yes

INTRODUCTION

Under Equalities legislation employees and students enjoy protection from discrimination and harassment because of their religion or belief, including non-belief. The Manchester College and UCEN Manchester is committed to treating people of all faiths and none, fairly. This includes enabling employees and students to access prayer, quiet contemplation rooms known as, The Sanctuary.

The multi- faith, quiet contemplation room known as The Sanctuary is a neutral space 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. *** Covid 19 update-Please note under strict new health and safety new guidelines only one person is allowed in The Sanctuary at any one time.**

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 learners and staff may use the Sanctuary. **Visitors may not use the room.**
- All users are reminded to respect one another's space and privacy and try not to disturb those already in prayer/ contemplation.
- The rooms are for individual prayer and contemplation and cannot be pre-booked
- 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. ***Covid 19- All rooms will be unlocked, and the door wedged open for individual use.**

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 OF THE ROOM

- The room has been 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 they use them. ***Covid 19- this is no longer available, to ensure the safety of all users.**
- 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 to the storage space after use. A small number of chairs are also 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. *** Covid 19 – Prayer mats are no longer available to use, please use the disposable paper roll as an alternative and dispose in the bin provide outside the room after use.**
- If the room requires cleaning this should be reported to Reception. *** Covid 19- Hand sanitiser and disinfectant wipes will be available for individuals to use prior and after use of The Sanctuary.**
- No personal items are to be left in the room unattended 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 all rooms.

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 none. 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.

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 rooms. 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 Policy also applies to this facility. The lighting of candles and burning of incense in the rooms is also not permitted.

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

FOOD AND DRINK

No food and drink should be consumed in the room.

SPECIFIC USE AS THE SANCTUARY

The Sanctuary Room should be respected for the purpose that is 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 Head of Student Support via Reception or by email equalitydiversity@tmc.ac.uk if you have any further questions about using The Sanctuary.

LINKED POLICIES AND PROCEDURES

Safeguarding Scheme
LTE Single Equality Scheme
Equality, Diversity and Inclusivity (student) Policy
Student Dress Code Policy
Disciplinary Policy
Visual Identification Policy
The Deal
Health and Safety Policy

LOCATION AND ACCESS TO THIS POLICY

Staff Intranet
Student Intranet