



**UNIVERSITY  
ACADEMY 92**

**MANCHESTER**

**Equality, Diversity and Inclusion Sub-Policy:  
Religion and Belief**

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		Marketing and Engagement
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## **1. Purpose**

The purpose of this policy is to:

- 1.1 Outline the legal definitions of 'religion' and 'belief' as set out in the Equality Act 2010.
- 1.2 Set out the legal obligations of University Academy 92 (UA92) regarding people of all faiths and none.
- 1.3 Identify how UA92 will seek to accommodate religious observance for students, apprentices and colleagues.
- 1.4 Outline the role and remit of the multi-faith Chaplaincy at UA92.
- 1.5 Provide information and guidance in relation to use of the contemplation room at UA92.

## **2. Scope**

- 2.1 This policy applies to all UA92 applicants, students, apprentices, staff and visitors (excluding 'section 7').
- 2.2 The 'Chaplaincy' section of this policy (section 7) applies only to current UA92 students and staff. It does not apply to applicants or visitors; however, all are welcome to use the contemplation facilities on campus while visiting.
- 2.3 Advice on how to use this policy, and procedures identified within, is available from the UA92 Student Well-being and Disability Manager.

## **3. Policy statements**

- 3.1 UA92 values and seeks to celebrate the diversity of individual members of the UA92 community and will strive to create an environment where the cultural, religious and non-religious beliefs of all are respected.

## **4. Definitions**

- 4.1 The term 'religion' means any religion and a reference to religion includes a reference to a lack of religion.
- 4.2 The term 'belief' means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.

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4.3 In relation to the protected characteristic of ‘religion or belief’ as defined by the Equality Act (2010):

4.3.1 A reference to a person who has a particular protected characteristic is a reference to a person of a particular religion or belief;

4.3.2 A reference to people who share a protected characteristic is a reference to people who are of the same religion or belief.

## **5. Legislation Related to Religion and Belief**

5.1 The following legislation sets out the legal obligations of UA92 regarding people of all faiths and none:

- The Racial and Religious Hatred Act 2006
- The Equality Act 2010

5.2 The Employment Equality (Religion and Belief) Regulations 2003 and the Equality Act 2010 make it illegal for UA92 as an employer and a provider of services to discriminate against someone because of their faith or beliefs.

5.3 Under the Racial and Religious Hatred Act 2006, it is illegal to incite hatred on religious grounds.

5.4 UA92 has a zero-tolerance approach to antisemitism in all its forms and has adopted the IHRA definition of Anti-Semitism that; “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

## **6. Accommodating Religious Observance**

6.1 UA92 expects staff and students to try to accommodate their religious observance outside normal working or teaching hours but recognises that this will not always be possible.

6.2 There may be times of year when members of the UA92 community increase their religious observance. UA92 will try to accommodate this, so far as is reasonably possible.

6.3 For students UA92 will:

- Be sensitive to dietary requirements and periods of fasting when arranging events or providing refreshments.
- Wherever possible, provide an appropriate space and facilities for complying with religious obligation.

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- Take into consideration and accommodate, as far as reasonably possible, religious festivals when setting the dates for any tests/exams. Please note this will not always be possible due to the block structure at UA92. Coursework where the submission date clashes with a religious festival would be expected to be submitted either on the deadline day or earlier.
- Students should contact the Registry team ([registry@ua92.ac.uk](mailto:registry@ua92.ac.uk)) to request absence from a teaching session for religious reasons such as holy days, feasts or religious festivals.
- Assessment deadlines are the latest date in which an assessment can be submitted. If an assessment submission date coincides with a religious festival (when a student is likely to be absent), students will be expected to plan for this and submit their assessment prior to the submission date. In these cases, there will be no grounds for students to apply for Exceptional Mitigating Circumstances (EMCs).
- If students have a scheduled exam, presentation or practical assessment which is scheduled to take place on the specific day of a religious festival (which is an acknowledged part of their tradition or religion), and which cannot be re-arranged or completed in advance of the submission date, they can apply for EMCs and may be provided with the opportunity to take the assessment and the next re-assessment (resit) opportunity as identified in the UA92 Academic Calendar. In order for these arrangements to be made, students must send an email to the UA92 Registry team ([registry@ua92.ac.uk](mailto:registry@ua92.ac.uk)) and their course tutor by the end of the first week of the teaching block (18:00 on the Friday of week 1) to make them aware of their absence and inability to complete their assessment on the scheduled date.
- Permit students time away from teaching sessions where prayer times coincide. Students should contact the well-being service ([well-being@ua92.ac.uk](mailto:well-being@ua92.ac.uk)) so these arrangements can be agreed in advance and confirmed with their tutor. See appendix 1 for details of 'faith-specific guidance'.
- Make all staff aware of the terms of this policy.

6.4 For colleagues UA92 will;

- Be sensitive to dietary requirements and periods of fasting when arranging events or providing refreshments.
- Wherever possible provide an appropriate space and facilities for complying with religious obligation.
- Colleagues should contact the People team ([people@ua92.ac.uk](mailto:people@ua92.ac.uk)) and their line manager to request absence for religious reasons such as holy days, feasts or religious festivals.

## 7. Chaplaincy

7.1 UA92 will provide a multi-faith Chaplaincy (in partnership with St Peter's House Chaplaincy) for people of all faiths and none, to provide spiritual and/or pastoral care.

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- 7.2 St Peter's House Chaplaincy will source and supervise honorary Chaplains who will provide pastoral support for students and staff on and off campus (see appendix 2 for the 'partnership agreement' for more information).
- 7.3 All honorary Chaplains will sign a volunteer agreement with St Peter's House Chaplaincy (see appendix 3) that sets out their roles and responsibilities. St Peter's House Chaplaincy will hold line management responsibility for all honorary Chaplains.
- 7.4 A faith or belief, or non-belief, community wishing to nominate a Chaplain should approach the UA92 Student Well-being and Disability Manager [well-being@ua92.ac.uk](mailto:well-being@ua92.ac.uk)

## 8. Use of Contemplation Room

- 8.1 UA92 will provide a contemplation room on campus for staff, students and visitors to use for prayer and reflection.
- 8.2 The contemplation room will be:
- A dedicated quiet, contemplative, and private space
  - A comfortable space providing storage facilities and seating to accommodate prayer/reflection times
  - Accessible to all students, staff and visitors – all access cards will provide access to the contemplation room
  - Non-denominational – all religious items should be stored in cupboards in the contemplation room including religious texts and items such as prayer mats
  - Have a maximum capacity of people at any one time (clearly marked outside the space)
- 8.3 Clear guidance regarding contemplation room etiquette will be displayed in the contemplation room (see appendix 4). Any concerns can be reported to the UA92 Student Well-being and Disability Manager via [well-being@ua92.ac.uk](mailto:well-being@ua92.ac.uk).
- 8.4 Where additional space is required for prayer and/or reflection, UA92 will make every reasonable effort to provide this either on campus or by negotiation with external organisations. To ensure these arrangements can be made, staff, students and visitors should inform the UA92 student well-being service as far in advance as is possible via [well-being@ua92.ac.uk](mailto:well-being@ua92.ac.uk).

## 9. Related Documentation

- Equality, Diversity and Inclusion Policy

## 10. Appendices

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- 10.1 Faith-specific Guidance
- 10.2 Partnership Agreement between UA92 and St Peter's House Chaplaincy
- 10.3 Honorary Chaplain Volunteer Agreement
- 10.4 Contemplation Room Guidance



# Islamic specific guidance

## Prayer times

Muslims are taught to pray (perform 'salah' – the second pillar of Islam) five times a day at specific times:

- The morning and night prayers are unlikely to coincide with UA92 teaching hours
- Only the midday (zuhr) prayer will coincide with the teaching sessions during British Summer Time although it may not fall between 1pm-2pm
- The midday and afternoon prayer may coincide with teaching sessions during British Wintertime and the afternoon prayer (Asr) will only likely fall within teaching hours between November and February
- Muslims cannot perform their prayers 'early'
- The prayer takes just a few minutes to perform
- Muslims may also want to use contemplation space for prayer and reflection for purposes other than the 'salaat' e.g. for quietly supplicating ('dua'), reading Quran or reflecting

## Preparation for prayer

- Muslims need to be in a state of purity 'wudu' before they pray. This is a simple cleansing routine
- People are able to arrive on campus 'in wudu' but may need to renew this by lunch time. This can be accommodated using the shower and/or toilet facilities on campus
- People do not need to wash their feet but can 'wipe' over their socks instead if they have performed wudu in the last 24 hours and have had their feet covered since then
- UA92 would encourage people to arrive in wudu if they would prefer not to wash their feet on campus. In this case they can just 'wipe' the feet if they need to renew their wudu e.g. after using the toilet

## Special requirements

- Muslims need to pray in the direction of Mecca. From Manchester, this is South East and is easily identifiable with an app, compass or map. A small arrow/sign in the place for prayer is sufficient to indicate this and this is in place in the UA92 contemplation room
- Muslims need to pray in a clean place, but a special room is not necessary. The only inappropriate place for Muslim prayer is a toilet.
- People may wish to bring their own prayer mat to campus, in which case small storage cupboards have been provided to store these. It is equally appropriate to pray on a clean sheet or even just a clean piece of paper for one's head

## Individual responsibility

- Prayer is performed quietly.
- People will probably perform their prayer individually but can also pray together
- There would not be a requirement to bring in a leader for Friday prayer – where Friday prayer is not established, people can pray the normal midday prayer on a Friday

**Partnership Agreement  
between  
St Peter's House Chaplaincy  
and  
UA92 (Manchester)**

This Partnership Agreement (hereafter 'Agreement') is drawn up between St Peter's House Chaplaincy (hereafter 'SPH') and UA92

This Agreement establishes a contract between SPH and UA92 for the provision of faith-based and spiritual care and generic pastoral support services for all students, staff and other members of the University.

**1. Preamble**

- 1.1 SPH provides chaplaincy services to support the wellbeing of all members of the UA92 community, regardless of whether students and staff have a faith or not.
- 1.2 SPH operates in full accord with the Equal Opportunities policy of UA92 in force during the duration of this Agreement.
- 1.3 Chaplaincy seeks to provide a welcoming community for all students, but especially internationals.
- 1.4 This Agreement does not include the provision of religious services or acts of worship *except those requested by UA92.*

**2. Services specified under this Agreement**

**2.1 UA92 recognizes the role of, and services provided by, the designated SPH Chaplain.**

Offering advice around matters of religion and belief as they impact on students, staff and the institutions.

Providing support to the HEI's about the strategic development of faith-based pastoral support and benchmarking concerning good practice across the HE sector.

**2.2 Chaplaincy offers support services to students and staff of the University** with regard to their spiritual and religious practice and/or personal pastoral needs that:

Operate in collaboration with the well-being provision of UA92 for its students and staff at their place of work and study.

Provide a listening pastoral availability for all, regardless of whether students or staff have a faith.

Provide religious and spiritual resources and faith-based pastoral support for all students and staff.

Guarantee pastoral confidentiality, except for disclosures in line with UA92's Safeguarding

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and Prevent Policy.

Refer on to other UA92 well-being and statutory services, as necessary.

Operate across the many working and residential spaces of the institution.

Offer one-to-one sessions on an open-access and short- or long-term basis.

Provide mediation and advocacy support for students and staff where appropriate and requested

Offer home, hospital or prison visiting for students and staff where appropriate and requested

Attendance at mental health tribunals as requested

Publicise the available well-being services

Organise and lead acts of worship as requested by the University

**2.3 Additionally,** the knowledge and experience of the chaplaincy team is available

To promote religious literacy within UA92

To interact with formal academic teaching and research as well as to enhance extra-curricular programmes

To train pastoral and other staff in UA92

To offer access to the multi-faith Chaplaincy Team at SPH

To promote the volunteer programme at SPH

To be present at Welcome Week

**3. Accountability**

The nominated chaplains will meet at least once each term with the UA92 Student Well-being and Disability Manager to review the chaplaincy service

The SPH Chaplaincy co-ordinator will meet annually with the Student Well-being and Disability Manager to review the chaplaincy service



**ST PETER'S  
HOUSE**

CURIOSITY | ENCOUNTER | GIFT

### **St. Peter's House Volunteer Pack**

#### **Welcome**

Thank you for volunteering at St Peter's House. Every volunteer is important and we greatly value your contribution. There are a number of areas where people volunteer at St Peter's House – Milk & Honey café, our eco-volunteering programme, and wider chaplaincy work.

#### **In this pack you will find**

- About us: St Peter's House
- Specific information about your volunteering area
- The Volunteer Agreement
- St Peter's House policies and procedures

#### **About us: St Peter's House**

Everything we do at St Peter's House is because of who we are and what we believe. The themes of curiosity, encounter and gift run through it all.

- We understand that we don't understand – that the world is full of things that we're **curious**
- We believe that **encounters** with new ideas, people and traditions can give a deeper understanding of what it is to be human.
- As life is enriched by encounter, we enter into a flow of relationship, community and belonging – we become a **gift** to those around us.

The team at St Peter's House is made up of chaplains, trustees, support staff, like-minded partners, honorary chaplains, student chaplaincy assistants, and many others who help keep our big building here and open for Manchester's students and University staff.

Alongside this Volunteer Pack, each area of volunteering at St Peter's House has a tailored induction check-list to ensure that every volunteer is safe, well-informed and understands their role here. Your signed Volunteer Agreement and Induction will be stored securely in accordance with our data protection policy. Your permission for us to store this data is asked for in the Volunteer Agreement.

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### **Role description and person specification for an Honorary Chaplain**

#### **A Chaplain or Faith Advisor will be expected to:**

- be a faith-based pastoral and advisory presence for students and staff of his or her faith community;
- support the work of the student societies associated with his or her faith community or denomination as appropriate;
- help create links between students and staff of his or her faith community and other student or staff faith communities;
- help to promote a culture of open debate, dialogue and inclusivity, opportunities for social interaction and appropriate learning and intellectual exchange and joint action and witness on justice and peace issues;
- demonstrate a willingness to adhere to the University's rules and regulations including the Safeguarding and Prevent Policy.
- demonstrate a willingness to undertake necessary training and work under the supervision of a designated line manager.
- be self-funding or receive funding from a recognised organisation.
- Adhere to the St Peter's House Multi-Faith Code of Conduct and Statement of Service

#### **A Chaplain or Faith Advisor will be a person who:**

- is sponsored and fully accredited by a recognised organisation;
- has a broad knowledge of his or her faith together with some experience of a teaching or leadership role within his or her faith community;
- has a mature approach to inter-faith work;
- has the willingness and ability to help connect chaplaincy work to the work of his or her faith community within the local community;
- has the willingness and ability to work alongside other chaplains and representative members of different faith communities;
- has an excellent command of the English language;
- is able to satisfy an enhanced DBS check and follow appropriate safeguarding policy and procedures.

**Multi-Faith Chaplaincy Statement of Service**

1. Regardless of race, colour, creed, gender, sexuality, gender preference or any other socio-economic factors, to affirm the dignity and equality of each person. In all dealings with students and staff to show no discrimination.
2. To enable and, where appropriate to facilitate, religious expression by students and staff – provided this happens within other policies of the Universities (ie, dignity at work, equal opportunities, etc).
3. To raise religious awareness on campus, through publicity of religious festivals and events, and through occasional services and festivals organised in the Universities.
4. To promote religious literacy by assisting and advising when appropriate, or when advice is sought, on matters religious or ethical, as far as possible, and to refer students to other services, individuals or faith communities when necessary.
5. To act as a link between the students and staff and the local faith communities.
6. To act as a resource and support for the students' faith societies.
7. To affiliate with appropriate religious and denominational bodies, for personal training and for support and networking.
8. To provide pastoral care to the staff and students of the Universities of faith and no faith which combines:-
  - Spiritual Care – care which is person centred and makes no assumptions about personal conviction or life orientation. Spiritual care is not necessarily religious and reflects the mission of chaplaincy to be available to all regardless of faith or no faith.
  - Religious care – given in the context of shared religious beliefs, values, liturgies and lifestyle of a faith community. Religious care should always be spiritual.

### **Multi-Faith Chaplaincy - Building Good Relations with People of Different Faiths and Beliefs - Code of Conduct**

In the Universities of Manchester today, people of many different faiths and beliefs live side by side<sup>1</sup>. The opportunity lies before us to work together to build chaplaincy provision rooted in the values we treasure. But this provision can only be built on a sure foundation of mutual respect, openness and trust. This means finding ways to live our lives with integrity, and allowing others to do so too. Our different religious traditions and belief systems offer us many resources for this and teach us the importance of good relationships characterised by honesty, compassion and generosity of spirit. The Multi-Faith Chaplaincy offers the following code of conduct for its chaplains to encourage and strengthen these relationships.

As members of the human family, we should show each other respect and courtesy. In our dealings with people of other faiths and beliefs this means exercising good will and:

- Respecting other people's freedom within the law to express their beliefs and convictions
- Learning to understand what others actually believe and value, and letting them express this in their own terms
- Respecting the convictions of others about food, dress and social etiquette and not behaving in ways which cause needless offence
- Recognising that all of us at times fall short of the ideals of our own traditions and never comparing our own ideals with other people's practices
- Working to prevent disagreement from leading to conflict
- Always seeking to avoid violence in our relationships

When we talk about matters of faith and belief with one another, we need to do so with sensitivity, honesty and straightforwardness. This means:

- Recognising that listening as well as speaking is necessary for a genuine conversation
- Being honest about our beliefs and religious allegiances
- Not misrepresenting or disparaging other people's beliefs and practices
- Correcting misunderstanding or misrepresentations not only of our own but also of other faiths or belief systems whenever we come across them
- Being straightforward about our intentions
- Accepting that in formal multi-faith meetings there is a particular responsibility to ensure that the worldviews and religious commitment of all those who are present will be respected

All of us want others to understand and respect our views. Some people will also want to persuade others to join their faith or belief system. In a multi-faith society where this is permitted, the attempt should always be characterised by self-restraint and a concern for the other's freedom and dignity. This means:

- Respecting another person's expressed wish to be left alone
- Avoiding imposing ourselves and our views on individuals or communities who are in vulnerable situations in ways which exploit these
- Being sensitive and courteous
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<sup>1</sup> We include those who would not represent themselves as religious, but want to be involved in Multi-Faith Chaplaincy. These may be people who identify themselves within the humanistic traditions, or as having no-faith.

## 10.3 Honorary Chaplain Volunteer Agreement

- Avoiding violent action or language, threats, manipulation, improper inducements, or the misuse of any kind of power
- Respecting the right of others to disagree with us

Living and working together is not always easy. Religious and philosophical understandings harness deep emotions which can sometimes take destructive forms. Where this happens, we must draw on our Faith or beliefs to bring about reconciliation and understanding. The truest fruits of religion and philosophical worldviews are healing and positive. We have a great deal to learn from one another which can enrich us without undermining our own identities. Together, listening and responding with openness and respect, we can move forward to work in ways that acknowledge genuine differences but build on shared hopes and values.

*This document is adapted from The Interfaith Network for the United Kingdom's 'Building Good Relations with People of Different Faiths and Beliefs' for use in the Multi-faith chaplaincy of the Universities of Manchester.*

### **Volunteer Agreement: Honouray Chaplain**

This Volunteer Agreement describes the arrangement between St Peter's House and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

**Your role as a volunteer is \_\_\_\_\_ and starts on \_\_\_\_\_.**

#### **SPH will do our best:**

To treat you with respect and care, receive support from the team at St Peter's House.

- To introduce you to how the organisation works and your role in it and to provide any training you need.
- To provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us.
- **Your contact person is Ben Edson: [ben.edson@manchester.ac.uk](mailto:ben.edson@manchester.ac.uk)**
- To respect your skills, dignity and individual wishes and to do our best to meet them.
- To reimburse your travel and any other reasonable costs.
- To consult with you and keep you informed of possible changes.
- To insure you against injury you suffer or cause due to negligence.
- To provide a safe workplace.
- To apply our equal opportunities policy.
- To follow the grievance procedures set out in SPH volunteer policy if you, or SPH, have any concerns or are unhappy with any aspect of your role as a volunteer.

**I, \_\_\_\_\_, agree to do my best:**

- To treat everyone with respect and care.
- To work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected

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- To provide references or a DBS check if these are required.

**Data Storage**

Your data will be stored on a secure platforms and used for planning purposes, contacting your emergency contact (if required) and contacting you about news from St Peter’s House. We would also like to use an anonymised form of your data for reporting on our volunteer programme and the impact of our work. We do not share your data with other organisations, unless we feel you pose a risk to yourself or others. Please as if you have any questions about how your data will be used.

I also give permission for my details to be stored securely, in line with the St Peter’s House data protection policy, and used as outlined in the attached notes. **Yes No**

Are you happy for us to take pictures of you, which may be used in our publicity or social media?  
**Yes No**

**Self Disclosure**

<p>Have you ever been known to any statutory services as being a risk or potential risk to children or vulnerable adults?</p>	<p>YES / NO  <i>(if Yes, please provide further information below):</i></p>
<p>Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?</p>	<p>YES / NO  <i>(if Yes, please provide further information)</i></p>

### 10.3 Honorary Chaplain Volunteer Agreement

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed (SPH Staff Member) \_\_\_\_\_

Date \_\_\_\_\_

Signed (volunteer) \_\_\_\_\_

Date \_\_\_\_\_

Emergency Contact:

Relationship to you:

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### **Policies**

As a honorary Chaplain, you need to be aware of and comply with our policies. We have summarised some of the main points here, and you can access all our policies and procedures through your point of contact.

### **Line Management and Support**

Every volunteer will have a line-manager to offer support and information - this will normally be a member of SPH staff, but may also be a more experienced volunteer who is trained to be a volunteer mentor. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed. Your line manager/volunteer mentor will carry out your induction, and provide any training necessary to your role.

### **Health and Safety**

The terms of the Health and Safety at Work Act 1974, and supporting regulations, provide that it shall be your duty whilst on your premises:

SPH will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its employees, volunteers and visitors.

Staff and volunteers must:

- Co-operate with their manager or contact person on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- Familiarise themselves and comply with the charity's procedures on health and safety
- Report all health and safety concerns, and any accidents or injuries to their line-manager or support person.

### **Safeguarding**

SPH believes that children and vulnerable adults have rights as individuals and should be treated with dignity and respect. All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identify have the right to safeguarding from abuse.

SPH strives to provide a safe environment for any young people (under 18) and vulnerable adults in our care while they are participating in SPH activities. UA92 honorary chaplains will be required to adhere to the UA92 Safeguarding and Prevent policy.

### **Equality and Diversity**

SPH is fully committed to and passionate about equality and inclusion for everyone. SPH believes that an inclusive environment is beneficial to all, and that diverse communities are a reflection of God's full creation. As such it takes a positive and proactive approach to inclusion, seeking where possible to enable full participation.

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## 10.3 Honorary Chaplain Volunteer Agreement

SPH recognises the unique differences between individuals and aims to create an environment that values and respects the talent and contribution of all people regardless of their life experiences and cultural influences. We take seriously our commitment to inclusion and aim to be consistent and consultative in implementing positive inclusion across all of SPH's activities and life.

### **Data Protection & Confidentiality**

SPH will:

- comply with both the law and good practice
- respect individuals' rights
- be open and honest with individuals whose data is held
- provide training and support for staff and volunteers who handle personal data, so that they can act confidently and consistently

All staff and volunteers, and others who work for SPH such as external contractors, must respect the need for confidentiality on information held about anyone who comes into contact with the charity, and about any charity business. This is expected to continue even when contact has ceased with this person, and when the volunteer or staff member no longer works or volunteers for SPH.

### **Insurance**

You will be covered by St Peter's House Employer's Liability and Public Liability insurance at all times when carrying out your duties as a volunteer.

### **Personal property**

St. Peter's House cannot accept responsibility for articles of personal property lost or damaged on its premises.

### **Disclosure of relevant information**

It would be helpful if you could inform your supervisor of any health issues you may have (e.g. addictions, previous injuries, disabilities etc.) which could affect your role as a volunteer. This would also help us provide you with the appropriate support.

### **No smoking**

Please note that St Peter's House operates a No Smoking policy on its entire site.



## Contemplation Room Guidance

- This contemplation room (0.05) accommodates 4 people at any one time. If the room is at maximum capacity please wait until a space becomes available.
- Please fill the room from the back and work towards the door.
- This is a dedicated space for people of faith or no faith to use for prayer and/or reflection.
- This room cannot be booked and is open to all.
- This is a quiet space – please be respectful of others and keep noise to a minimum.
- This room is non-denominational, which means that no religious items should be displayed or left out. Please put these away in the storage cupboards provided.
- Please note that UA92 cannot take any responsibility for items left in the contemplation room – items are left at the owner’s own risk.
- If you have any concerns relating to this room, please contact the Student Well-being and Disability Manager by emailing [well-being@ua92.ac.uk](mailto:well-being@ua92.ac.uk).