

# TELFORD COLLEGE

## MULTI FAITH ROOM POLICY

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<b>Dept</b>	Student Services	<b>Last Updated</b>	April 2026
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<b>Where Approved</b>	Leadership Team	<b>Covers</b>	Staff/Students/ <b>Both</b>
<b>Associated Documents</b>			

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# 1. Introduction

- 1.1.1. 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.

## 2. Scope

- 2.1.1. This document specifies usage of the designated Multi-Faith room within Student services and applies to students, employees and representatives of the college.

## 3. Process/Procedure

- 3.1.1. The use of the designated Multi-Faith Room, located within Student Services, will be overseen and periodically reviewed by the Director of Safeguarding and Student Support.
- 3.1.2. All users of the space are expected to demonstrate mutual respect and consideration for others, recognising the diverse beliefs and practices of the College community. Use of the room is conditional upon adherence to the expectations and guidelines set out within this policy
- 3.1.3. The Multi-Faith room is managed by Student Services. Student services 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 Student services outside the Multi-faith room and will be monitored by Students services staff and overseen by the Director of safeguarding and student support.

## 4. Use of Space

- 4.1.1. 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.
- 4.1.2. 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.
- 4.1.3. It may be used for faith studies, educational events/groups specifically related to religious practice and spirituality for employees and students of Telford College.
- 4.1.4. 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 safeguarding and student support.
- 4.1.5. Individuals are not required to pre-book space in the room and may use it on a drop-in basis as availability permits.
- 4.1.6. Students will be required to sign-in when using the multifaith room.
- 4.1.7. Students are permitted to use the room one at a time and the door to remain open whilst in use. More than one person can use the room at any given time if a group booking is made, or by the agreement of the Director of safeguarding and student support. or Student Services manager.
- 4.1.8. The main entrance/exit to the Multi-Faith must be kept clear at all times and the door must remain unlocked at all times when not in use. No charity box, monies or valuables are permitted to be kept within the room. Users are responsible for looking after their own personal belongings.
- 4.1.9. All persons and groups who use the space are required to leave the room according to the posted setup requirements.

- 4.1.9.1. The maximum number of individuals shall not exceed a reasonable number for the safe use of the room.
- 4.1.9.2. Consumption of food and beverage is prohibited in the Multi-Faith room.
- 4.1.9.3. Burning of candles, incense or other flame or smoke producing materials is prohibited in the Multi-Faith room.
- 4.1.9.4. 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.
- 4.1.9.5. 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.
- 4.1.9.6. Any damages to space or equipment must be promptly reported to security.

## **5. Room Booking**

- 5.1.1. In some instances, group booking of the room can be made. Groups (that shall not exceed a reasonable number for the safe use of the room) wishing to use the space must pre-booked through Student Services. 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.
- 5.1.2. 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.
- 5.1.3. 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.
- 5.1.4. Conflicts regarding the use of the space will be referred for resolution or decision to Director of Safeguarding and Student Support.
- 5.1.5. Groups must use the Multi-Faith Room within their allocated time slot. The privacy and integrity of scheduled sessions must be respected at all times.
- 5.1.6. Individuals wishing to access the room should wait quietly outside until the scheduled session has concluded, unless prior permission has been granted for shared use.
- 5.1.7. The toolkit guidance for utilising the multi faith room are at Appendix A.

## 6. Breach of Code of Conduct or other Multi-Faith room procedures

6.1.1. Any alleged breach of College policies must, in the first instance, be brought to the attention of the Assistant Principal- Student Experience and Safeguarding. 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	<p>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)</p> <p>Toolkit for guidance in respect of utilising the multi faith room now at Appendix A</p> <p>Multi Faith Room Signing In Sheet now at Appendix B</p>
3	January 2024	Student Services Lead and Assistant Principal- Student Experience and Safeguarding	<p>Review due as per the guidance.</p> <p>Updated staff roles and titles.</p> <p>Context and clarity for group bookings.</p> <p>Ensured policy remains appropriate for the setting. Carried out research and liaised with other colleges prior to making recommended updates.</p>
4	March 2026	Channelle Nixon Director of Safeguarding and student support	<ul style="list-style-type: none"> <li>• Review due as per the guidance.</li> <li>• Updated Location of the Multi-faith room</li> <li>• Updated staff roles and titles.</li> <li>• Updated Appendix A: Toolkit guidance: use of the Multi-faith room</li> </ul>

## **7. APPENDIX A: Toolkit Guidance: Use of the Multi-Faith Room**

### **Toolkit Guidance: Use of the Multi-Faith Room**

#### **Access Arrangements**

Students must speak to a member of the Student Services team prior to using the Multi-Faith Room. Access to the room is managed through Student Services to ensure the space remains safe, secure and accessible for all users.

The Multi-Faith Room is kept locked when not in use. A member of Student Services will unlock the room and escort the student to and from the space.

#### **Sign-In Procedure**

All users must sign in using the designated register prior to accessing the Multi-Faith Room.

This applies to both:

- Pre-booked use
- Ad hoc requests

Under no circumstances should the room be accessed without completing the sign-in process. This ensures appropriate oversight, safeguarding, and fair access for all users.

#### **Staff Responsibilities**

A member of the Student Services team must:

- Facilitate access to the room
- Ensure the sign-in process is completed
- Escort students where required

Where the Enrichment Coordinator is not available, another member of the Student Services team will undertake these responsibilities.

#### **Guidance on Prayer and Faith Observance**

The College recognises that prayer and faith practices may take place at specific times or vary depending on religious requirements, including those determined by scripture or lunar calendars.

Staff should be mindful of this when supporting students to access the Multi-Faith Room and ensure that arrangements are made in a fair, respectful and inclusive manner.

Where further clarification or support is required, staff should seek guidance from the Director of Safeguarding and Student Support, to ensure that the College continues to uphold its commitment to equality, diversity and inclusion.

