

The Place of Quiet Policy

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Approved by	
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Policy Statement

Barnet and Southgate College is committed to providing high quality education and training and ensuring that our learners achieve to the very best of their ability. The College recognises that learners are more likely to successfully complete their qualification and achieve the best life chances if they are appropriately supported and their wellbeing is promoted.

The College aims, at all times, to create and maintain an atmosphere free from discrimination and harassment; where the college community celebrate equality and diversity in all activities and promote mutual respect for all.

Barnet and Southgate College is committed to treating people of all faiths or no faith fairly and enabling access to a The Place of Quiet for the purposes of worship or contemplation.

1. Introduction

The Place of Quiet is available on college campuses. It provides a place of quiet or reflection away from the stress, hustle and bustle. This space is available to all regardless of faith, no faith, belief or religion. Barnet and Southgate College recognise the importance that providing access to prayer and worship facilities and equally a place to think in times of upset or distress. The Place of Quiet is designed to be conducive to individual prayer, contemplation and meditation and will contain appropriate facilities to assist the prayers and worship.

2. Principles, Aims, Links to College Values

- To provide the college community with guidance for use of the space
- To ensure fairness and equality in fulfilling our duties
- To demonstrate our commitment to Equality and Diversity
- To demonstrate a commitment to our learners, staff and visitors' wellbeing

Barnet and Southgate College are committed to the following values and everyone, regardless of background or circumstances, should expect to feel:

- Respected
- Listened to
- Free to speak openly
- Welcome
- Fairly treated
- Included and part of the college community

3. Protocol for The Place of Quiet use

3.1 Location and opening times

Campus	Room number	Opening times
Grahame Park	G101a	The rooms are open access during the College day. Should you find the room locked please contact security.
Southgate	DR1	
Wood Street	EG24	

3.2 Who can use the room

The room is available for use by any member of staff or learner of any faith or belief and for those whom religion has no particular significance in their lives. No one person or group will take precedence over another.

The room offers a designated space for prayer as well as a space for peace, quiet and reflection.

Groups of learners or staff wishing to use the room for contemplation, group worship, prayer or meditation should have a designated group leader and deputy who may be asked to provide ID and contact details. They will be responsible for the space during usage.

Only recognised and authorised visitors to the college may access this space and this should be with the appropriate express permission.

3.3 Vacating the room

It is important that when users leave the room any items and furniture used are taken away, so that other users find the room clean and tidy ready for use.

3.4 Physical set up of the room

The space is set up to make it possible for people of all faith groups to use. It is a small room without special additional equipment, fixtures and fittings.

3.5 Noise

The Place of Quiet is intended for contemplation, prayer, reflection and meditation. Unless group prayer is taking place, individuals using the room must keep noise to a level that does not disturb others.

It is permitted to use the room for devotional song, chanting or hymn singing if participants are engaged in an act of group worship. Groups must have a designated contact and stand-in who can provide learner ID with contact details and take responsibility for the use.

If a room is required for a larger number than another room in college must be booked via the central room booking service.

3.6 Display of objects

During the course of a session, it is permitted to display religious materials. At the end of prayer, meditation or contemplation all these items must be either removed from the room or returned to where they were found. This is so all users feel equally free and comfortable to use the room.

The Place of Quiet will remain a neutral space and it will not be permitted for written materials to be left in the rooms, or just outside the room. All users must be sensitive to others who may also wish to use the room after them.

Anyone using the room should make sure that sufficient time is calculated to enable any specific material to be put away and for the room to be left clean and tidy for other users.

3.7 Notices, posters, leaflets

Notices, posters, leaflets or advertisements for forthcoming events must not be left in the Place of Quiet.

3.8 Use of equipment in the room

Individuals using the room are not permitted to use technology for instance: mobile phones, kindles, tablets, laptops or amplifying equipment, etc.

3.9 Security and valuables in the room

No charity box, monies, bags or valuables are permitted to be kept within the room. You are responsible for looking after your own personal belongings.

3.10 Fire regulations and evacuation procedures

The College'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 College's emergency evacuation procedures also apply to the rooms. Upon activation of the alarm, users should proceed immediately to their usual place when a fire alarm sounds.

3.11 Food and drink

No food and drink are allowed in the room and the room must be left clean and tidy.

3.12 General

The Place of Quiet should be respected for the purpose that is intended and is not to be treated as an additional meeting room or facilities that will provide additional storage space.

Where students request time out to observe religious or cultural festivals and customs, curriculum areas should consider their needs and requirements in-line with the college Equality and Diversity policy.

Responsibilities

It is the responsibility of all staff and learners to ensure the safe and respectful use of The Place of Quiet. Should you have concerns please report to a member of staff for instance:

Campus security
Personal Tutor
Support staff in the LRC or Student Hub

Allegations of improper use, conduct or discrimination will be investigated and appropriate action taken

Links to Other Policies

- Equality and Diversity Policy and Single Equality Scheme
- Safeguarding Policy and Procedure (including Prevent)
- Bullying and Harassment Policy and Procedure
- Learner and Staff Codes of Conduct