

# Prayer Room Policy

Expanse Learning Group

December 2021

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**Author:** Scott Roberts

**Version** 1

**Review Date:** Dec 2023

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## 1. Scope

This policy applies to all staff at Expanse Learning.

## 2. Roles and Responsibilities

Expanse Learning is aware of its responsibilities under The Equality Act 2010 and the inclusion of Religion and Belief as a protected characteristic. This is reflected in our Equality and Diversity related policies. Within this Expanse Learning is committed to providing opportunities for staff and students to balance their faith requirements with the competing demands of work and study.

Expanse Learning acknowledges and discharges its duties to ensure the effective oversight of faith facilities and ensure we have adequate chaplaincy and pastoral support easily accessible for members of our community. Whilst wherever possible and practical we make provision for prayer and religious observance; in some cases, this may not be possible or the student or staff member may prefer to access this support in the community. Expanse Learning has a knowledge of community faith facilities in the local areas and whilst it may share this information with students, it does so without prejudice or recommendation, and we do not accept nor infer any oversight or responsibility for these facilities.

All Expanse Learning owned and managed facilities fall under the auspices of the Health and Safety policy and will be subject to the usual requirements on any building which includes no-smoking, evacuation procedures, fire risk assessments and so forth. All legal requirements around the management and use of these buildings will be adhered to. All students when attending Expanse Learning agree to a range of standards of acceptable behaviour as outlined in our policies and procedures and this applies to their conduct in our prayer spaces.

Our provision and management of our prayer and quiet spaces is consistent with Expanse Learning's approach to a range of duties and is linked closely to a range of appropriate policies and protocols such as our External Speakers Policy and the Freedom of Speech code of practice

Expanse Learning is committed to the promotion of Equality and Diversity and recognises that for some of our staff and students, faith is an integral part of their experience. We have in place a range of facilities and protocols to ensure that work and study can be effectively balanced with the requirements of religious observance.

At Expanse Learning we have a range of physical and dedicated facilities to support prayer and collective worship whilst acknowledging that some individual prayer does not require physical space for collective activity. We provide a range of facilities across our premises including:

| Expanse Learning – School (Wigan) | Expanse Learning – College (Leigh) | Expanse Learning – College (Orrell) |
|-----------------------------------|------------------------------------|-------------------------------------|
| Sensory room                      | Sensory Room                       | Meeting Room                        |

The areas will offer space for small meetings, meditation and prayer, reading or sensory breaks. They are available to all staff and students however the use of the room must be approved by the relevant member of the management team at each site.

Diagrams for the individual rooms can be located in Appendix 1

## 3. Codes of conduct.

This code of conduct clearly outlines the how the rooms can be used, acceptable standards of behaviour, how the space can be negotiated and how disputes can be resolved where they arise.

Responding to Covid-19 means that the codes of conduct below should be read in the light of the following pandemic-related adjustments and reminders, and it has also been compiled having due regard for Expanse Learning's own risk assessments and policies. The Pandemic is not over yet and there remain vulnerable people among us who have rights to inclusion and participation in relative safety.

### General guidance

All facilities are only for the use of current staff and students.

- Limits for communal worship throughout premises have been based on the capacity of the place of worship following an assessment of risk. (Appendix 2)
- All users are encouraged to take a lateral flow test in line with Expanse Learning guidance.
- Information on alternative places of worship will be made available to non-staff/students.

- Expanse Learning will continue to review its position regularly to keep pace with the changing situation.

#### Specific guidance

- Multi faith prayer room is available during normal operating hours.
- The continued use of face coverings is strongly encouraged to protect vulnerable people.
- Prayer Facility numbers is restricted to 2 persons at any one time.
- Washing facilities (for Wudhu) will be made available.
- Social distancing during prayer is strongly encouraged.
- Alcohol-free Hand Sanitizer will be available at entrances
- Prayer mats will be available if requested (Speak to the relevant member of the management team)

At Expanse Learning, our prayer facilities are multi-faith. The code of conduct clearly outlines how the facilities can be used, acceptable standards of behaviour, how the space can be negotiated and how disputes can be resolved where they arise. Expanse Learning's Prayer Facility is available for staff and students only. The Facility is provided for daily prayers. It may also be used for appropriate prayer-based group activities for students and staff. The rooms provided for prayer have other primary functions and are not a general social or events space. Where the prayer room is situated in a sensory room, daily operations will take precedence in the event of students reaching crisis and requiring the space to deescalate.

Expanse Learning endeavours to provide an appropriate space, respecting Islamic requirements for a place of worship. To ensure that the Prayer Facility is used appropriately, Expanse Learning requires users to adhere to the following rules:

#### Access

- The Prayer Facility should not be used by people who are not either current Expanse Learning staff members or current students.
- Students must not be left unaccompanied in the Prayer Room.
- Users are asked to be respectful of others i.e., nearby classrooms/session delivery etc

#### Usage

- You must help to keep the Prayer Room clean and tidy at all times.
- You must not leave or store any personal belongings in the room.
- Drinking water is provided within the facility.
- No food should be consumed in the Prayer Room, and it should not be used as a general dining area.
- Notices and posters must be placed only on the designated noticeboards provided. If any notices/posters are in a language other than English, there should also be a translation in English, to ensure that everyone is able to access the information. Any notices that contravene Expanse Learning regulations will be removed.
- With the exception of the Qur'an, all books should be in English.
- It is not permitted for anyone to sleep in the Prayer room at any time. Anyone found sleeping will be asked to leave and may have their access withdrawn.
- Inappropriate, violent, or unlawful behaviour in the Prayer room will not be tolerated. Such behaviour may lead to access being withdrawn and disciplinary action taken.

#### Other Issues

- The Prayer room is cleaned regularly by Contract cleaners. Users are asked not to prevent 'cleaners' from fulfilling their tasks.
- In the case of an emergency, Expanse Learning and other staff may need to access the Prayer Room rapidly. It may not be possible to respect the usual practices associated with entering a place of worship. It is hoped that users will recognise the importance of any necessary action.
- Any misuse of the Prayer room could lead to disciplinary action. Overseeing usage of the Prayer Room is the responsibility of the relevant Head of Department.

If you have any comments or suggestions about the Prayer Area, or if you notice any maintenance or cleaning issues which Expanse Learning should address, please contact the reception ASAP.

If you wish to notify Expanse Learning that someone may be contravening the above protocols, contact the Head of Department.

If there is an emergency in the Facility, or if you require first aid or other immediate assistance, contact reception ASAP

## 4. Monitoring arrangements

This policy will be reviewed every 24 months but can be revised as needed

### Impact of non-compliance for:

|   |  |
|---|--|
| <b>Staff:</b>                                     | Disciplinary action, prosecution, prohibition from teaching.                         |
| <b>Student:</b>                                   | Disciplinary action, prosecution   |
| <b>Legislation/organisational:</b>                | Reputational damage, litigation, statutory and non-regulated compliance. prosecution |
| <b>Compliance lead:</b>                           | Head of Shared Services  |
| <b>Policy Reference:</b>                          | ELGR-POL-ORGN-0019   |
| <b>Version:</b>                                   | 1  |
| <b>Agreed policy location:</b>                    | DatabridgeMIS and Company Website  |
| <b>Review Schedule:</b>                           | 24 months  |
| <b>Does the policy require Governor approval?</b> | No   |

### Approval

|   |  |  |
|---|--|--|
| <b>Prepared by</b><br>Scott Roberts (Assoc. CIPD)<br>01/12/2021<br><br>Head of Shared Services | <b>Approved by</b><br>Tony Brown<br>01/12/2021<br><br>CEO | <b>Counter Signatory</b><br>Richard King<br>01/12/2021<br><br>Director of Schools, Pre 16 Education |
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### Version Control

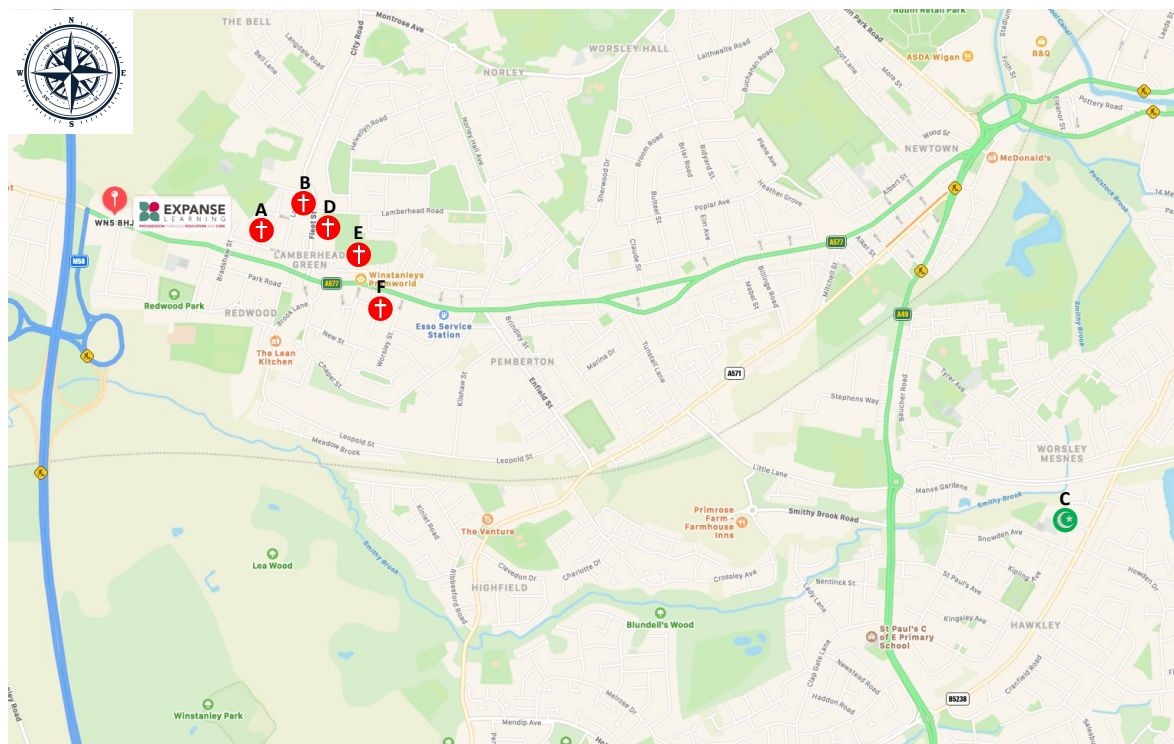
| Version | Date       | Revision      | Review Date |
|---------|------------|---------------|-------------|
| 1       | 01/12/2021 | Policy Review | 30/11/2023  |
| 2       |            |               |             |
| 3       |            |               |             |
| 4       |            |               |             |
| 5       |            |               |             |

### Expanse Learning – School (Wigan)

## A detailed floor plan of the University of Northumbria building. The plan shows various rooms including Female Toilet, Male Toilet, Wash Area, Communication Room, Studio 1, Studio 2, Studio 3, Studio Corridor, Classroom (Creative Media), Meeting Room, Reception, Sales Manager's Office, Corridor, Hallway, Storeroom, Accessible Toilet &amp; Shower Room, Boiler Room, and Corridor. A red box highlights the Meeting Room area, which is also shown in a larger inset at the top right. An orange arrow points from the Meeting Room in the main plan to the inset. A compass rose is visible in the background.

The diagram illustrates the layout of the first floor, which is divided into several functional areas. At the top left, the 'First Floor' label is present. The main horizontal corridor contains 'Cohort 1 Work Skills', a 'Store room', 'Cohort 2 PFA 1', 'Office 2', 'Functional Skills Classroom', and 'Cohort 3 Work Skills 2'. Below this corridor, on the left, is a 'Sensory Room' (highlighted with a red box) and 'Office 1', with 'Meeting Room 1' below them. On the right side, a 'Sensory Room' is shown in a red box, with an orange arrow pointing from it to a blue square icon on the compass rose. The 'Ground Floor' section at the bottom includes 'Cohort 4\*' and 'Office 3'. A large compass rose is centered in the background, showing cardinal and intercardinal directions (N, NE, E, SE, S, SW, W, NW).

Places of worship at Expanse Learning – College (Orrell)



**A. Pemberton Free Grace Church (Jireh Chapel)**  
Chapel Street, Orrell  
Wigan  
WN5 0AG  
Tel: 01942 375700

**B. Independent Methodist Resource Centre**  
Fleet Street, Pemberton  
Wigan  
WN5 0DS  
Tel: 01942 223526

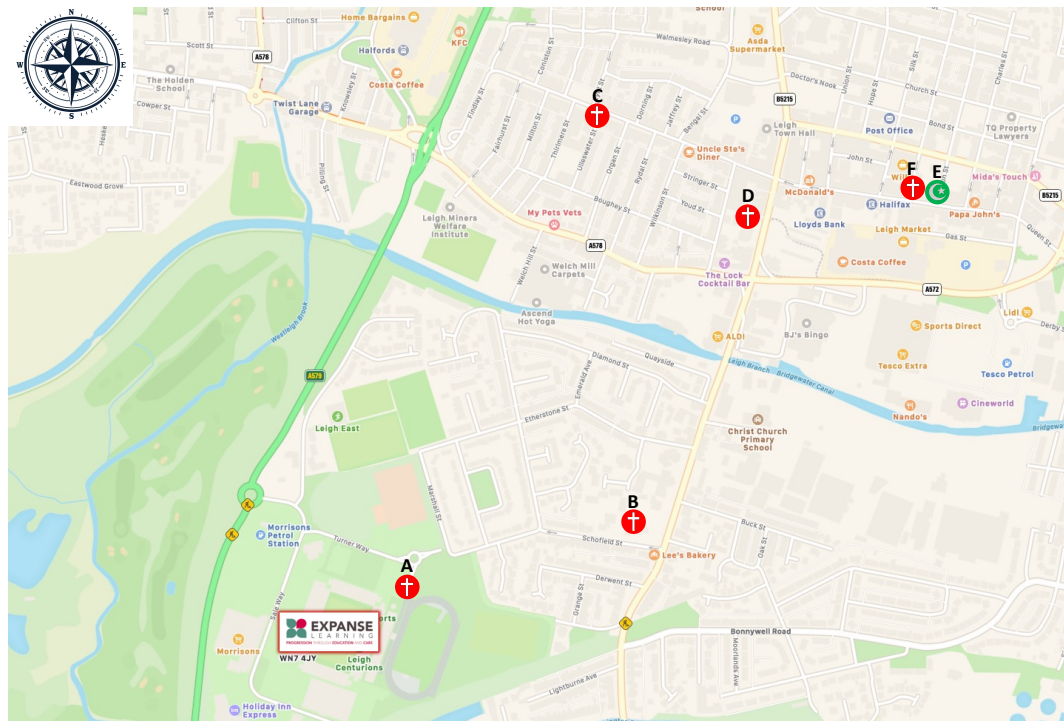
**C. Masjid Tooba (Wigan Mosque)**  
Clifton Street, Worsley Mesnes  
Wigan  
WN3 5HN  
Tel: 01942 495038

**D. Northwestern Baptist Association**  
Fleet Street, Pemberton  
Wigan  
WN3 0DS  
Tel: 01942 221595

**E. St John the Devine's Parish Church**  
Church Street, Pemberton  
Wigan  
WN5 0DT  
Tel: 01942 375209

**F. Pemberton Free Grace Church (Rehoboth Chapel)**  
Wardley Street, Pemberton  
Wigan  
WN5 8BU  
Tel: 01942 375700

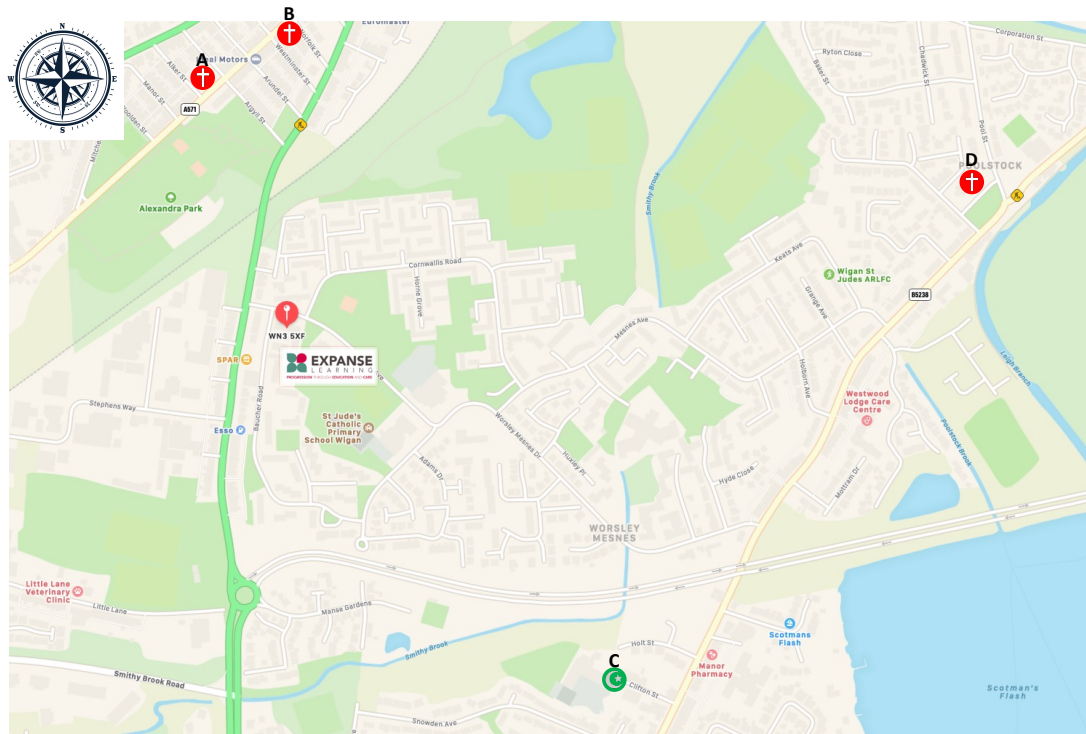
### Places of worship at Expanse Learning – College (Leigh)



- A. Sports Village Church**  
c/o Leigh Harriers Athletic Club  
Leigh Sports Village, Atherleigh Way  
WN7 4GX  
Tel: 01942 679882
- B. Christ Church Pennington**  
Schofield St, Leigh  
WN7 4HT  
Tel: 01942 673619
- C. Leigh New Life Church**  
1 Ullswater St, Leigh  
WN7 4DZ
- D. Kingsleigh Methodist Church**  
73 King Street, Leigh  
WN7 4LR  
Tel: 01942 675542
- E. Masjed Al Furqan Leigh**  
50 Vernon Street, Leigh  
WN7 1BH  
Tel: 07899 828141
- F. Leigh Baptist Church**  
Vernon Street, Leigh  
WN7 1BH  
Tel: 07817 142192



Places of worship at Expanse Learning – School (Wigan)



- A. St. Marks Church**  
Victoria Street, Newtown  
Wigan  
WN5 9BN  
Tel: 01942 241747
- B. Bethel Independent Methodist Church**  
36 Victoria Street, Newtown  
Wigan  
WN5 9BL  
Tel: 07897 335036
- C. Masjid Tooba (Wigan Mosque)**  
Clifton Street, Worsley Mesnes  
Wigan  
WN3 5HN  
Tel: 01942 495038
- D. St James Centre**  
Church St, Poolstock  
Wigan  
WN3 5DZ