

Policy for the use of Faith-related Facilities (Edinburgh Campus) May 2019

Approving authority:	Professional Services Leadership Board
Consultation via:	Prevent Group, Interfaith Forum, Professional Services Leadership Board
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Responsible Executive:	Secretary of the University
Responsible Office:	Governance & Legal Services

**HERIOT-WATT UNIVERSITY
POLICY FAITH-RELATED FACILITIES (EDINBURGH CAMPUS)**

CONTENT

Section	Page
1 Introduction	3
2 Purpose	3
3 Principles	3
4 Faith Related Facilities on Campus	3
5 Scope	3
6 Concerns and Complaints	4
7 Monitoring and Evaluation	4
8 Conditions for Use	4
9 Data Protection	4
10 Related Policies, Procedures and Further Reference	5
11 Definitions	5
12 Further Help and Advice	6
13 Policy Version and History	6

1 INTRODUCTION

Heriot-Watt University is committed to equality and diversity in an environment that promotes a Culture of Inclusion for All. Heriot-Watt University respects religious and cultural diversity and aims to support individuals in their religious and cultural observance. We aim to be a place where students and staff of different cultures, backgrounds and beliefs can meet and mix together in a friendly, welcoming environment.

The University is required to publish clear and widely available policies for the use of faith-related facilities; arrangements for managing and dealing with any issues arising from the use of the facilities; times and availability of out of hours access.

2 PURPOSE

This policy sets out the arrangements for the use of all faith related facilities on the Edinburgh campus, to help support a safe, inclusive and diverse campus.

3 PRINCIPLES

- This Policy applies to all relevant facilities on campus.
- Attendance is limited to Members of the University, Members of the Student Union (and authorised guests).

4 FAITH RELATED FACILITIES ON CAMPUS

Our facilities are open to staff and students from all backgrounds and cultures. People of all faiths and non-religious faiths are welcome.

Chaplaincy

We have a Chapel and associated meeting rooms and kitchen facilities. The Chaplaincy hosts a variety of student faith groups as well as providing a Sunday interdenominational worship service at 11.30am, throughout the year. There is also a Roman Catholic vigil mass on Saturdays at 6.00pm during semester. The Chaplaincy are glad to provide information about non-Christian religions.

The Chaplain can be contacted on ext. 4508

Muslim Prayer Facilities

We have a Muslim prayer room, complete with ablution areas for both male and female students. The Muslim Chaplain or authorised alternate leads the Friday congregation prayer (Jumma), held in Oriam, in the Old Sports Hall.

The Muslim Chaplain can be contacted on ext. 4408.

5 SCOPE

This Policy applies to all faith related facilities on the Edinburgh Campus (see definitions). These facilities are available to Members of the University, Members of the Student Union and Authorised Guests (see definitions). Any requests for external speakers need to be made in accordance with the External Speakers and Events Policy, providing the name of the speaker and subject matter of the talk in a timely manner.

6 CONCERNS AND COMPLAINTS

Any concerns arising in connection with facilities within the Chaplaincy, should be raised with the Chaplain to the University in the first instance (contact details below).

Any concerns arising in connection with facilities in the Muslim Prayer Room, should be raised with the Muslim Chaplain in the first instance (contact details below)

Any concerns arising in connection with facilities within the Old Sports Hall, should be raised with the Oriam Duty Manager who will be on site.

Any concerns relating to Safeguarding should be raised with SafeGuarding Services: 0131 451 3500 safeguarding@hw.ac.uk or 0131 451 3099 health&safety@hw.ac.uk or via [SafeZone](#).

Complaints can be raised via the University Complaints Policy and Procedures. <https://www.hw.ac.uk/students/studies/complaints/complaints.htm>.

7 MONITORING AND EVALUATION

The operation of faith related facilities on campus will be monitored by the Interfaith Forum and reported to the Equality & Diversity Advisory Group (or its successor) on an annual basis.

8 CONDITIONS FOR USE

By accessing the facilities, Members of the University, Members of the Student Union and Authorised Guests agree to abide by all relevant legislation and University Policies. These include but are not limited to:

The University Health & Safety Policy which states that:

This Policy sets out the health, safety and welfare arrangements for all staff working for Heriot Watt University at all campuses. It also applies to every other person who may be affected by our work activities, acts and services, including students, contractors, visitors and members of the public.

The Fire (Scotland) Act 2005 and Fire Safety Procedures

Children and Young People (Scotland) Act 2014
which defines a “child” as a person who has not attained the age of 18 years.

9 DATA PROTECTION

Any information, including personal data, that is collected for the purposes of implementing this policy will be kept securely and only used in the event of a business need subject to other legislation, for example to ensure guests have safely evacuated the premises in the event of an emergency situation.

10 RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

Policies

Data Protection Policy

<https://www.hw.ac.uk/services/heritage-information-governance/access/data-protection-policy-2018.htm>

Equality & Diversity Policy

<https://www.hw.ac.uk/services/docs/EDPFinal.pdf>

External Speakers and Events Policy

<https://www.hw.ac.uk/documents/external-speakers-and-events-policy.pdf>

Health & Safety Policy

<https://www.hw.ac.uk/services/docs/HealthSafetyPolicy.pdf>

Information Governance & Records Management Policy

<https://www.hw.ac.uk/documents/information-governance-records-management-policy.pdf>

11 DEFINITIONS

Members of the University

Members of the University are defined in the Charter and in Ordinance A2.

In addition to those Members set out in Article 1.2 of the Charter, the following persons shall be Members of the University: The benefactors of the University named by the Court; The members of Court; All members of Staff; The Visiting Professors of the University; The holders of honorary titles conferred by Court; The Emeritus Professors of the University; The Graduates of the University and those who have completed a programme of study leading to a University award; and All Students.

Members of the Student Union

Any member of the Student Union as defined in the by-laws

<https://www.hwunion.com/about-us/policies-and-references/>

Authorised Guests

Invitees of Members of the University and Members of the Student Union.

Relevant Facilities

The Chaplaincy when used for Religious Services and Formal Meetings held in the Chapel

The Old Sports Hall, when used for Friday Congregation Prayer

The Muslim Prayer Room

Such other faith-related facilities as may be determined from time to time.

12 FURTHER HELP AND ADVICE

Chaplaincy contacts
Full-time Chaplain to the University
Rev. Dr. Alistair Donald
0131 451 4508
A.P.Donald@hw.ac.uk

Roman Catholic Chaplain (Part-time)
Fr. Ian Wilson
0131 443 3777 (St Joseph's, Broomhouse)
ianwilson603@gmail.com

Muslim Chaplain
Sahibzada Rabbani (Imam)
0131 451 4408
s.rabbani@hw.ac.uk

13 POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V.1	October 2017	UE	Approval of Policy Principles
V.3	June 2018	PSLB	Approval of Policy
V.4	TBC		Draft for discussion
V.5	TBC		Draft for discussion
V.6	June 2017	PSLB	Revised to include members of the Student Union and remove some information that is already contained in other procedures, referencing rather than replicating this.