
MULTI-FAITH ROOM POLICY

Version	1.0
Last Updated	March 2022
Next review	March 2023

Scope

This policy specifies usage of the designated multi-Faith room and applies to students, staff, and representatives of Applied Business Academy (ABA) in all campuses, course/programme delivery, activities, facilities and services.

Introduction

ABA recognises the commitment of individual students and staff to pursue a religious and spiritual practice and actively promotes and supports their right to do so in an environment of respect and tolerance. ABA supports the diversity of student and staff population and recognises the need for suitable facilities to enable students and staff to pray/contemplate/reflect during the standard academic day. ABA will, as far as is reasonably practicable and sensible, provide space appropriate for the purposes of prayer, contemplation and reflection on site.

Compliance

Students and employees (including those commissioned i.e. contractors) are responsible for being aware, understanding, and complying with this procedure to the extent that it relates to their position, employment, or enrolment at ABA.

Procedures

The designated multi-faith room(s) located at individual campuses shall be subject to review by the Head of Student Services and shall respect the following procedures.

Management

The multi-faith room is managed by Student Services. The Head of Student Services or leaders and managers on site, will oversee the approval of all bookings and inquiries regarding use of space. Where applicable and approved by the Head of Student Services, the space may be made available for other purposes deemed appropriate.

Space Booking

The multi-faith room is not available to be booked in advance nor it is available for booking for large occupancy. If a large room is required for pray/reflect/completion purposes this will need to be requested in writing to the Head of Student Services and may be considered for approval if deemed sensible and appropriate. Individuals are not required to pre-book space in the room and may use it on a drop-in basis as availability permits.

Use of Space

- The multi-faith room is designated for the primary use of spiritual practices, including but not limited to individual or group prayer, devotion, and worship. It may be used for discussion surrounding faith, educational specifically related to religious practice and spirituality for employees and students of ABA.
- The entrance/exit to the multi-faith room must be always kept clear.
- Any damage to equipment or space must be promptly reported to security.
- Studying, sleeping, or using the space for any other purpose other than the above is not permitted.
- The maximum number of individuals vary according to how the space is being utilised. Room capacity will be monitored during operational hours and users will be advised if access is restricted due to space limitations and this must be adhered to.
- Symbols of faith must be removed after each individual usage or put away accordingly, the overall tone of the room shall be religiously neutral.
- Burning of candles, incense or other flame or smoke producing materials is strictly prohibited in the entire premises including the multi-faith room.

Use of Equipment and Storage

- Individuals who use the multi-faith room must ensure furniture is left in the original condition it was found and the area is kept tidy at all times.
- It is strictly prohibited for any decorating, faith symbols, notices, posters etc to be fixed inside the room.
- Any items left in the room, ABA will take no responsibility of these as the space may not be always locked or supervised during non-operational hours. Items left behind are left at individual own risk and may be kept aside or removed and disposed of under management discretion.

Definitions

- Employees – an individual who is currently employed by ABA, hired to perform services.
- Students – an individual who is currently registered as a student at ABA. For the purposes of this document “student” shall be used synonymously for applicants, and students, unless otherwise noted.
- ABA Representatives – Individuals including employees, advisory or other committee members, or members of the Board of Governors.

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