

Use of Quiet Rooms

Brahan Building **214a**
Goodlyburn Building **506**



All current and potential users of the Quiet Rooms must familiarise themselves with this protocol. This document includes guidance on:

- Consideration of others, the standard of conduct expected, and the responsibilities of all users of the rooms (point 2)
- Who is permitted to use the rooms (point 4)
- The physical set up of the rooms (point 5)
- Rules regarding the use of the rooms - including those regarding noise and the consumption of food - and how to report any concerns about the room's upkeep (point 6)
- Useful contacts (point 8)

1. Introduction

Perth College UHI is committed to creating a campus environment characterised by good relations between all its staff and students and to the promotion of tolerance, mutual understanding and inter-faith dialogue.

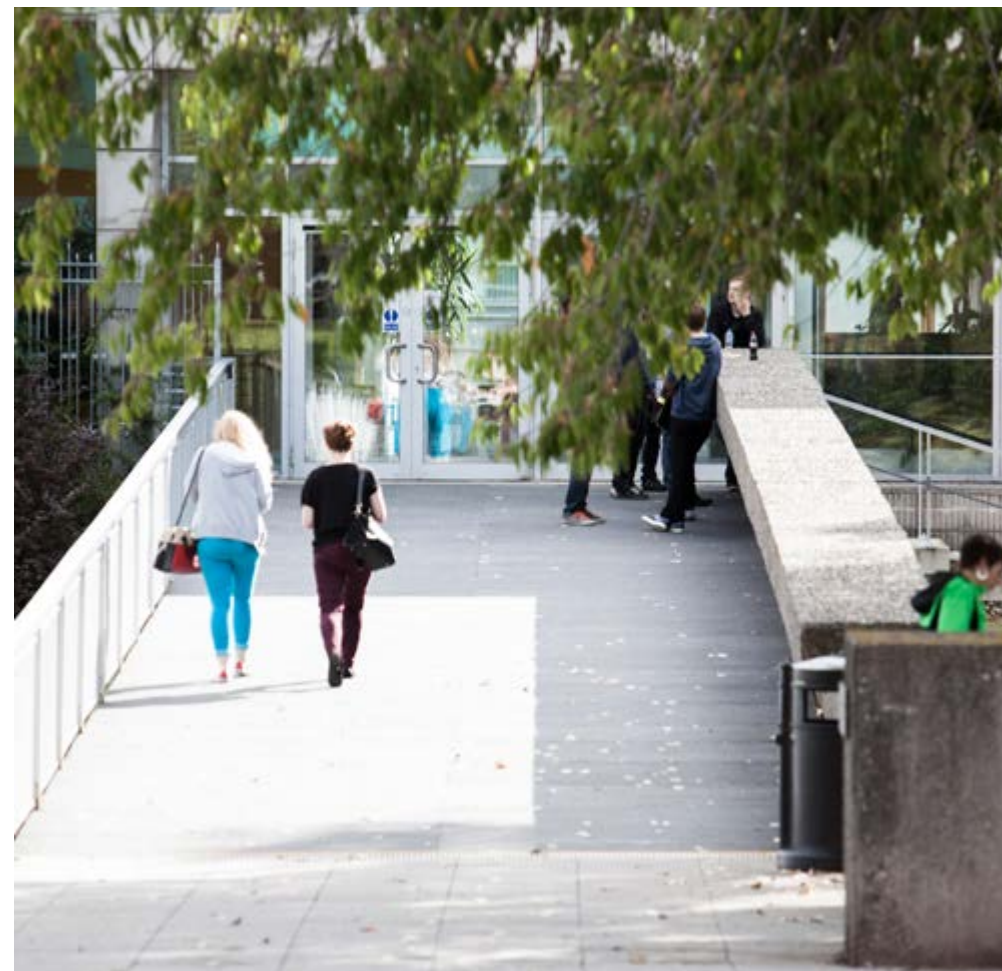
Members of the Equality Diversity and Inclusion Team (EDIT) urge all users of this facility to:

'respect people from other faiths and none and ensure that the Quiet Rooms are used in a manner which is least restrictive to other users'.

The college recognises that prayer, meditation and quiet reflection may be performed in different ways within the different faith traditions and peoples' beliefs. Thus the college provides Quiet Rooms for the use of all its staff and students. These are 'neutral' spaces which can be used by people of all faith groups, and none, within the college.

The rooms may equally be used as quiet spaces for people to sit and contemplate, to pray, to take a few moments to de-stress from a busy day, or to recover from a traumatic life event such as bereavement. When available and where appropriate, staff can use the rooms on an impromptu basis to support distressed students.

Students with additional support needs eg Autism may also use the rooms on an impromptu basis when a quiet space may be of benefit.



To ensure the smooth running of the Quiet Rooms and so that all potential users can fairly access the rooms, members of EDIT have formally agreed this protocol which outlines the institution's procedures for the use of both rooms.

2. Consideration of others

The standard of conduct expected

The Quiet Rooms should be comfortable spaces for all users. This means that everyone has a duty to respect other users and to ensure the environment remains welcoming to people of all faiths and none.

It is therefore of the utmost importance that all users of Quiet Rooms behave reasonably and considerately towards others who use this space. Perth College UHI values diversity and is committed to creating a positive working and learning environment free of harassment and bullying, where all people are treated with dignity and respect. Perth College UHI wants to enable staff and students to fulfil their personal potential and will not tolerate bullying and harassment of any kind. The environments of both Quiet Rooms must be free from discrimination and harassment and users of the area must not discriminate against people of the same faith, people of different faiths, or people of no faith.

Any allegations of bullying and harassment will be promptly and thoroughly investigated and, if appropriate, disciplinary action will be taken.

The Student Services Team will ensure that this protocol is made available to students at induction, via the College App and through the Student Rep Council (SRC) so that all users are aware of the terms and conditions under which they may use the rooms.



The HR Team will ensure that this protocol is made available on PerthNet for staff so that all users are aware of the terms and conditions under which they may use the rooms.

There are also notices displayed at the entrance to the rooms reminding users that only current staff and students from the college may use the rooms. It is also recommended that all users of the rooms familiarise themselves with the following Perth College UHI policies:

- [Equality and Diversity Policy 2015](#)
- [Complaints handling procedure](#)
- [Staff complaints and grievance procedures](#)
- [Dignity in the College anti bullying and harassment policy and procedure](#)
- [Protecting Vulnerable Groups Scheme procedure](#)
- [Safeguarding policy and procedure protecting children and young people, adults at risk and staff](#)
- [Student Disciplinary Procedure](#)

The responsibilities of all users

All users must be aware that the college only permits use of the rooms on the understanding that:

- they are shared spaces lent by the college for the benefit of all current staff and students
- all users must be welcoming to others who may wish to use the spaces.

All concerns regarding the Quiet Rooms are discussed at EDIT meetings. However the Equality and Diversity Adviser will meet with college management at short notice, should any incident occur which needs to be rapidly resolved.

3. Location and opening times

Location of the Quiet Rooms

The Quiet Rooms are situated:

- **Brahan Building - room 214a**
- **Goodlyburn Building - 506**

Opening times

The Quiet Rooms are available from 8am - 9pm.

4. Who can use the rooms

Persons permitted to use the rooms

The Quiet Rooms are only permitted to be used by current students, current college staff and college authorised visitors. Members of the public, ex-staff, ex-students are not permitted to use the college Quiet Rooms except in extenuating circumstances where permission has been granted by a member of the College Management Team.

5. Physical set up of the rooms

Disabled access

The Quiet Rooms are fully accessible to disabled people.

Furniture fittings and equipment

The College provides soft seating, a small table, a shoe rack and a wardrobe.

Only furniture, fittings and equipment belonging to the college can be used and stored in the Quiet Rooms. Any furniture, fittings or equipment left in the room without the college's permission will be removed.

Storage

Wardrobes provide storage space for religious artefacts used in prayer.

Shoes

Some faiths require users to keep their shoes on to pray, other require users to remove their shoes. A shoe rack is provided for users within the storage rooms for individuals who wish to remove their shoes before prayer or contemplation.

The Quiet Rooms are shared spaces therefore there is no need for any individual to remove their shoes in order to use this facility.

Ablutions

There are ablution facilities available in the Brahan Building.

Male ablution facilities:

Male toilet opposite room 214a

Female ablution facilities:

Accessible bathroom second floor Brahan Building

All ablutions must be performed with consideration for other users.

In Use Signs

When using the Quiet Room, users must display the **Engaged** sign on the door and after use, must return the sign to **Free**.



6. Rules regarding the use of the rooms

Regulations regarding noise

The Quiet Rooms may be used for quiet contemplation, reflection and meditation. Staff or students may wish to use the room for silent prayer, mediation, to de-stress from their busy lives, or as a place of calm after bereavement.

It is not permitted to use this space to:

- nap
- work
- study
- chat.

Display of objects

People of some faiths cannot pray in a room where imagery, signs, or icons or written materials from other religions are displayed. Therefore it is not permitted to **permanently** display imagery, statues, or written materials from other religions in the Quiet Rooms. All users must be sensitive to others who may also wish to use the room.

At the end of prayer, meditation or contemplation imagery, signs, or icons or written materials from any religions must be immediately collected and either removed from the room or stored in the specific storage assigned. This is so all users feel equally free to use the rooms.

All room users should be considerate and understand that any paraphernalia left in the room - including books, prayer mats, religious pictures, etc - can be very off-putting for people from other faiths or no faith who also have an equal right to use the room.

Any breaches of this policy will be reported directly to the Equality and Diversity Adviser.

Use of personal objects within the room

It is permissible for users to take objects into the room to aid personal prayer or meditation such as prayer beads, prayer or meditation cards, hand held books or prayer mats.

Personal objects may be stored in the wardrobe provided. The College will not however take responsibility for personal belongings stored in the Quiet Rooms.

Notices, posters, leaflets

Only support information provided by Student Services may be displayed in the Quiet Rooms.

Any printed matter left displayed in the Quiet Rooms without permission will be removed.

Use of equipment in the room

Personal electronic equipment ie lap-tops, tablets etc should not be used in the Quiet Rooms. Mobile phones are only permitted to be used in times of distress and/or emergency.

Tidiness and cleanliness

Users are asked to ensure the Quiet Rooms are left in a clean and tidy condition after use. Any rubbish must be taken out of the rooms and disposed of by the user.

Fire regulations

The Quiet Rooms are a no smoking facility. The lighting of candles and burning of incense in the rooms is not permitted.



Food

It is not permitted to use the rooms to eat lunch or to have a snack.

7. Upkeep of the rooms

The College's responsibility

The Quiet Rooms remain the property of the college. The facilities provided in the rooms and the rooms' upkeep remain the sole responsibility of the college. This is to ensure that the rooms are seen to 'belong' to all staff and students who may wish to use the rooms.

Concerns about the rooms' upkeep

If users of the rooms have any practical concerns about the upkeep of the room such as heating, ventilation, cleaning issues or concerning the fabric of the room itself, they should contact Reception who will report issues to the Estates Department.

A record will be kept of all comments and complaints and these will be discussed at the EDIT meetings.

Giving feedback

Users of the Quiet Rooms may wish to give feedback, ask questions or raise complaints. They may contact Reception, the Students' Association, or the Equality and Diversity Adviser. Complaints will be dealt with through the Complaints Procedure. Any concerns or complaints regarding Quiet Rooms will be reported back to EDIT.

Occasionally the College may also invite users of the rooms to give feedback via consultation or questionnaire.



8. Useful telephone contact numbers:

Reception	877000
Student Services Team	877379
Students' Association	877319
Equality and Diversity Adviser	877287
Estates Helpline	877222

