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GBS Prayer Rooms and Faith Related Facilities Policy

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Related policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy – Students, Staff
- GBS Student Disciplinary Policy and Procedure
- GBS Staff Disciplinary Policy
- GBS CCTV Policy and Procedure
- GBS ICT Policy
- GBS External Speak and Events Policy
- GBS Student Code of Conduct
- GBS Safeguarding Policy

External Reference

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Computer Misuse Act 1990*, Accessed online at: <https://www.legislation.gov.uk/ukpga/1990/18/contents>
4. UK Public General Acts, *Terrorism Act 2000*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2000/11/contents>
5. UK Public General Acts, *Counter-Terrorism and Security Act 2015*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2015/6/section/26>

6. GOV.UK Statutory Guidance, *Prevent duty guidance*, Accessed online at: <https://www.gov.uk/government/publications/prevent-duty-guidance>
7. UK Public General Acts, *The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000*, Accessed online at: <https://www.legislation.gov.uk/uksi/2000/2699/contents/made>

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Global Banking School Prayer Rooms and Faith Related Facilities Policy

1. Policy Statement

- 1.1. Global Banking School (GBS) is committed to sustaining an inclusive learning and working environment characterised by fairness, equality of opportunity and inclusivity. GBS recognises that for many of our students and staff, faith and belief are a key part of their identity, and as such, may be integral to their learning experience. GBS wishes to encourage the promotion of integration, understanding and mutual respect for all and we will seek to provide opportunities and facilities for those who wish to reflect on the relevance of their religious faith, practices, and beliefs to their educational or working experience.
- 1.2. GBS on no account will permit any form of discrimination against, or harassment of, students on religious or cultural grounds. Whilst we fully endorse the right of students and staff to freedom of expression, we will not permit students or staff to make any unwelcome attempt to convert another person to a particular religious faith or ideological view, or to act against another because of differences of view.

2. Purpose

- 2.1 The purpose of this policy is to outline the arrangements for managing prayer and faith facilities at GBS. In recognising and valuing faith and belief, and as part of its commitment to inclusivity, GBS has a range of faith related facilities to enable students and staff to bring their faith and belief into their study life. GBS provides its students, staff, and registered visitors with a room for prayers and faith-related activities across all our campuses and we aim to facilitate access to these rooms for those wishing to make use of them. The use of all Prayer Rooms and Faith-Related Facilities is subject to the terms and conditions set out in this policy.

3. Legislation

- 3.1 This policy is written with reference to the Counter-Terrorism and Security Act 2015, and to the formal guidance issued from the UK Home Office related to the Prevent Duty, September 2015 (referred to as the 'formal guidance' throughout this policy). The Act places a duty on higher education institutions to have 'due regard to the need to prevent people from being drawn into terrorism.' The Act also notes that higher education institutions must seek to balance this duty with their commitment to freedom of speech and the importance of academic freedom.

4. Scope

4.1 This policy applies to:

- All full-time, part-time, and temporary staff employed by, or working for or on behalf of GBS
- All students studying at GBS
- Contractors and consultants working for GBS
- All other individuals or groups, including visitors, who have been granted access to GBS prayer room facilities.

5. Responsibilities

5.1 Responsibility for ensuring Prevent Duty lies with GBS Chief Executive Officer.

5.2 Responsibility for ensuring that GBS accommodates multifaith prayer room and faith related facilities lies with GBS Managing Director supported by the Campus Coordinators. Their duties are to ensure that facilities are risk assessed that fully comply with and meet the Prevent requirements.

5.3 It is the responsibility of all GBS staff to be aware of the GBS procedures and protocols for use of prayer rooms and faith facilities. Staff have a duty to report any breach of the code of conduct for multi-faith prayer room facilities.

6. Equality and Diversity

6.1 The Equality Act 2010 provides protection against discrimination, harassment, and victimisation on the grounds of disability and other protected characteristics. It is a legal duty for higher education institutions to anticipate needs and make reasonable adjustments so that disabled students are not placed at a substantial disadvantage compared to students who are not disabled.

7. Faith Related Facilities

7.1 GBS has the following faith facilities available for use by our students and staff:

- At each of our campuses in London, Leeds, Manchester and Birmingham, a specific room has been designated as a Multi-Faith Room.

- Faith facilities at GBS are part of our premises and as such, we have a responsibility to ensure that they are used appropriately and adequately maintained. Access to these facilities is controlled via the Campus Co-ordinators.
- The Campus Co-ordinators working closely with Senior Management oversees and manages GBS faith facilities.
- Any issues that arise in relation to accessing and using GBS faith facilities should be referred to the Campus Co-ordinators at each campus, whose responsibility is, in the first instance, to resolve such issues. Students may refer issues to their Student Success Tutors who will forward their concerns to the Campus Co-ordinators.
- Any issues will also be reported by the Campus Co-ordinators to GBS Senior Management Team, if appropriate or required.

8. Terms and Conditions of Use

8.1 Rooms are made available by GBS for use as prayer and faith-related facilities for the benefit of all GBS staff, students, and registered visitors. GBS offers hospitality to people of all faiths and world views, therefore all users are required to make use of these facilities in a spirit of sharing and mutual respect.

8.2 Hours and Access

8.2.1 Rooms in all campuses are available Monday to Friday, to all authorised users from 09:00 to 19:00. (This may be subject to change therefore staff and students are encouraged to check with their Campus Co-ordinator for times related to their campus).

8.3 Use of Rooms

8.3.1 All users of prayer rooms and other faith-related facilities must leave them in their original layout and in a clean and tidy condition so that they can be used immediately by others.

8.3.2 All users of the Prayer Rooms must be sensitive to others accessing the facilities at all times, the facilities are for all to share.

- 8.3.3 Any student or member of staff found to be disseminating or distributing offensive material within the prayer room will be disciplined using the relevant Disciplinary Policy.
- 8.3.4 Personal belongings should not be left unattended.
- 8.3.5 No food or drink are to be consumed within the Prayer Rooms.
- 8.3.6 Noise levels should be kept to a minimum and the room should not be used for group gatherings or talks.
- 8.3.7 Candles are not to be used within the Prayer Rooms due to the inherent fire risk.
- 8.3.8 Posters, leaflet, flyers etc. are not to be placed in the prayer and faith facilities rooms.
- 8.3.9 Misuse or damage of the facilities may result in a ban from using them.
- 8.3.10 If users have concerns regarding any facility, they should contact their Campus Co-ordinator, or the person/s designated as key contact on the building's noticeboard.
- 8.3.11 Regular checks of the Prayer rooms will be carried out by facilities and cleaning staff. Posters or leaflets that have not had permission to be displayed will be removed.
- 8.3.12 Use of rooms must be lawful and must comply with GBS Safeguarding (Prevent Duty) Policy under the Counter Terrorism and Security Act 2015. Any issues or concerns around possible inappropriate use of the Multi-Faith Room should be:
1. Reported immediately to the Student Success Tutors (by students) or
 2. Campus Co-ordinator (by staff).

9. Monitoring and Review

- 9.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asqo@globalbanking.ac.uk.

10. Data Protection and Confidentiality

- 10.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and

organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

10.2 GBS recognises that all matters relating to safeguarding will only be shared with individuals who need to be made aware of the situation to appropriately discharge GBS' responsibilities and duty of care. All GBS staff must be aware that they have a responsibility to immediately disclose information which, if not shared, may compromise a student's safety or welfare. All GBS staff will be fully supported by the GBS Prevent/Safeguarding Officer.

11. Alternative Format

11.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

Annex 1- Understanding Key Definitions

The glossary of terms has been sourced from the Prevent Strategy 2011

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

- Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- Vulnerability describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation
- An ideology is a set of beliefs. An ideologue is a proponent as well as an adherent of an ideology

The current UK definition of 'terrorism' is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause (the definition has been sourced from the Revised Prevent Duty Guidance: for England and Wales <https://www.gov.uk/government/publications/prevent-duty-guidance>).

Annex 2- Useful Information

- The Office for Students, alongside and in conjunction with other agencies, produces a significant amount of guidance and research to support the Prevent initiative and to offer support to the UK Higher Education sector.
- A framework for how OfS gather evidence of compliance can be found at: <https://www.officeforstudents.org.uk/publications/prevent-%20duty-framework-for-monitoring-in-higher-education-in-england-2018-19-onwards/>
- The DfE FE/HE Regional Prevent Coordinators for London are:
Chris Rowell chris.rowell@education.gov.uk
Jake Butterworth jake.butterworth@education.gov.uk
Local Police Counter Terrorism Officers are:
Bhimji.Vekaria@met.pnn.police.uk
Ella.freer@met.pnn.police.uk
- The Safe Campus Communities Website offers a range of materials explaining the Prevent strategy and its intended impact, with a set of case studies, and specific guidance on building and implementing an effective in-house response. There is also a training programme including accessible e-learning options. It is available at: <http://www.safecampuscommunities.ac.uk/training>
- This has been put together by OfS, BIS, the Leadership Foundation for HE, and Universities UK. The Home Office has also launched an e-training portfolio for the education sector available at: <https://www.elearning.prevent.homeoffice.gov.uk/>
- A Prevent training catalogue, detailing available courses for staff involved in implementing an in-house strategy. This can be accessed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/503973/Prevent_Training_catalogue_-_20_March_2016.pdf