



Chaplaincy Policies, Guidance and Procedures

Approved January 2016

Chaplaincy Team: Appointment & Support

The Coordinating Chaplain

The appointment of the Coordinating Chaplain is the responsibility of the Church of England Diocese of Manchester which works in partnership with the University.

Other Chaplains & Pastoral Assistants

The procedure for appointing other chaplains and pastoral assistants is as follows:

- x Applicants have an initial informal meeting with the Coordinating Chaplain.
- x

If you are the first to arrive in the Chaplaincy on a day:

- x If the main door to the Chaplaincy is locked, contact a caretaker to open it.
- x Please check if the doors to the Prayer Room and Quiet Room are open. If the Quiet Room is locked, open it with the Office key; if the Prayer Room is locked, there is a key in the top drawer in the Chaplaincy Office.
- x If any door is locked, please inform the Coordinating Chaplain.
- x If you have time, check that the Quiet Room, Prayer Room and Resource Area are tidy and nothing is missing.

Around the University

- x There is no dress code for members of the Chaplaincy Team, even though there are specific regulations for staff within Student Services.
- x You may wear a Chaplaincy polo shirt or fleece which are available from the Chaplaincy Office (there are more held in store).
- x Please wear the Student Services name badge.

If you are unable to come in for a session, please contact the Coordinating Chaplain or Chaplaincy Administrator who will make a note on the on-line Chaplaincy Calendar.

Before you leave the University

- x Please enter information on the Monitoring Sheet held in the Chaplaincy Office giving numbers of students you have spoken to etc.
- x If you are the last one in the Office, make sure all equipment is switched off and the Office door is locked (see Security information below).

The Chaplaincy Centre

Opening Times

The Chaplaincy Quiet Room and Prayer Room and Ablution facilities are kept open at all times except when there are safety reasons for them to be locked.

The Resource Area

Leaflets

The following are available for anyone to take away

- x Information leaflets about Chaplaincy events and details of the Chaplaincy Team.
 - x Worshipp places, Spiritual resources & Humanist groups_X
 - x A Chaplaincy Contact Card.
 - x The Muslim Prayer Timetable (Salah) for the current month.
 - x Booklets and religious texts donated to the Chaplaincy.
 - x Information leaflets and cards produced by local organisations or groups.
- A local organisation ☉

Groups

The Quiet Room may be booked in advance by groups for activities

Security

The University has a security service provided by a sub-contractor and managed by Facilities.

- x Contact details of the Security Control Room
 - o Normal number: 3700 or 01204 903 700 -20.300

First Aid

- x A list of trained first-aiders is available from the Student Centre or from the Library;
- x To request a first aider, dial reception (0) or the Security emergency number, (3666 from an internal phone, or 01204 903 666 from a mobile);
- x In all cases of collapse where the person seems unresponsive, or where the person is suffering central chest pain, make this clear so that an AED (defibrillator) and AED responder can be sent to your location;
- x If the incident is serious ask for an Ambulance. If there is no immediate reply on the University Emergency Number, dial 999.

Fire Alarm

- x The fire alarm is tested on Monday morning at about 9.00am. The alarm will sound and the shutters in the Social Learning Zone (SLZ) may come down;
- x Alarm points, exits and assembly points are highlighted as part of the induction process, but make sure you remind yourself where these are.
- x If you discover a fire, activate the fire alarm immediately from the nearest alarm point;
- x If the fire alarm sounds when you are in the Chaplaincy Office and it is not a test:
 - o lock the Chaplaincy Office;
 - o make sure there is no-one in the Quiet Room, Prayer Room and Ablutions rooms: if there is, tell them to leave immediately;
 - o go to the assembly point.

Be aware of the needs of anyone with a specific disability or mobility issue.

Chaplaincy Equipment

Telephones

Note that:

- x Internal telephone numbers are of the form 3XXX except the Student numbers which begin with 6.
- x To dial a number from outside the University, prefix the internal extension with 01204 90.
- x The Chaplaincy Office number is 3415 (01204 90 3415).
- x The telephone in the Resources Area is a courtesy telephone limited to internal outgoing or incoming calls only and may be used by students or staff.
- x The Office telephone may be used for internal calls and for Chaplaincy business outside calls; in which case press 9 followed by the number (there is no additional dialling sound).
- x Please answer the telephone in the Chaplaincy Office.
- x A flashing light on the Office phone means that someone has left a voicemail message. You may listen to the message by lifting the handset and pressing * (star-hash-hash) then the security code (noted in the top drawer). If it is a message specifically for someone other than yourself, contact them as soon as you can.

Computers and IT

Terms of Reference

The original remit of the Group was to cover matters from the simple and practical (e.g. accommodation and catering) through to the more challenging (e.g. ethical and moral issues surrounding research). This is reflected in the current terms of reference:

1. To advise the Vice Chancellor on all matters regarding faith and spirituality which affect the life and work of the University.
2. To promote and help to maintain good practice in equality and diversity matters which relate to religion and belief, noting legislation and guidelines from other authorities. In this regard, the Group is

Use of the Chaplaincy

Questions or Concerns:

For questions relating to the use of the chaplaincy, please contact the Coordinating Chaplain (chaplain@bolton.ac.uk) or Chaplaincy Administrator (ChaplaincyAdmin@bolton.ac.uk) or telephone the Chaplaincy Office: ext 3415

If you have any concerns about the use of the Chaplaincy, or about any religious / faith events, literature, speakers or any other related issue on campus,