

QUEENS' COLLEGE

MANAGEMENT OF CHAPLAINCY; ACTIVITIES OF FAITH-BASED GROUPS

Introduction

1. Colleges are required to publish rules of procedure demonstrating their compliance with new legal duties set out in the *Counter-Terrorism and Security Act (2015)* and in accordance with the UK Government's *Prevent* policy.

External Events

2. There is a special requirement for instructions governing the Chaplaincy, and the activities of all faith-based groups within College, and the assessment of risks attending the management of external events. In this context 'external events' refers to those scheduled or advertised meetings or activities that include visiting speakers (i.e. speakers who are not members of the University and/or one or more of the Colleges) and/or events likely to attract a significant number of attendees from without the University. By extension the term applies equally to visiting preachers and to student society events held in College, or elsewhere, hosting a visiting speaker and for which external bookings are made via the College.

Principles: Freedom of Speech (CM3566)

3. Queens' College affirms its commitment to freedom of speech in CM 3566. This statement is an important consideration in the management of external events and speakers.

Principles

4. CM3566 is an important guide for use in the allocation of College resource, including provision for faith-based groups. Its tenets apply to all those involved in any faith-based activity, including those requesting College facilities for external events.

The Chaplaincy

4. The Chaplain is appointed by the Governing Body. The management of all faith provision including responsibility for the Chapel itself and all activities within it, is delegated to the Chaplain. The management of all faith-based activities that take place outside the chapel is also delegated to the Chaplain in liaison with the Domestic Bursar and the Catering Office as necessary.

5. The Chaplain is accountable to the Senior Tutor as *Prevent* Lead insofar as the performance of the Chaplain's duties relate in any way to the *Counter-Terrorism and Security Act 2015* and/or to the UK Government's *Prevent* guidelines.

PREVENT POLICIES and PROCEDURES

6. The Chaplain shall publish details of all services and faith-based activities by means of the Chapel Term Card that shall contain a full diary of events. He or she shall also maintain the Chapel Diary taking responsibility for divine service and all other events that take place in the Chapel space.

Chaplaincy: Accountability

7. The Chaplain shall, until further notice, account to the Senior Tutor for the following functions at the beginning of every term and at its division:

- identification of faith-based events run in, and by, the College
- positive vetting for internal and external speakers at all faith-based events taking place in Chapel and elsewhere, and for all other no-faith events taking place in Chapel
- inclusive access to membership of all faith-based societies
- reporting procedures that allow members of College to register concerns for investigation by the College.

External Events in Chapel: Approval and Risk Management

8. All applications to use the Chapel are received by the Chaplain who is designated to handle bookings and resource allocation.

9. As designated owner the Chaplain has responsibility of ensuring that the Chapel and its facilities are used appropriately and he or she may specify particular terms and conditions relating to its. Special terms and conditions may extend to a particular meeting or activity, or more generally, as appropriate.

10. No faith-based external event shall take place in the Chapel, or elsewhere in College, without prior permission from the Chaplain.

11. Decisions concerning resource allocation are to be made in the light of information provided by the organiser of an external event organiser (who must be a named individual, acting on his or her own behalf or on behalf of an organisation).

Conditions: Chapel Bookings for External Events

12. The organiser of an external event (the named individual seeking to make a booking) agrees, as a pre-condition of submitting an application, to notify the Chaplain immediately of any changes pertaining to the event change.

13. The Chaplain reserves the right to seek additional information before permitting an external event, and to review any prior decision if any subsequent changes pertain to the event.

PREVENT POLICIES and PROCEDURES

14. The submission of false or incomplete information by the organiser of an external event may invalidate the booking and the individual concerned may be subject to the disciplinary procedures of the College, if appropriate.

15.. An application for an external faith-based event shall not be considered complete unless it includes the following information:

- name and contact details of the event organiser
- title of the proposed event
- names and contact details of any formal presenters or speakers
- details of any external organisation represented or publicised at the event
- brief description of proposed talks and/or activities
- dates and times of the proposed event
- projected number of attendees, including projected numbers of the following:
College members; other (University members; members of the public).

16. The Chaplain shall use information gathered from an application and from any other necessary, to assess risk. When necessary, the Senior Tutor shall convene the College's *Prevent* Committee to assist the Chaplain in determining a course of action.

17. The College reserves the right to revoke any permissions previously granted, at no notice, according to advice and/or information received from the Security Services.

Inappropriate and/or Illegal Activities

18. The following activities shall not be permitted in Queens' College chapel.

- speeches or activities directly or indirectly promoting violence towards members of the College or the general public, or which may promote or advance the radicalisation of College members (in this context 'radicalisation' refers to the act of inciting others to support terrorism or to commit acts of terrorism)
- the presence of any speakers, visitors, or guests whose influence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of any University member(s) and/or any member(s) or of the general public
- activities of any kind which disregard the safety of participants and/or onlookers.