

## CHAPLAINCY POLICY

<b>Prepared by:</b>	<b>Head of Learner Services</b>		
<b>Policy Approved by:</b>	<b>Strategic Management Team</b>	<b>18/06/03</b>	<b>Minute 784</b>
		<b>12/04/11</b>	<b>Minute 1934</b>
	<b>Curriculum &amp; Quality Panel</b>	<b>06/05/11</b>	<b>Minute 460</b>
	<b>Curriculum &amp; Quality Committee</b>	<b>06/06/11</b>	<b>Minute 271 (iii)</b>
<b>Equality impact assessed &amp; endorsed</b>		<b>23/02/11</b>	
<b>AOS aim 2</b>			
<b>Last Reviewed</b>	<b>February 2011</b>		
<b>Review Date:</b>	<b>February 2016</b>		

## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **1. Introduction**

- 1.1 This document sets out the nature and protocols of the College Chaplaincy Service.
- 1.2 The Chaplaincy will provide help, advice and pastoral care to all.
- 1.3 Chaplains provide a confidential and independent service for all learners and staff alongside the College funded services.
- 1.4 Chaplains are ready to help individuals resolve any emotional, spiritual, religious or work related issues. They are experienced in dealing with a variety of problems including bereavement, relationships, families, and crises of faith.
- 1.5 Inter denominational and inter faith involvement will be welcomed.
- 1.6 Depending on demand chaplains can be used as part of Christian Unions etc.
- 1.7 Chaplains may also be used in tutorial programmes

### **2. Scope**

- 2.1 The Chaplaincy works independently but alongside the Counselling and Welfare Services provided by the College.
- 2.2 Chaplains are drawn from religious organisations and will not be directly employed by the College.
- 2.3 Chaplains will be part of a team that may be drawn from different denominations. The Chaplaincy Team shall nominate one of their number to act as Chaplaincy Co-ordinator. This decision will be presented to the Senior Management Team for agreement. The Co-ordinator will have key duties as specified in the Protocol. In the absence of a chaplaincy team the co-ordinator is appointed by the Diocese of Llandaff.

- 2.4 Chaplains will provide confidential pastoral support to the College population. They will work with individuals to resolve any emotional, spiritual, religious or work related issues. They have experience in areas such as bereavement, relationships, families and crises of faith.
- 2.5 Chaplains may also be used in tutorial programmes where teachers can draw on their experience and personal aptitudes/skills in helping to deliver programmes.

### **3. Protocol**

#### **3.1 Appointment of Chaplains**

- 3.1.1 The appointing of new chaplains will, in the first instance, be the responsibility of the College Chaplaincy Co-ordinator. In the absence of a Chaplaincy Co-ordinator the Head of Learner Services will fulfil their role. They will interview prospective chaplains to ascertain their suitability and degree of availability for the post and advise the church authorities and College management accordingly.
- 3.1.2 The relevant church authority (bishop, moderator, elders – according to denomination) and College management (Head of Learner Services) will consider the Chaplaincy Co-ordinator's advice and communicate their willingness to support an appointment.
- 3.1.3 Where applicable prospective Chaplains should meet with members of the existing team who may then advise on the candidates suitability.
- 3.1.4 The final decision to appoint will rest with the Chaplaincy Co-ordinator.

#### **3.2 Induction of New Chaplains**

- 3.2.1 Shortly after appointment a chaplain will meet the existing Chaplaincy Team as well as key management, staff and learners.
- 3.2.2 During the induction phase the Chaplaincy Co-ordinator will ascertain and agree the amount of time and the type of skills the new chaplain can contribute to the team and College.
- 3.2.3 Following consultation with the Chaplaincy Team the Co-ordinator will draw up and make known the pattern of work for the individual. Care will be taken to ensure the chaplains sponsoring organisation is in agreement with this commitment.
- 3.2.4 Chaplains will be included in College staff induction programmes.

### **3.3 Training and Review**

- 3.3.1 Chaplains will be encouraged to take part in training relevant to their role.
- 3.3.2 The College will include chaplains in any College organised training events that compliment the role.
- 3.3.3 The Chaplaincy Co-ordinator will make the chaplains aware of any training that particularly supports the role.
- 3.3.4 New chaplains will be able to draw on the advice and support of fellow chaplains in the Chaplaincy Team.
- 3.3.5 The Chaplaincy Co-ordinator will be responsible for arranging individual annual appraisals where any issues and development needs can be discussed in confidence.

### **3.4 Co-ordination of Chaplaincy Services**

- 3.4.1 The Chaplaincy Team shall nominate one of their number to act as Chaplaincy Co-ordinator. This decision will be presented to the College Management team for agreement. The co-ordinator will have key duties as specified in this Protocol. In the absence of a chaplaincy team the co-ordinator is appointed by the Diocese of Llandaff.
- 3.4.2 In selecting a co-ordinator inter denominational and inter faith participation will be welcomed.
- 3.4.3 The Co-ordinator has a number of specific duties as described throughout this policy.
- 3.4.4 The Co-ordinator will be the main contact between the College management and the Chaplaincy team.
- 3.4.5 The Co-ordinator has a key role in the appointment, organisation and review of the chaplains.
- 3.4.6 The Co-ordinator will regularly discuss the chaplaincy service with the Head of Learner Services.
- 3.4.7 The Co-ordinator will undertake an annual review of the chaplaincy that will be communicated to the College and sponsoring churches/organisations.

#### **4. Role and Responsibilities**

##### 4.1 Role of Chaplain

- 4.1.1 A Chaplain will offer pastoral support for learners, staff and managers within the College on a collective or individual basis.
- 4.1.2 Pastoral support will be independent of and complementary to that provided by the College Counselling and Welfare Services.
- 4.1.3 Where appropriate a Chaplain will offer and encourage opportunities for prayer, worship and study. In particular support such initiatives as and where they arise from staff and/or learners.
- 4.1.4 While not all chaplains may have the necessary skills, they should become involved in the tutorial programme as much as possible, particularly at the start of the academic year.
- 4.1.5 A Chaplain must be willing to undergo a review of their work with the Chaplaincy Co-ordinator annually. An annual review of the chaplaincy will be presented to the College management team and sponsoring denominations.

##### **4.2 Role of College**

- 4.2.1 The College will actively seek to provide suitable rooms and equipment where staff and learners may receive confidential pastoral support.
- 4.2.2 The College will provide occasional secretarial support to the Chaplaincy.
- 4.2.3 Chaplains will have use of College facilities and services such as telephones, post, photocopiers, email and faxes. Non-College use will be charged on a commercial basis.
- 4.2.4 The College will ensure that the Chaplaincy is adequately promoted to the staff and learners.

#### **5. Monitoring and Review**

- 5.1 The Chaplaincy Co-ordinator will monitor the work of the chaplains.
- 5.2 The Chaplaincy Co-ordinator will produce an annual report which reports on the work of the Chaplaincy both quantitatively and qualitatively.
- 5.3 Annual reports will be received by the Head of Learner Services and reported to the relevant College management teams.

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- 5.4 The Co-ordinator will work with the Head of Learner Services in reviewing service quality as part of the College Self Assessment Review process.