



# Quiet Space Policy

## Quiet Space Policy

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## Section 1 – Policy Intentions

### 1.1 Policy Statement

It is the Policy of the Police and Crime Commissioner and Chief Constable for Gloucestershire, subject to operational requirements, to facilitate the need for individuals to take time out of their working day for prayer, contemplation, meditation and privacy.

## Section 2 – Policy wording and Procedural Guides

### 2.0 Introduction

#### 2.1 General

We are committed to facilitating the need for individuals to take time out of their working day for prayer, contemplation, meditation and privacy if this can be accommodated by the OPCC and Constabulary given operational commitments.

Arrangements for quiet space will be by local agreement with the line manager and Senior Management Team (SMT).

Individuals will be expected to make up the time, taken out of their working day at manager's discretion. The exceptions will be where this forms part of contractual breaks and in cases of extreme distress<sup>1</sup>.

#### 2.2 Quiet Space

Purpose of a Quiet Space

Individuals may make a request for quiet space for the following reasons:

- Religion and belief - to accommodate individuals who wish to pray, contemplate or meditate;
- for pregnant and breast feeding mothers who need to rest or express milk;
- for individuals who find themselves in distress and have a need for privacy.

#### 2.3. Designated Quiet Rooms

It is not feasible to provide a designated quiet room at every site but individuals who fall into the categories above are welcome to use the rooms provided for this purpose.

Where there are no designated rooms managers, together with the individual, are encouraged to discuss alternative arrangements for the provision of a quiet space which will need to be convenient for both the individual and the organisation. Some suggestions to consider are:

<sup>1</sup> Example someone is distressed at work because they have just found out of a death in the family



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- Can a room be identified at the individual's workplace for a specific period of time? The need may be for a specific number of weeks at a specific time. Maybe a private office could be used at these times?
- Can a room at another Police location be identified within reasonable travelling distance?
- Does the individual live nearby allowing them time enough to go home for an agreed period of time?
- Is there some other site in close proximity to the individual's workplace e.g. a church or temple?
- Given the nature of the work and the individual's schedule, would they be able to make up the time and complete work?
- If a fridge is needed, existing fridges could be utilised however they must be clean and uncontaminated
- The need to ensure privacy and avoid disruption.
- The need to advise others that the room has been designated as a quiet room (even if for a limited period of time).

## 2.4 Quiet Room Locations

*At **Constabulary Headquarters**, the room is located on the second floor (room number 2.054). This room is simply furnished with individual chairs, a coffee table, a bin and a screen. If requested, facilities will be made available to store milk.*

***Tri-centre** First Aid Room can be used when available as a quiet room; priority is given to individuals who require first aid.*

## 2.5 Use of Room

All individuals who fall within the categories above will be entitled to use the designated quiet room or agreed space whenever it is vacant.

Individuals who require anything for use in this space will provide this themselves e.g. breast pads or a prayer mat. These items must be removed and the room left tidy after each use.

The room should not be used to hold meetings, to have lunch, etc. but should only be used for the reasons set out above unless permission is given by management for use of a different nature. Individuals who are found to misuse the room could have disciplinary action instigated against them. Management reserves the right to withhold use of the room to any individual.

The People Service Centre Manager will monitor the use of designated rooms. Any enquires or complaints about the use of any Quiet Space should be sent to the People Service Centre Manager.



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## Section 3 - Relevant Legislation

Equality Act 2010  
Human Rights Act 1998

## Section 4 - Related References/Policies

Maternity, Paternity and Adoption Policy

Risk Assessment Form for Pregnant and Nursing Mothers,

Risk Assessment Form for New & Breastfeeding Mothers who work specifically in the role of Chemical Development Officer.

## Section 5 - Monitoring and Review

### 5.0 Monitoring and Reviewing

#### 5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

#### 5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention



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