

## Appendix 2

### Anglican Chaplain & Chaplaincy Coordinator for the University of Bradford.

#### UNIVERSITY OF BRADFORD VALUES

At the University of Bradford, we are guided by our core values of **Excellence, Trust, Innovation, and Inclusion**. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of everyone to uphold the university values.



#### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where individuals can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

#### Health, safety, and wellbeing

Health and Safety is a partnership between all individuals present at the university and all having responsibilities, as such everyone at the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Everyone has a responsibility to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

### **Information governance**

Individuals working at the university have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

The Chaplain must consult the manager they are responsible to at the university if they have any doubts about the appropriate handling of the information and records with which they work.

They must also always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Everyone at the University of Bradford will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000. 5

### **Criminal record disclosures and working with vulnerable groups**

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

Everyone at the University of Bradford who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University of Bradford is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.