

## Freedom of Information Act Request

I am writing to request information under the Freedom of Information Act 2000.

### 1. Chaplaincy Workforce

Questions	Response
Total number of chaplains working with the Trust (headcount, including paid and unpaid) <i>If not, what specific gaps or risks do you identify?</i>	4 paid employed chaplains, plus 2 chaplaincy volunteers currently active across one site. (as at the date of the Volunteer Service Review Report, December 2025). Chaplaincy volunteering is currently paused regarding service recalibration. 20 new volunteers are starting training in May. The Trust also operates an Honorary Chaplain model, which is being developed alongside a new proactive chaplaincy service, as part of the 2026 - 2031 Strategy.
Number of chaplains employed as paid staff by the Trust	4 paid chaplains employed by the Trust.
Total whole-time equivalent (WTE) of paid chaplaincy staff	3.0 WTE (current). This comprises: Lead Chaplain/Manager at 0.8 WTE (Band 7), Roman Catholic Chaplain at 1.0 WTE (Band 6), and two further chaplains 0.8 WTE (Band 6) and 0.6 WTE (Band 5).
NHS Agenda for Change band(s) of chaplaincy posts (if applicable)	Band 7 (Lead Chaplain/Manager) and Band 6 (Chaplains).
Number of chaplains serving as unpaid volunteers or honorary chaplains	2 serving 0 at Mexborough Montagu Hospital.
If unpaid chaplains are used, please indicate the faith or belief tradition(s) represented	Pentecostal and Roman Catholic
Are unpaid or volunteer chaplains included within the Trust's reported chaplaincy workforce figures?	YES, the Volunteer Service Review Report references the volunteer complement as part of the overall assessment of chaplaincy provision.

### 2. Chaplaincy Leadership

Questions	Response
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Is there a Lead or Head Chaplain for the Trust?	Yes
If yes, what is the faith or belief background of the lead chaplain?	Free Church (Pentecostal background). The Lead Chaplain is also an ordained minister.
Is the lead chaplain full-time or part-time?	Currently part-time (0.8 WTE, Band 7).

### 3. Service coverage

Questions	Response
Total paid chaplaincy hours funded per week	Approximately 112.5 hours per week based on the current 3 WTE (calculated at 37.5 hours per WTE).
Is chaplaincy service available at weekends?	YES. The Operational Manual confirms weekend working. The chaplain on duty at weekends works on-site and is available on-call to any site.
Is there an out-of-hours or on-call chaplaincy arrangement?	YES. The Department operates a 24-hour, 365-day on-call system. The on-call chaplain responds from home during out-of-hours periods (16:00–08:00) and is expected to be on-site within one hour of being contacted.

### 4. Roman Catholic Chaplaincy

Questions	Response
Are Roman Catholic chaplains included within the chaplaincy team?	YES. The Trust employs a dedicated Roman Catholic Chaplain as a core member of the paid chaplaincy team.
If yes, are Roman Catholic chaplains paid employees, contracted under a service level agreement, or volunteers/honorary chaplains?	The Roman Catholic Chaplain is a paid employee of the Trust.
If Roman Catholic chaplains are paid, approximately how many hours per week are funded?	37.5 hours per week (1.0 WTE, Band 6, full-time).

### 5. Access to Last Rites

Questions	Response
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Does the Trust have an arrangement to enable patients to access a Roman Catholic priest for Last Rites (Anointing of the Sick) when requested?	YES. The Trust employed a full-time Roman Catholic Chaplain.
If yes, is this available 24 hours a day (including nights and weekends)?	YES. The 24-hour on-call chaplaincy system covers all sites and all days including nights, weekends and bank holidays. The Operational Manual explicitly states the service operates 'on-call every day of the year, 24 hours a day.' Where the employed RC chaplain is unavailable, the on-call chaplain can facilitate contact with community Roman Catholic clergy via the Trust's maintained faith contacts network.

## 6. Changes to Chaplaincy Provision

Questions	Response
Has chaplaincy provision been reduced or restructured within the last three years?	No
If yes, what was the primary reason? (e.g. cost reduction, organisational change, reduced demand, recruitment difficulties)	

## 7. Documents Requested

If available, please also provide:

Any chaplaincy policy, strategy, or review relating to spiritual or pastoral care within the Trust.

Any guidance or protocol relating to access to Roman Catholic priests or sacramental ministry.

**All the above documents are available internally and are currently under review. Our newly developed 2026-2031 strategy is under review and requires approval so no formal documents available for sharing at present.**

If you are not satisfied with the handling of your request, you have the right to request an internal review. Requests for an internal review should be submitted within 40 working days from the date of this response, and should be addressed to [d.wraith@nhs.net](mailto:d.wraith@nhs.net).

Our Ref:197

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If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>