



# Corporate Flag Flying Policy

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Charity Number: SCO 36198

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**Corporate Flag Flying Policy**

## 1. Introduction

It is expected that flags will be flown to commemorate and acknowledge specific occasions and at times, flown at half-mast in respect of the fallen and/or recently deceased. There is national and local pride in flying a flag in respect of visiting dignitaries, which helps fulfil the College's civic responsibilities.

## 2. Purpose and Aims

The flying of flags must be compliant with all appropriate Planning Regulations and advice should be sought from Glasgow City Council's Planning Department to ensure consent is sought as and when required.

This policy outlines the criteria for the flying of flags at the City of Glasgow College via the three flagpoles at the main entrance to City Campus, the three flagpoles at the main entrance to Riverside Campus on the Clyde Walkway, and the flag mast (yardarm) in the garden area of Riverside.

## 3. Scope

The policy applies to those service areas responsible for ensuring that the relevant flags are flown to commemorate, celebrate and acknowledge specific occasions.

This policy applies to all staff, students and visitors to the College or to an event organised by the College at an external venue.

## 4. Policy Statement

- 4.1. This policy provides a corporate approach to the flying of flags at City of Glasgow College, incorporating City Campus and Riverside Campus and any other key locations where City of Glasgow College are hosting external events.
- 4.2. All requests to fly flags from the main flagpoles must be made to the Vice Principal, Corporate Development and Innovation, and any exceptions to the policy must be authorised by the Vice Principal. Flags signal the College's position on issues and accordingly, decisions on all requests will be determined by the objective of ensuring there is full alignment with the College's values.

The Saltire and College Purple Branded Flag will be flown every day at City Campus.

The Merchant Navy Flag, The Saltire, and College Purple Branded Flag will be flown every day at Riverside Campus.

Other importance will be given to National events such as:

- Coronations
- State Funerals
- Global Events
- College Events

- 4.3. Compliance with the Policy is required to avoid any reputational damage for the College and to ensure that the College is able to demonstrate its commitment to commemorate and celebrate national and local events

This policy is implemented to clarify current arrangements and provide a consistent response to future requests and will be published on MyConnect.

## 5. Schedule

The Saltire and Purple COGC branded flag and should be flown every day at City Campus (in this order as facing the main entrance).

The Merchant Navy Ensign, Saltire and Purple COGC branded flag, should be flown every day at Riverside Campus (left to right as facing the main entrance).

The exception is as indicated otherwise in the schedule below, or as approved by the Vice Principal or Principal.

Date	Event	Flag to be flown
September	Merchant Navy Day	City Campus: MN Ensign + Saltire ( <i>in this order as facing the main entrance</i> )  Riverside Campus: No change to standard arrangements.
November	Remembrance Day	City Campus: MN Ensign + Saltire ( <i>in this order as facing the main entrance</i> )  Riverside Campus: No change to standard arrangement
November	Winter Graduation Day	City Campus: Saltire and College Crest ( <i>in this order as facing the main entrance</i> )  Riverside Campus: No change to standard arrangements
June	Glasgow Pride	City Campus: Saltire and Rainbow Flag + ( <i>in this order as facing the main entrance</i> )  Riverside Campus: Replace College Flag with Rainbow Flag
June	Summer Graduation Day	City Campus: Saltire and College Crest ( <i>in this order as facing the main entrance</i> )  Riverside Campus: Merchant Navy Ensign, Saltire and College Crest, ( <i>in this order as facing the main entrance</i> )

## 6. Responsibilities

- 6.1. The Events Team will be responsible for the procurement, storage and maintenance of appropriate flags (for internal and external use) and will ensure that the size of flags are fit for purpose and made available when required.
- 6.2. The Estates Team will be responsible for the maintenance of the external flagpoles and will ensure that the flagpoles are regularly maintained and are fit for purpose.
- 6.3. The Concierge is responsible for the fixing of the flags on the external flagpoles.
- 6.4. The Vice Principal Corporate Development and Innovation will authorise the flying of non-authorised flags on a case-by-case basis.
- 6.5 The Executive Office are responsible for advising the Events Team of any amendments required to the normal schedule of flag flying. All amendments will require a minimum of 24 hours' notice.
- 6.6 This Policy only relates to these flags that are displayed externally.

## 7. References

### 7.1. External References

Source	Title
<a href="https://www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf">https://www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf</a>	A Guide to Britain's Flag Protocol (ISBN 9 780951 328613) published by the Flag Institute.
<a href="https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2022/01/scottish-government-flag-flying-guidance-2022/documents/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29/govscot%3Adocument/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29.pdf">https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2022/01/scottish-government-flag-flying-guidance-2022/documents/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29/govscot%3Adocument/flag-flying-guidance-2022-scottish-government-buildings-external-flag-poles-issue-no-29.pdf</a>	Flag Flying Guidance 2022: For Scottish Government Buildings with External Flag Poles Issue No. 29 (Valid from January 22)

## 8. Document Control and Review

<b>Approval Status</b>	Approved
<b>Approved by</b>	Academic Board & Board of Management People Culture Committee.
<b>Date Approved</b>	Academic Board 13 October 2023 Board of Management People and Culture Committee 15 May 2024.
<b>EQIA Status</b>	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
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<b>Lead Department</b>	Brand and Comms
<b>Lead Officer(s)</b>	Michael Logan, Head of Communications
<b>Board Committee</b>	Board of Management People and Culture Committee.
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## 9. Revision Log

Version Date	Section of Document	Description of Revision