

The Bader International Study Centre Policy

Flag Display Policy

Date created: 12/04/2018

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POLICY

Category:	Administrative	
Name:	Flag Display Policy	
Approval:	Senior Management Team	
Responsibility:	Vice Provost and Executive Director	
Dates:	Approved:	12/04/2018.
	Last Revised:	12/04/2018.

Purpose:

The purpose of this policy is to determine the protocol for the display of national and university flags on Herstmonceux Estate. A primary consideration is to allow a determination when flags at Herstmonceux Castle will be flown at half-mast.

Scope:

This policy is applicable to the three flag poles on the battlements of Herstmonceux Castle. Other flag displays may be mandated under exceptional circumstances as determined by the Vice Provost and Executive Director.

Policy:

Flag Displays

Flags on Herstmonceux Castle

Three flags will normally displayed on the poles on the battlements of Herstmonceux Castle. From left to right, facing the Castle, these are the Canadian flag, the Union flag, and the Queen's University Tricolour flag. The flags will be flown at all times, excepting during periods of inclement weather when, as determined by the Head of Security, there exists a risk that the flags might be damaged. The flags will also not be flown, as determined by the Head of Security, under circumstances where flying the flags would mean there is a threat to the safety or security of the Castle community. The flags will be kept in good order at all times, and a member of the Security staff charged with monitoring the flags' condition and ordering replacement(s) as necessary.

Other Flag Displays

Other flag configurations may be displayed, upon determination of the Vice Provost and Executive Director, and as conditions dictate.

Flags at Half Mast

Periods of National Mourning (Britain and/or Canada)

Flags shall be lowered to half-mast on occasions outlined in the British and Canadian Flag Protocols. In general, the protocols dictate that flags are lowered to mark the death of a national figure, or to join in



national mourning, or if the governments of Britain or Canada order flags lowered on government buildings throughout Britain or Canada. See the 'related documents' section for links to the UK and Canadian Government websites that provide for up-to-date versions of the official protocols and which indicate specific circumstances upon which the national flags shall be flown at half mast.

As there are different definitions for "half-mast" in Britain and Canada, flags will be flown according to the definition of "half-mast" as determined by the British Flag Protocol.

Cases where the British and Canadian Protocol Conflict

It is important to note under the flag protocols that: *when a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.* The Canadian protocol includes a similar requirement.

Consequently, all three flags (Union, Canadian and Tricolour) will be flown at half mast should the period of mourning be relevant to both Britain and Canada (e.g. death of the Sovereign). Should it not be appropriate that the flag of one country or the other be flown at half mast, only the flag of the country undergoing the mourning period will be flown, on the central flag pole. The Tricolour flag will not be displayed on such an occasion.

Periods of Mourning Specific to BISC and/or Queen's University

The British and Canadian flags will be removed, and the Queen's flag flown at half mast from the middle flag pole on the day of a funeral or memorial service to mark the death of the following members of the HCE and BISC community:

1. Any serving member of the HCE and BISC staff, whether academic or non-academic
2. Any student currently registered at the BISC
3. Retired HCE and BISC staff, whether academic or non-academic, on the occasion of a memorial service when held at Herstmonceux Castle. If this day falls on a weekend, the flags will also be lowered on the following Monday.
4. A senior member of Queen's University, at the direction of the Vice Provost and Executive Director.

Other Occasions

Flags shall also be lowered to half-mast on the following occasions:

1. Remembrance Day, November 11 (Canadian flag only, on the central flag pole)
2. National Day of Remembrance and Action on Violence Against Women, December 6 (Canadian flag only, on the central pole)
3. In exceptional circumstances as deemed appropriate by the Vice-Provost and Executive Director.

Communicating with the BISC Community

The Vice Provost and Executive Director will inform the BISC community why a flag is flying at half mast on occasions where the reason may not be immediately evident.



POLICY

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Responsibilities:	
Contact Officer(s):	Responsible for:
Vice Provost and Executive Director	Determining occasions at which flags will fly at half mast; , communicating reasons for half masting flags to the BISC Community.
Head of Security	Raising and lowering of flags; maintenance of flags; monitoring weather reports to determine conditions when flags should be removed; determining other circumstances where safety considerations preclude flying the flags.

Date for Next Review:	01/05/2021
Related Documents:	British Flag Protocol: https://www.flaginstitute.org/wp/british-flags/flying-flags-in-the-united-kingdom/british-flag-protocol/ Canadian Flag Protocol: https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html
Superseded by:	Not applicable.

