

Flag policy for St Catharine's College

Current status: Approved by Governing Body

To take effect: 19 July 2022

Background

Based on convention, the College has flown flags for two purposes:

- Celebrating a number of different events or dates of significance for the College or the country; and
- As a mark of respect in the event of a death of significance for the College or the country.

The purpose of this document is to codify the policy of the College, extend traditional practice to address the emerging public health emergency caused by Novel Coronavirus (COVID-19), and agree how this policy may be added to in the future.

It is recommended that changes are made to this policy to ensure it is up-to-date and relevant.

Flag management

Inventory	The College possesses the following flags (quantity in brackets): <ul style="list-style-type: none">• The College flag (2)• The Union flag (1)• The St George's flag (1)• The Progress flag (2)• The Rainbow flag (1)• The Transgender Pride flag (2)• The Bahamian national flag (2)
Placement	The College's main flag pole is located on the top of the Woodlark building. There is also another flag pole at the Boathouse.
Procurement	Replacement or additional flags will be procured by the Head Porter from a reputable source to ensure the flags are of the appropriate quality and correct design. No purchases have been made recently and there is no preferred supplier.
Storage	Flags are stored in the Porters' Lodge and at the Boathouse. Flags no longer required for the purposes of this policy should be submitted to the College's archives.
Cleaning	No regular cleaning is required, but dry cleaning should be arranged if any flags become dirty.
Presentation	Damage to flags that cannot be addressed by cleaning should be reported to the Head Porter so that a replacement can be sourced. Flags are not flown at night so the duration of one day in the accompanying schedule denotes daylight/working hours only.
Maintenance	The flag poles are maintained in good working order, with issues reported promptly to the Maintenance Team to address.
Health and safety	This policy will be implemented in line with the corresponding risk assessment developed by the Head Porter and Health & Safety Manager.
Communication	<ul style="list-style-type: none">• Head Porter to ensure all Porters and the Boathouse Manager have access to information needed to execute the latest version of this policy, including access to relevant documentation and reminders of confirmed dates.

	<ul style="list-style-type: none"> All Porters, Senior College Officers and the Communications Manager will be informed by the Head Porter/Deputy Head Porter or Boathouse Manager when the flag is flying so they can help address questions from visitors, Members or the public about the College's decision.
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Events or dates of significance

Flags are hoisted to full-mast for the following occasions by a Porter for the main flag pole and/or Boathouse Manager for the Boathouse, without any additional instruction from any Members of the College:

Occasion	Date (if relevant)	Flag flown	Duration	Location
Degree days	Varies	The College flag	1 day each	Main
Bumps	Varies	The College flag	Each day of Bumps	Boathouse
Reunions	Varies	The College flag	1 day each	Main
1473 Gala	Varies	The College flag	1 day	Main
LGBT History Month	1 February	The Progress flag	1 day	Both (to fly for the duration of the month at the Boathouse)
Accession	6 February	The College flag	1 day	Main
LGBT History Month	28/29 February	The Progress flag	1 day	Both
International Transgender Day of Visibility	31 March	The Transgender Pride flag	1 day	Both
HM The Queen's birthday	21 April	The Union flag	1 day	Main
St George's Day	23 April	The St George's flag	1 day – for discussion as it may be transferred if it falls in Holy Week	Main
HM The Queen's official birthday	The second Saturday in June, i.e. 10 June 2023	The Union flag	1 day	Main
Cambridge Pride	Varies	The Progress flag	1 day	Both (unless outside of term, in which case Main only)
Open days	Early July	The College flag	1 day	Main
Black History Month	1 October	The Bahamian flag, in memory of the first black student identified in the College archives	1 day	Both (to fly for the duration of the month at the Boathouse)
Black History Month	31 October	The Bahamian flag	1 day	Both

Remembrance Sunday	Varies	The Union flag	1 day	Main
Remembrance Day	11 November	The Union flag	1 day	Main
Transgender Awareness Week	13 November	The Transgender Pride flag	1 day	Both (to fly for the duration of the week at the Boathouse)
HRH The Prince of Wales's birthday	14 November	The Union flag	1 day	Main
Transgender Day of Remembrance	20 November	The Transgender Pride flag (half-mast)	1 day	Both
St Catharine's Day	25 November	The College flag	1 day	Main

If these events coincide, dates involving the Union flag would be expected to take precedence, followed by dates involving the College flag. In addition, coinciding events can be discussed with the Bursar and Communications Manager to help identify an appropriate resolution.

Deaths of significance

Flags are hoisted to half-mast on the main flag pole in the event of the deaths listed below.

Ordinarily, this will occur based only on the instructions of the Bursar, to ensure deaths have been reported by reputable sources. Typically, this will be the day of/after the death is announced or communicated to the College, even if the funeral takes place in College.

When the Head Porter and Deputy Head Porter are notified to lower the flag to mark a death, they will be provided with brief text by the Bursar/relevant Senior Officers informing about the individual and their relationship with College. The Communication Manager (or in their absence the Executive Assistant to the Operations Director and the Bursar) will repurpose this text as a notice, with the College crest on notepaper. The Head Porter/Deputy Head Porter will print the notice and add the display case on the right-hand side of the Porters' Lodge passage, notifying Senior College Officers and the Communications Manager when the flag and notice are *in situ*.

The Bursar will notify other Senior College Officers to advise that they are available to initiate these steps. In the event the Bursar is not available, joint instructions can be issued by any two or more of the following Officers:

- The Master
- The President
- The Senior Tutor
- The Development Director
- The Operations Director

Deceased	Flag flown	Duration
HM The Queen	The Union flag	From the announcement of the death up to the funeral, except on Proclamation Day when flags are hoisted to full-mast, from 11am until sunset
HRH The Prince of Wales	The Union flag	At least 3 days from the announcement, subject to University and national protocols at the time

Other members of the Royal Family	The Union flag	Typically 0–3 days, at the Bursar’s discretion
Prime Minister in office	The Union flag	3 days from the announcement, or longer at the Bursar’s discretion
The Master	The College flag	1 day
Fellow on Governing Body	The College flag	1 day
Junior Research Fellow	The College flag	1 day
Other members of the Fellowship	The College flag	1 day
Postgraduate student	The College flag	1 day
Undergraduate student	The College flag	1 day
Member of staff in service	The College flag	1 day
Alumni	n/a	n/a

If a flag-flying occasion coincides with a half-mast occasion, the half-mast arrangements take precedence for the main flag pole until and unless a specific instruction is received from the Bursar.

In addition, the Boathouse Manager may be instructed by the Bursar to remove any flag flying at the Boathouse if this coincides with a death of national significance.

The College will also establish links with the University so that we have appropriate notice and resources for any deaths in the Royal Family.

Changing this policy

Amendments to this policy will be agreed by the Governing Body or, as appropriate, the Vacation Powers Committee.

This does not preclude the Senior Officers from requesting a flag being flown in other scenarios, particularly at half-mast for a death not listed, on an ad hoc basis if failure to do so would result in reputational damage to the College. This policy will be amended and re-approved to incorporate this additional scenario at the earliest available opportunity.