

**Planting Commemorative  
Trees**

**Academic Year:** 2021/22 onwards

**Target Audience:**

All SERC staff, students, and customers

**Summary of Contents:**

This Policy sets out the arrangements for planting commemorative trees.

**Enquiries:** Any enquiries about the contents of this document should be addressed to:-

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**Approval by:**

CMT: 11 March 2022

GB: 25<sup>th</sup> April 2022

**Policy Number:** 073-2022

**Created:** Feb 2022

**Reviewed:**

**Review Due:** Aug 2024

**Related Documents:**

N/A

**Superseded Documents (if applicable):**

N/A

**Equality of Opportunity and Good Relations Screening Information (Section 75):**

Date Policy Screened: 25 March 22

## **1.0 Background**

- 1.1 The College occasionally receives requests seeking permission to plant a tree in commemoration of an individual. Such requests are normally related to students, alumni or staff.
- 1.2 In addition, there may be occasions where the Governing Body or College Management Team consider it appropriate to mark an occasion, event or individual.
- 1.3 The purpose of this document is to outline the College policy in respect of such requests.

## **2.0 Qualification For Planting A Commemorative Tree**

- 2.1 Approval of a request for a commemorative tree may be granted in the following circumstances:
  - (i) Current student or those who attended the College during the previous 2 years.
  - (ii) Current staff member or those who had been employed by the College during the previous 2 years.
  - (iii) Death of serving member of staff
  - (iv) An individual in receipt of national honour or who has made an outstanding contribution to the College.
  - (v) To commemorate national or international events.
- 2.2 Requests made outside of these circumstances may be considered with approval only granted in exceptional circumstances.
- 2.3 The final approval of requests rests with the College Management Team.

## **3.0 Communication Plan**

This policy will be placed on the College Intranet and Learning Engine.

## **4.0 Review**

This policy will be reviewed, and if necessary updated, biannually, or sooner if required to reflect changes in legislation or circumstance.