

<b>Poster Display and Standards - Guidelines</b>	
<b>Operational Owner:</b>	Mark Chatterton – Head of Security and Reception Services
<b>Executive Owner:</b>	Stephen Wells – Director EFCS
<b>Effective date:</b>	February 2020
<b>Review date:</b>	February 2023
<b>Related documents:</b>	Campaigning Rules and Regulations

### Approval History

<b>Version</b>	<b>Reviewed by</b>	<b>Brief reason for review</b>	<b>Approved by</b>	<b>Date</b>
V1.0	Peter Brinkley –Deputy Director EFCS	Preparation of Paper and Review		
	Infrastructure Management Board		IMB	3.3.20
	Executive Board		EB	23.4.20

## **1 Introduction**

### **1.1 Purpose**

1.1.1 The University of Surrey supports students publicizing the varied events that take place on Campus. There is, though, a balance to be found in how posters and flyers are displayed around the estate and this paper seeks to clarify what is acceptable in this regard.

### **1.2 Scope**

1.2.1 This policy applies to the display of posters and flyers around campus by both students and staff.

### **1.3 Definitions**

1.3.1 Not applicable

## **2 Policy Principles**

2.1 The University of Surrey seeks to support the many activities on campus but in doing so requires that there are restrictions around where such postings take place. This is to balance the needs of the wider campus and keep the fabric of the Estate in good order. To that end the following guidelines will apply;

- a) Posters should only be placed on notice boards and should not be placed over other current notices;
- b) Posters should be secured on noticeboards with blu-tac. Sellotape should not be used;
- c) Stakes are not to be driven into the ground to provide a display point for posters;
- d) Posters are not to be secured to trees, shrubs or other plants by any means whatsoever;
- e) Posters will not be displayed in the area of the University Piazza outside Austin Pearce Building or the Management School;
- f) Posters will not be displayed in Commercial areas, Senate Square or on any wayfinding signage, sculptures, on bin stores, on smoking shelters or on any SSP buildings.

**Any posters which are posted on walls of building will be removed and destroyed.**

## **3 Governance Requirements**

### **3.1 Implementation / Communication Plan**

3.1.1 Stakeholders at the Student Union have been consulted with on this matter as the majority of posters are for their events. They have no difficulty with these guidelines.

### **3.2 Exceptions to this Policy**

3.2.1 The only exception to this policy is during the Student Union Election processes which can be found at paragraph 19.4

<https://www.ussu.co.uk/yourunion/Governing%20Documents/Constitution%20and%20Byelaws/Memorandum%20of%20Understanding%20SU%20%202014.pdf>

### **3.3 Review and Update**

3.3.1 This policy will be checked annually and subject to full review every three years. Next date being February 2023.

### **3.4 Legislative context**

3.4.1 The University may seek to remove material which is deemed to be offensive or contrary to the Student Disciplinary Regulations at which point normal Disciplinary processes will commence should that be deemed necessary.

3.4.2 This policy is drafted mindful of the principles within the “Freedom of Speech on Campus – Rights and Responsibilities in UK Universities” guidance published by Universities UK and merely seeks to control the siting of posters and other publicity rather than preventing Freedom of Speech itself.

### **3.5 Stakeholder Statements**

3.5.1 Equality: This policy has been reviewed by PCI and has approval from their office.

3.5.2 Health & Safety: Health and Safety implications have been considered and are incorporated where necessary into the policy.

3.5.3 This Policy has been reviewed by EFCS and Student Union staff and no amendments were received.