



Planting Commemorative Trees Policy

Policy Number:

073-2022

Academic Year:

2025/2026 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:

Title: Deputy Chief Executive

Email: policies@serc.ac.uk

Review Information (Responsible Owner):

First Created: February 2022

Last Reviewed: August 2025

Next Review: August 2026

Change Type at last Review:

~~No~~/Minor/~~Significant~~ (delete as appropriate)

Approval/Noting By:

CMT: September 2025

Lead GB Committee: Finance & Staffing

Governing Body Approval: September 2025

Related Documents:

N/A

Superseded Documents (if applicable):

N/A

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

March 2022

Date of Last Accessibility Screening:

August 2023



Contents

1.0	CHANGE HISTORY	1
2.0	PURPOSE	1
3.0	SCOPE	1
4.0	QUALIFICATION FOR PLANTING A COMMEMORATIVE TREE	1
5.0	RESPONSIBLE OWNER	1
6.0	COMMUNICATION PLAN.....	1
7.0	REVIEW.....	2
	APPENDIX 1: DOCUMENT CHANGE HISTORY	3

1.0 Change History

- 1.1 Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

2.0 Purpose

- 2.1 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.
- 2.2 In addition, there may be occasions where the Governing Body or College Management Team consider it appropriate to mark an occasion, event or individual.
- 2.3 The purpose of this document is to outline the College policy in respect of such requests.

3.0 Scope

- 3.1 This Policy applies to all SERC staff, students, and customers.

4.0 Qualification For Planting A Commemorative Tree

- 4.1 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.
- 4.2 Requests made outside of these circumstances may be considered with approval only granted in exceptional circumstances.
- 4.3 The final approval of requests rests with the College Management Team.

5.0 Responsible Owner

- 5.1 It is the responsibility of the Deputy Chief Executive to ensure that this policy is implemented, adhered to and reviewed.

6.0 Communication Plan

- 6.1 This policy will be placed on the College intranet and will be available to all staff.

7.0 Review

7.1 This Policy will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	Aug 2023	Transferred to new Accessibility Template
1.1	October 2024	Updated to reflect new structure Updated communication plan
1.2	November 2024	Cover sheet updated and review changed to annually
1.3	August 2025	Reviewed and no changes necessary