

Poster and Leaflet Protocol

Introduction

1. The University is committed to creating an enriching learning environment which provides access to diverse opportunities and encourages students to participate in a wide range of curricular and social activities.
2. Posters and leaflets are a useful means of communication for approved activities and the purpose of this protocol is to provide the principles for the display and/or distribution of posters and leaflets on the University's campuses.

Scope

3. This protocol applies to all University of Law staff, students, contractors and visitors.

Out of Scope

4. Digital and print communications on behalf of the University are managed by Brand and Marketing Services and are not within the scope of this protocol.
5. The use of social media on behalf of a university club or society is regulated by the [Student Social Media Policy](#) and is not within the scope of this protocol.

Definitions

6. The definition of posters and leaflets for the purpose of this protocol includes flyers, banners and electronic messages intended to be displayed for the purpose of promoting an event, group, institution, organisation, cause, or product.
7. Posters are large, printed pictures, photographs, or notices stuck to a wall or board.
8. Leaflets are folded pages creating multiple sides of content.
9. Flyers are single sided unfolded pieces of paper.
10. Banners are long strips of cloth bearing a slogan or design, carried or hung in a space.
11. Electronic messages include text messages, emails, instant messages such as WhatsApp, teleconferencing, social networking, Skype, blogs, or even access to an internet site.

Related University Policies

12. This protocol should be read in conjunction with the following university policies:
 - Academic Freedom Policy
 - Freedom of Speech and External Speakers Policy
 - Student Charter
 - Student Code of Behaviour
 - Safeguarding Children and Adults at Risk Policy
 - Prevent Duty Policy

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- Dignity at Work and Study Policy
- Student Social Media Policy
- Student Discipline Regulations

Procedure

13. Posters and leaflets may be displayed in authorised locations details of which can be obtained from Campus Student Information Teams.
14. Events with external speakers should be approved under the Freedom of Speech and External Speakers Policy before posters and leaflets promoting the event are displayed.
15. Before displaying posters and/or leaflets staff, students, contractors and visitors should request permission from the Campus Student Information Hub Manager. The Student Information Hub Manager will arrange for a member of staff to display the posters and/or leaflets in the authorised locations in accordance with the Estates and Facilities Guidance on Noticeboards and Notices.
16. To ensure that there is sufficient space on notice boards duplicates should not be displayed and posters and leaflets should contain an expiry date.

Material found in breach of law or policy

17. The University recognises the principles of academic freedom and freedom of speech and expression alongside its duty of care to members of the University community and visitors. These freedoms are a qualified privilege and do not extend to the display of materials that would be in breach of the law.
18. Posters and leaflets which breach the University's policies, promote illegal or extremist views, infringe the rights of others or discriminate against them, or threaten public order or the health and safety of others are not permitted to be displayed.
19. If any staff member identifies posters and/or leaflets in breach of this protocol they should remove them and report to the campus Student Information Hub Manager, stating where they were found.
20. Content inciting extremist or illegal behaviour may result in the party or parties responsible being subject to the University disciplinary procedures and/or being reported to the police.

Responsibility for this provision

21. Responsibility for the review and oversight of this protocol lies with the Designated Safeguarding Lead.

Version history

Version	Amended by	Revision summary	Date
V1.0	Designated Safeguarding Lead	Initial draft	