

## WELLCOME GENOME CAMPUS CONFERENCE CENTRE – Children at the Conference Centre Policy 2019

### General

The Conference Centre management team makes every reasonable effort to ensure the safety of all visitors and acknowledges that children need to be more closely supervised due to their limited judgment and perception of risk. The Conference Centre management has put in place appropriate assessment and control measures to identify hazards and mitigate the associated risks in the working, built and natural environments of the Campus. However, risks cannot be totally eliminated and despite the application of controls there may be residual elements that are not obvious to the parent let alone the child.

### The Site

The Wellcome Genome Campus is a working scientific research community and as such the site has hazards associated both with its laboratory environments and the environment in which the site is located. Each of the Institutes has its own rules and regulations designed to protect the safety of visitors to their areas inside the buildings and Institute staff should be consulted directly on these. The Campus has extensive grounds located in a rural setting, the site is bordered by busy main roads, a railway line, wetlands area, two lakes and a fast flowing river and therefore due diligence should be taken by all parents and carers at all times whilst visiting campus.

### Waterways on Campus

**DANGER:** The Campus has within its grounds two lakes and a deep, fast flowing river with unguarded, steep banks. Whilst these areas are clearly marked, these pose a significant hazard to life should a child fall into them. It is imperative that children under the age of 14 are **closely** supervised by the responsible adult at all times whilst exploring in the Campus grounds.

### Conferences and Meetings

**Definition:** A child is any person under the age of 18

If you would like to attend a conference with your child, please register them by contacting the event organiser by the registration deadline, along with the details of an additional adult carer you may wish to bring with you.

Children are permitted in the Conference Centre meeting rooms during conference sessions with prior permission from the conference or event organiser. Although we recognise that children are not always silent, we ask you to please consider the experience of other delegates during conference sessions and cooperate with our event team if you are asked to temporarily leave a meeting room. Our aim is to balance the needs of all our delegates and ensure everyone has as good a meeting experience as possible.

### Terms and conditions

Children need to be accompanied and supervised at all times by a responsible adult over the age of 21, who may be a delegate or an additional carer. Delegates needing to give presentations or talks during the sessions will need to bring in an additional carer to supervise the child during these times. This includes all our meeting and accommodation spaces, as well as the Campus grounds.

Whilst we allow children on Campus and support our event delegates if they need or wish to travel with their children whilst attending conferences, the following points must be adhered to for the protection of the child:

1. No child under the age of 14 may be left alone or unsupervised at any time whilst on the campus. Any person supervising children must be a responsible adult over the age of 21. This

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person must be willing to take full responsibility for the health, safety and wellbeing of the child at all times.

2. Children are only permitted in the Auditorium and event meeting rooms by specific agreement with the conference organiser. Buggies/prams/pushchairs are not permitted in the Auditorium.
3. A maximum of 6 children are permitted per day with prior permission of the event organiser on a first come first served basis.
4. The conference organiser reserves the right to refuse admittance to children to a conference if it is sold out and there is no free seating available or if the content is deemed unsuitable.
5. Children/young persons who are unwell or excluded from school for health reasons will not be allowed on Campus.
6. In the event of a first aid incident involving a child an Ambulance will be called.
7. We provide a quiet, secure and private space for nursing and feeding – the room contains comfortable seating, soft carpeted area, microwave, bottle warmer and fridge. A meeting room screen can be made available in order to stream the main conference to but only by prior agreement with the conference organiser, charges apply. Please note there are no entertainment facilities provided for children anywhere on site so suitable provision must be brought with you or sought off-site.
8. Children are not permitted to attend evening receptions or conference dinners without the agreement of the conference organiser.
9. We take no responsibility for content deemed unsuitable for children which may be displayed during conferences sessions.
10. Children under 14 must not be left in the accommodation unaccompanied at any time.
11. Children over the age of 14 may be left unattended in bedrooms with the express consent of the supervising adult. They must however, have clear means of communication with the supervising adult at all times and be made aware of the emergency fire procedure in the event of a fire alarm being activated. They must also know where to find conference reception in an emergency and be made aware of the hazards around campus such as the lakes, rivers and main roads. A campus map and visitor information leaflet is available from reception.
12. For safety and security purposes, children under the age of 14 will be required to wear a wristband with contact details of their parent or designated carer displayed on it at all times whilst on site. Reception will facilitate this for you upon arrival and will retain the information for security purposes for the duration of your visit only. These will be stored and destroyed as per GDPR compliance and will not be shared with anyone other than Security or the Emergency Services if necessary.
13. Any child under the age of 14 found unattended on the Campus will be taken to security who will make reasonable attempts to identify and contact their parent or the authorised adult appointed by the parent **using the contact details written on the child's wristband**. If the parent/carers cannot be identified and located security are authorised to contact the police and hand over the child into their protection.
14. In the event that your child should go missing please report to the conference centre reception desk immediately. They will inform Security and formal steps will be taken to try and locate your child. The police will be called for assistance if and when necessary.
15. No child will be allowed to leave the conference centre confines with anyone other than the identified parent/carers without written permission from the child's parent/carers.

### **Catering**

- 1) Children are permitted in the Conference Centre restaurant however the parent or guardian must ensure that the behaviour of children and young persons is appropriately controlled to

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avoid disruption in the Conference Centre environment. Disruptive children should be removed from the restaurant if they are unable to settle.

- 2) Breakfast rates are as follows for children – Children under 2 years old are free of charge, children aged 2 years to 12 years will be charged half price and children over 12 years will be charged full price
- 3) Catering is provided for campus staff, their business visitors and conference delegates only. Therefore, unless the event organiser is prepared to include family members in their catering numbers, all meals other than breakfast will need to be taken off site. If the organiser is prepared to add these charges, the cost will be calculated based on the age breaks listed above.
- 4) Children attending a conference meal will be provided the same food as delegates on the day as a children’s menu is not provided. Special dietary needs may be catered for by prior arrangement.
- 5) The Conference Centre provides high chairs for young children subject to availability.

**Accommodation**

Residential accommodation consists of 134 bedrooms (single, twin, double or triple); there are 2 sets of interconnecting rooms.

Please note:

- 1) The Conference Centre provides travel cots, mattresses and fitted mattress protectors and facilities to heat or chill milk and meals subject to availability. For health and safety reasons bedding is not provided and should therefore be brought with you.
- 2) The Conference Centre can provide a fridge in the room to store milk/snacks – this can be requested via the Organiser or directly through Reception and is subject to availability.
- 3) Accommodation for children under 5 years is free of charge. Children over the age of 5 years will be charged as per an additional person in the room.

**Agreement**

I hereby certify that I have read, understood and agree to the above terms and conditions and take full responsibility for the following child(ren):

Event Title: \_\_\_\_\_

Date(s) of stay on campus: \_\_\_\_\_

Full name of Child(ren): \_\_\_\_\_

\_\_\_\_\_ (max 3 per parent/carer)

Age of Child(ren): \_\_\_\_\_

Name of carer (if in addition to parent) \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

Signed \_\_\_\_\_ (parent/carer)

Print Full Name: \_\_\_\_\_ (parent/carer)

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This form will be securely stored for up to 7 days after your stay and will then be fully destroyed in compliance with GDPR.