

Children at Hinxton Hall Conference Centre - Policy

General

The Hinxton Hall Conference Centre (HHCC) 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. HHCC has 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 a 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

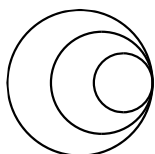
DANGER: The Campus has within its grounds two lakes and a deep, fast flowing river with unguarded, steep banks. Whilst these areas are clearly marked, these pose a significant hazard to life should a child fall into them. It is imperative that children aged 14yrs and younger, are closely supervised by 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. **If a child attends a Conference or meeting without prior notification to the Conference Centre events team, acceptance to attend that event may be withdrawn, up to an including the point of arrival.**

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.

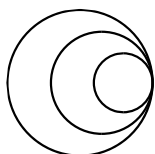


Terms and conditions

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:

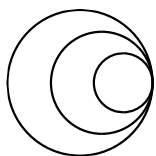
1. **No child aged 14 years & under may be left alone or unsupervised at any time whilst on the campus.** Any person supervising children must be a responsible adult over the age of 21. This person must be willing to take full responsibility for the health, safety and wellbeing of the child at all times. This cannot be a member of Campus staff.
2. **Conference attendee's may be requested to leave an event, if compliance with the child policy cannot be maintained at all times.** Should the guest be involved as an event presenter, then a designated area will be agreed with your event organiser, within the same location and for the duration required.
3. 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.
4. A **maximum of 6 children** are permitted to attend a Conference per day with prior permission of the event organiser on a first come first served basis.
5. 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.
6. Children/young persons who are unwell or excluded from school for health reasons will not be allowed on Campus.
7. In the event of a first aid incident involving a child an ambulance will be called.
8. 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 the room 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.
9. Children are not permitted to attend evening receptions or conference dinners without the agreement of the conference organiser.
10. We take no responsibility for content deemed unsuitable for children which may be displayed during conferences sessions.



11. **Children aged 14 yrs and under, must not be left in the accommodation unaccompanied at any time.**
12. **Children aged 15yrs to 18yrs,** may be left unattended in bedrooms with the express consent of the supervising adult and with agreed prior notification to the event organiser and/or Conference centre staff.
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.
13. For safety and security purposes, children aged 14yrs and younger, 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.
14. Any child aged 14yrs or younger, found unattended on the Campus during HHCC operational hours will be taken to the Conference Centre Reception who will make all reasonable attempts to identify and contact their parent or the authorised adult, using the contact details written on the child's wristband.
Outside of operational hours, any child found unattended will be escorted to Campus Security control centre and replicate the reasonable attempts to contact their agreed carer.
If the parent/carer cannot be identified and located, security are authorised to contact the police and hand over the child into their protection.
15. 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.
16. Conference centre staff shall endeavour to allow no child to leave the confines of the designated buildings used during the conference, without being escorted by an adult. It is not the responsibility of the Conference centre staff to ensure that the child is being escorted by the designated parent/carer of that child, as event attendees are not all known to the staff in attendance. In the event of a child leaving the confines of a designated area and where uncertainty is questioned about the escorting adult, the parent/carer should make this aware to Conference centre staff & management immediately.

Catering

1. Children are permitted in the Conference Centre dining room however the parent or guardian must ensure that the behaviour of children and young persons is appropriately controlled to avoid disruption in the Conference



Centre environment. Disruptive children should be removed from the dining room 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 from 2 years to 12 years will be charged at half price and children 12 years and older will be charged at 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 brackets 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.

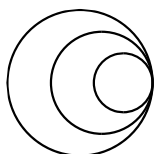
Accommodation

Residential accommodation consists of 126 bedrooms (single, twin, double or triple); there are two 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 2 years are free of charge. Children aged 2 years and above will be charged as an additional person in the room to cover linen and servicing.

Children may be challenged by Conference Centre staff if found to be moving unescorted around any of the Conference Centre buildings or grounds, which may result in the attendee being notified of their non-compliance with this policy. If we feel delegate attendance at the event has been compromised by a child and parent /carer failing to adequately follow the Child Policy, it will remain at the discretion of HHCC or the event organiser to decide whether the child needs to be removed from the meeting room. *It should be noted that every endeavour will be made to ensure the child remains under the guidance of the designated adult, but continued failure to abide by the policy will ultimately result in removal from attendance of both child and parent/carer.*



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)

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