

## **ODYSSEY 2010 - CARE OF CHILDREN POLICY**

Our overriding policy regarding the care of children at the convention is that parents and guardians attending the convention with their children remain responsible for their supervision and behaviour at all times.

### **Programming**

To assist parents and guardians in deciding whether a programme item is suitable for their child, convention programming has been divided into three categories.

#### *1. Adults Only*

Adults Only items will all be programmed later in the evening and only members with an Adult badge will be admitted into these items. Adults Only items account for a very small part of the overall convention programme.

#### *2. Suitable for Children*

Certain programme items have been designed to be particularly suited to the interests and talents of our younger members. Adults are welcome to attend these programme items but are asked to be sensitive to the comfort and needs of children that are also attending the item and to refrain from behaviour or language that might cause offense. Suitable for Children items account for a small part of the overall programme.

All children with an Infant or Child badge attending a Suitable for Children programme item must be accompanied by a responsible person authorised by that child's parent or guardian. Children wearing a Junior badge (aged 11 to 17 inclusive) will be allowed into these programmes unaccompanied. If you do not wish your child to attend a particular Suitable for Children item, please ensure that you are supervising them suitably to prevent their attendance.

#### *3. Unclassified*

All other programme items will not be classified by us and it is up to individual parents and guardians to determine their suitability for their child. The items will be described generally in the programme literature, but please bear in mind that we will not be asking attending adults to moderate their language or discussion content. Discussion based items in particular may veer off into unexpected directions.

All children with an Infant or Child badge attending a programme item that is unclassified must be accompanied by a responsible person authorised by that child's parent or guardian. Children wearing a Junior badge (aged 11 to 17 inclusive) will be allowed into these programmes unaccompanied. If you do not wish your child to attend a particular unclassified item, please ensure that you are supervising them suitably to prevent their attendance.

### **Behaviour**

Parents and guardians remain responsible for the behaviour of their children at all times and are reminded that disruptive or antisocial behaviour on the part of any adult or child will not be tolerated in programme items or in any other convention areas at any time. Any such behaviour will result in their immediate removal from the programme item, with serious or repeated poor behaviour leading to expulsion from

the convention without refund. The Chair's decision on what constitutes disruptive or antisocial behaviour shall be final.

### **Childcare Facilities**

We will be providing a professional crèche facility for members to use who have children registered with the convention as Infant (under 5) or Child (aged 5 to 10 inclusive). It is the intention of the convention to run this crèche facility for the following hours:

Friday afternoon	2:30 pm to 6:30 pm (4 hours)
Saturday morning	9:30 am to 1:30 pm (4 hours)
Saturday afternoon	2:30 pm to 6:30 pm (4 hours)
Sunday morning	9:30 am to 1:30 pm (4 hours)
Sunday afternoon	2:30 pm to 6:30 pm (4 hours)
Monday morning	9:30 am to 1:30 pm (4 hours)

Space will be limited and priority will be given to those who have pre-booked sessions for their child with the Chair. Full details on how to book crèche sessions will be forwarded to all members who are bringing children with them to the convention once we have finalised the crèche arrangements.

In order to make use of the crèche facility provided, you must provide at least one mobile contact number, your intended location for the duration of the session, your hotel and room number details (where applicable) and your badge number to the crèche staff when checking in your child.

The crèche staff will issue you a child retrieval token when you check your child into the crèche and this must be returned to the crèche when you or your authorised deputy come to collect your child. If you lose your child retrieval token, the crèche may have to confirm your identity with Ops and this may cause delays and irritation all round so please don't lose it!

If you fail to collect your child at the end of a session, you will be held liable for any overtime charges made by the crèche operator as a result of being delayed. Please note you will have a commercial agreement with the crèche operator and that the convention is only facilitating the provision of crèche facilities and will not be liable for any costs resulting from agreements between members and the crèche operator. The crèche operator will inform Ops, who will attempt to contact you by telephone and if you cannot be reached, will contact the Chair. The convention will not take responsibility for your child and you will continue to accrue charges from the Crèche operator. The Chair is unlikely to be impressed by your tardiness and unless you have a very good excuse indeed, you may be banned from further usage of the crèche facilities.

### **Emergency Contact Details**

As part of the preparations for the convention, the Chair will be writing to all members who are bringing children with them to the convention to invite them to supply emergency contact details. These will be kept in a sealed envelope and passed on to each successive Ops duty manager and will only be opened if we need to get

hold of you (or any other contact you have) quickly in a child related emergency situation.

**Volunteers**

We are pleased to include Junior (aged 12 to 17 inclusive) members in our gopher team of volunteers, but require their parent or guardian to sign a release note that details the type of gopher activity that they are happy for their child to participate in. All Junior volunteer activity is at the discretion of the Gopher Dad and we may need to limit the number of Junior members that are able to take part at any time.