CARE GUIDELINES FOR BMA MEMBERS
January 2017

Claiming childcare/dependent care expenses for BMA meetings/conferences.

The BMA has established a ‘Family Friendly Fund’ in order to enable all members of the Association to participate fully in current expenses-qualifying activities.

Categories of care
The Association has identified the following categories of care:

- Under 5s
- 5 - 14 year olds
- Dependants (adults and 14 - 18 year olds requiring care)

For the purposes of this guidance the term “Carer” will be used to represent both parents/guardians and/or formal carers. If you are unsure about whether this applies to you please contact the relevant secretariat.

Care provision when attending meetings/conferences

Subject to appropriate advance notice/demand ie a minimum of four (4) weeks’ notice, care will be provided for the meetings/conferences listed below.

In the event that you are required to attend a meeting without 4 weeks’ notice please speak to the relevant secretariat about care provision as soon as possible.

If attendance at a BMA meeting/conference requires you to be away from home when you would normally have caring responsibilities, additional care can be arranged for the child/dependant until the time comes to drop them off at school/their care provider, and/or until you return home and are able to collect them from your care provider. This approach is preferred as it would obviously allow for continuity of care and minimise disruption.

Parent/guardians and/or formal carers are responsible for administering any medication to their child/dependant.

Please note that the availability of care facilities sourced by the BMA may be constrained by the venue and, although every effort will be made to accommodate these facilities at, or nearby, the venue, this may not always be possible.

1. BMA meetings and BMA conferences held at BMA House

The Association will provide care during the time that the Carers are on BMA business ie attendance at all approved BMA meetings (see Note 1) and BMA Branch of Practice Conferences (see Note 2) held at BMA House.
Note 1:
“Approved BMA meetings” are those for which committee members may claim Honoraria and these guidelines only relate to these meetings. Anyone organising care for a meeting that falls outside these criteria would need to write to the Treasurer in the first instance for consideration.

Note 2:
In this instance “BMA conferences” means the Branch of Practice conferences only. Crèche facilities are not automatically provided at all BMA events but every effort will be made to provide such care if appropriate advance notice is given.

Parents/guardians should be aware that the facilities provided at BMA House will be in the form of a mobile crèche or babysitting service (the actual service provided will depend on the age/requirements of the service user).

If you are required by the Association to attend a BMA meeting/conference and would prefer to use your regular care provider locally, rather than use the facilities provided on-site, the BMA will reimburse any additional reasonable costs that you may incur. (Any additional reasonable costs are those that are likely to be incurred, above and beyond, your regular daily care fees ie an extra day, or extra hours of care that may be needed to enable members to attend BMA meetings/conferences.)

2. BMA meetings held outside of BMA House, London, including the ARM

Care will be available during the time the Carers are on BMA business.

If you are required by the Association to attend a BMA meeting/conference and would prefer to use your regular care provider locally, rather than use the facilities provided on-site, the BMA will reimburse any additional reasonable costs that you may incur. (Any additional reasonable costs are those that are likely to be incurred, above and beyond, your regular daily care fees ie an extra day, or extra hours of care that may be needed to enable members to attend for the BMA any outside meetings/conferences.)

3. External meetings and conferences

If you are asked to attend an external meeting/conference on behalf of the Association then care facilities may not always be available on-site in which case you may have to use your local care provider. In these cases, the BMA will reimburse any additional reasonable costs that you may incur whilst using your local provider.

If you have any questions or if your circumstances appear to fall outside of these guidelines please contact the BMA Treasurer to discuss. Dr Andrew Dearden. Mb: 07506725619 or adearden@bma.org.uk

The Association will provide the following:

- Where care is provided by the BMA, facilities will be available during the hours of the meeting/conference and up to an hour before the meeting/conference opens and closes, again with prior notice and by arrangement.

- The BMA will also reimburse the cost or provide care facilities for those who are attending official calendared evening and afternoon events eg dinners, lectures etc if they are a scheduled
part of a BMA meeting or conference agenda, eg the evening dinners at the ARM and Branch of Practice Conferences.

- Age appropriate healthy snacks and beverages will be provided mid-morning and afternoon. Carers are responsible for other provisions ie formula milk, baby food, medicines, nappies, spare clothing, and a familiar toy or dummy for younger children.

- Care will be provided during the lunchtime for those members who wish to attend lunchtime activities. If a Carer has given advance notice that their child/dependant cannot be collected during the lunch period and, if the Association has been able to arrange care, then an age appropriate healthy snack/lunch will be provided.

**The Association WILL NOT be responsible for providing the following:**

- If a parent should decide to bring their childminder to a meeting/conference the BMA will not reimburse the childminder’s travel or accommodation expenses, nor any other costs they may incur. It will be the responsibility of the parent to cover these costs.

- The BMA will not provide reimbursement of care for social events if they are not a scheduled part of a BMA meeting or conference agenda.

- If babysitting facilities are provided the Carer will be responsible for providing their own toys, formula milk, baby food, medicines, nappies, spare clothing, and dummies.

- The BMA will not be responsible for the cost of any child/dependant travelling to and from the meeting with their Carers, and any accommodation costs incurred by a Carer if their child/dependant accompanies them.

- The Association is not able to reimburse payments made to relatives who may provide care.

- The BMA shall not be liable for any aspect of service performance of the care providers we have sourced for members attending BMA conferences and meetings. Further, the BMA shall not be liable for the use of personal data provided by members to external care providers of facilities.

**Process relating to care provision and related claims**

- Anyone requiring care must complete and return a copy of the Care Requirements Form. These will be available from the relevant secretariat or BMA Conferences depending on the meeting/conference.

- Failure to complete and return a copy of this Form by the due date which will be at least four (4) weeks prior to the event will mean that facilities are not provided. Facilities will also not be provided in the event of unauthorised amendments being made to the standard Care Requirements Form.

- Anyone incurring additional care costs may claim for these in the same way as they would any other expenses ie on a BMA Committee attendance expenses claim form. You will need to submit an invoice in the same way as all other reimbursements eg travel, hotel, subsistence etc.