

---

## Support for carers policy

---



## 1. Purpose

This policy explains the support which the BMA can make available to BMA members who have caring responsibilities.

The purpose of the policy is to enable these members to engage fully with BMA business, notwithstanding their caring responsibilities. The support available is for care that is additional to a member's normal care obligations and is needed because of a BMA meeting, for example, extra hours or any extra day of care required to enable the member to attend a BMA meeting.

This policy replaces the previous document 'Care Guidelines for BMA members'. If you have any questions about this policy, please contact the BMA Corporate Equality, Diversity and Inclusion (EDI) team by email at [corporate.edi@bma.org.uk](mailto:corporate.edi@bma.org.uk).

**Requests for care which fall outside of the scope of this policy may be considered on a case-by-case basis in exceptional circumstances. In such cases, these requests may be referred to the Treasurer for consideration and approval.**

## 2. Who the policy applies to

This policy applies to BMA members who have regular caring responsibilities as parents, guardians or carers.

## 3. What support is available

### Eligible BMA meetings, events and conferences ('eligible events')

Support is **only** available in respect of:

- eligible BMA meetings and events, which are those for which honoraria can be claimed, and eligible BMA conferences, which are BMA Branch of Practice (BoP) conferences and the Annual Representatives Meeting (ARM) (other meetings and conferences are not covered); and
- where your attendance at the meeting or conference requires you to be on BMA business when you would normally have caring responsibilities.

Eligible BMA meetings, events and conferences will be referred to collectively in this guidance as 'eligible event(s)'.

Official evening and afternoon events, such as dinners and lectures, which are a scheduled part of an eligible event agenda (e.g. the evening dinners at the ARM and Branch of Practice Conferences) are covered.

**It is members' responsibility to arrange a care provider for any remote meetings (i.e. virtual meetings held on Microsoft Teams). The BMA will reimburse the costs of the care provider during a remote meeting but will not make any recommendations or arrangements for a provider.**

### Two kinds of support

Subject to the terms of this policy, the BMA will:

- a. reimburse the costs of care provided by your normal care provider or equivalent alternative (if your normal provider is unavailable); or
- b. provide basic care facilities and carers at the location of the eligible meeting or conference (referred to in this policy as 'on-site').

Details of these two kinds of support are set out below.

If attendance at an eligible event requires you to work when you would normally have caring responsibilities, the BMA will, subject to the terms of this policy, reimburse you for the reasonable costs (as determined by the BMA in consideration of the relevant circumstances) of any additional care required. The expenses should be those which are necessary, reasonable and additional to the care costs the member would be paying had they not been attending a BMA meeting on the day in question.

For example, if you were delayed collecting your child from nursery, the additional 1 or 2 hours of care at the nursery, or additional care provided by a child minder after nursery, may be reimbursed.

## 4. Reimbursing additional care costs

If you are an office holder of the BMA and it falls within the pre-agreed responsibilities of your role to attend regular or routine BMA meetings and conferences (including normal, scheduled days on BMA business), you will be responsible for arranging and meeting the cost of any care that you require during such attendances. In accordance with the terms of this policy, the BMA will only reimburse care costs which are **additional** to your regular care costs and which you incur because you are required to do BMA work when you would normally have caring responsibilities.

Reimbursing care costs is the BMA's preferred approach because in most circumstances we expect it will better allow for continuity of care.

**The BMA will not make recommendations for any specific care provider.**

The BMA will not reimburse payments made to relatives who provide care, nor to those who would otherwise have provided care without charge.

## 5. On-site care provided by the BMA

Subject to the terms of this policy the BMA will endeavour to make available basic care facilities and professional carers on site at eligible events. This support is only available where your attendance at an eligible event requires you to be engaged on BMA business at a time when you would normally have caring responsibilities.

The availability of on-site care may be constrained by the venue for the eligible event, and the availability of care staff to employ. Although every reasonable effort will be made to provide on-site care, it may not always be possible. If on-site care cannot be arranged by the BMA, you will have to make alternative care arrangements and the BMA will provide appropriate reimbursement, subject to the terms of this policy.

Where care is provided by the BMA on-site, the agreed support will be available up to an hour before the eligible event commences; during the event itself and up to an hour after it concludes.

**You must ensure that the carer has your contact details and the contact details of an alternative responsible adult in case for any reason you cannot be reached when care is being provided.**

**You are responsible for administering any medication to your child or dependent at all times. Carers sourced by the BMA are not permitted under any circumstances to administer medication to your child or dependent.**

## Babies and children

You should be aware that any facilities provided by the BMA are likely to be in the form of a mobile crèche or babysitting service. Reasonable efforts will be made to make any facilities provided age appropriate but before leaving your child you will need to make sure you are satisfied that the facilities are appropriate.

Age-appropriate healthy snacks and beverages will be provided mid-morning and afternoon. **You or your child's carer are responsible for any other provisions which the child or baby may require, such as formula milk, baby food, medicines, nappies and wipes, spare clothing, pacifiers and toys.**

It is your responsibility to ensure that the carer is aware of any allergies or dietary requirements.

## Lunch

Where the BMA is providing care during lunchtime activities which you are attending, your child or dependent can be given an appropriate healthy snack or lunch at lunchtime provided this has been requested by you in advance following the procedure below. It is your responsibility to ensure that the carer is aware of any allergies or dietary requirements.

## Remaining on-site

The BMA does not permit children or dependents to be taken off-site while they are under the care of care providers sourced by the BMA, even when you have given permission for this.

If there are open spaces within the confines of the venue (where the event is taking place) that are accessible and safe, then the BMA can, subject to receiving your permission, authorise carers to accompany children and dependents to those spaces for fresh air.

If your child or dependent must be evacuated from the building during on-site care, the carer will follow the evacuation procedures. Please see more details in section 7.

**All carers will be provided with the Evacuation Brief (Appendix 1)** by the staff or committee secretariat organising the relevant meeting.

## Complex care needs

Unfortunately, the BMA will be unable to provide on-site care for individuals with complex care needs.

**Members requiring complex care for a dependent or child should arrange care through their normal care provider and apply for reimbursement.**

## Expenses

If your childminder or carer accompanies your child or dependent at an eligible event, the BMA will not reimburse their travel or accommodation expenses, nor any other costs they may incur. Nor will the BMA be responsible for the cost of any child or dependent's travel, accommodation, or any other expenses and costs associated with attending an eligible event. Those costs remain your responsibility.

In exceptional circumstances, particularly in cases involving babies and young children, requests may be considered on a case-by-case basis in order to allow a childminder or carer to accompany the child or dependent. In these circumstances, the Treasurer will be responsible for considering and approving such requests.

## Disclaimer

The BMA shall not be liable for any act or omission on the part of those engaged to provide care for the benefit of members attending BMA conferences, meetings and events. Furthermore, the BMA shall not be liable for the use of personal data provided by members to external care providers of facilities.

## 6. Procedure for accessing support

**1. Make request to the BMA:** In order to access support under this policy you must make a [request in writing](#) to the relevant secretariat or BMA staff member who is organising the eligible event. The request must be made **at least 4 weeks before** the start of the event. Support will only be provided where 4 weeks' notice has been given.

If you are required to attend an eligible event on less than 4 weeks' notice, please speak to the relevant secretariat as soon as possible. In these circumstances, the BMA will use reasonable endeavors to arrange the care requested but may be unable to on short notice.

**2. Contact care provider:** Once the request has been received, the secretariat will make provisional booking arrangements with the care provider and will give you the care provider's contact details. You are then required to liaise with the care provider directly, who will supply a booking form.

**3. Complete booking form:** The provider will require you to complete and return to them their booking form so that the care can be arranged. Once the care provider has received this completed form, they will confirm the booking with the BMA.

The BMA should not at any point receive the personal data of the dependent requiring care. In the event that the BMA does obtain this personal data, it will be processed in line with the BMA's privacy policy accessible [here](#). If the child or dependent has any special dietary requirements, this information may be shared with the BMA so that their needs may be accommodated.

If you have any questions about this policy, please contact the BMA Corporate Equality, Diversity and Inclusion (EDI) team by email at [corporate.edi@bma.org.uk](mailto:corporate.edi@bma.org.uk).

**Requests for care falling outside of the scope of this policy may be considered on an individual basis and where the circumstances are exceptional, they may be referred to the Treasurer for approval.**

## 7. Childcare evacuation procedure at BMA House

A formal process has been set in place for when childcare is booked in BMA House and in relation to the building's evacuation procedure.

All care providers will be required to have a verbal evacuation briefing with a member of the front of house team (Security) – this briefing can be done at the security lodge or within the room where the child or dependent will be cared for.

Additionally, care providers will be given the childcare evacuation brief (appendix 2) and required to sign the childcare evacuation acknowledgement (appendix 3) to confirm that they have understood the information provided.

Secretariat or BMA staff member organising the event will ensure that the care provider has the contact details of the child or dependent's parents or guardians should they need to notify them in the event of an emergency or incident.

# Appendix 1

## BMA House evacuation brief.

### Fire Evacuation Procedure BMA House

#### In the event of an audible fire alarm:

1. Instruct everyone within your area, e.g. BMA House or BMJ, that they must evacuate the building immediately. Belongings will need to be left in the area to reduce exit time. Please do not go back to the hub to collect items.
2. The evacuation of contractors and visitors on-site to see you (where permissible) will be within your remit in addition to checking/clearing communal areas such as kitchen and toilets in use. If possible, please keep a record of who is on site, if anyone has left etc. to increase levels of accountability and diligence.
3. Leave the building by the nearest safe exit, assisting others on route where possible. This will most likely be your current route taken to access the building i.e. out of hours access route via barriers opposite the security lodge. Please familiarise yourself with the route and alternative routes that can be taken should the current route taken be obstructed.
4. Please do not use the lifts. Evacuation chairs are available for those with mobility impairments, however, please do not use these if you are not trained to operate. Instead, please contact Security on **0207 383 6711**. The team will endeavour to assist where possible. Due to lower staffing levels this may not always be possible in which case the fire brigade will be informed to assist. Should you or your visitors/contractors attending on site have mobility impairments, please let the security team know for awareness.
5. Proceed to the muster point which is currently **Tavistock Square at the front of the building** (*Due to building lockdown and low occupancy, Burton street exit and muster point at rear of the building is currently not in use*).
6. Upon leaving the building, please report to a member of the security team stating your company name/department/location, whether the area is clear, and if anyone is left inside.
  - For the BMA Hub and BMJ Hub please report to the security lodge at the front of the building
7. **Do not** reoccupy the building until instructed to do so.
8. Once the **ALL CLEAR** has been communicated by the incident controller or a member of the security team, reoccupation may commence.



Do not attempt to tackle a fire. Always activate the fire alarm and notify the security team of the location of a fire if known

## Appendix 2



BMA HOUSE  
LONDON, WC1

### Childcare Evacuation Brief

Please familiarise yourself with the nearest safe exit. Exit routes will be dependent on the room in use and its location. Should you need any assistance with this, please contact Security.

#### **Action to be taken if you discover a fire.**

Activate the nearest Break Glass Call Point and leave the area as per below instruction. Break Glass Call Points are located on all staircase landings.

#### **Action to be taken on hearing the Fire Alarm.**

On hearing the Fire Alarm, you need to vacate the building immediately using your nearest safe exit. Lifts are not to be used.

Muster points are located at Tavistock Square for the front of the building and Burton Street for the back of the building. Fire marshals will assist to evacuate the building.

On evacuating the building, please notify a member of the security team or a fire marshal that you are booked in for childcare, what your numbers are (e.g. 1 nanny, 1 child) and location. Both are recognisable by their orange high visibility jacket.

Please ensure there is a robust procedure for notifying parents and ensuring their identity should they come and collect their children.

Security will advise when the building may be re-occupied.

## Appendix 3



BMA HOUSE  
LONDON, WC1

Date: \_\_\_\_\_

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

Room in use: \_\_\_\_\_

Numbers in attendance: \_\_\_\_\_

Host: \_\_\_\_\_

I confirm that I have received and understood the emergency evacuation process for BMA house, which includes how to raise the alarm in the event of an emergency, what to do in the event of the activation of the fire alarm, where the assembly point is and routes on how to access this.

For any queries, incidents or emergencies, please contact the security team on 020 7383 (6711).

For major medical emergencies, e.g. serious bleeding or unconsciousness, the ambulance service is to be called on 9/999. The security office should then be informed to ensure that medical assistance is promptly directed to the emergency. Please contact the security team on 020 7383 (6711).

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff on duty: \_\_\_\_\_