

A stylized graphic of the Union Jack flag, composed of large, bold geometric shapes in red, white, and blue, positioned on the right side of the page.

# How Conference Works

**A GUIDE FOR  
DELEGATES**



Dear Delegate

On behalf of the Conference Arrangements Committee (CAC), I am delighted to congratulate you on becoming a delegate to Labour Party Conference 2024. With many attending as a delegate for the first time, the CAC hope that this guide will help you to get the most from Conference. Please keep an eye out for the Delegate survey after conference and tell us what you think about this document, and the whole of the conference experience, and how it might be improved.

For first-time delegates, this guide aims to provide an understanding of the structure of debates and the procedures adopted at Annual Conference, and for returning delegates it is an update on changes to how Conference works. I hope that you find it useful.

In August, you will receive a number of conference reports by email. These are also available online at [labour.org.uk/resources/annual-conference-2024-reports/](https://labour.org.uk/resources/annual-conference-2024-reports/) Accessible versions of the documents are provided to those who have requested them from [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk).

The Delegates Report 2024 sets out the conference and lists the business to be discussed by Conference this year. There is a summary of the nominations received for elections to party bodies and, where they are contested, candidates' statements and ballot arrangements. It also includes other essential information on Conference processes and logistics.

You will also receive the Annual report which provides information on the work of the NEC in the past year.

Finally, unlike in other years the NEC has decided that due to the election a policy document won't be presented by the NPF this year. Instead for motions to be considered contemporary they must be on an issue that has occurred on or after 5 July 2024.

At conference, the CAC produce a report for each day that conference is in session, and these will be available to delegates as they enter the conference hall. They are also emailed to all delegates at 8am each morning, and available online at [labour.org.uk/resources/annual-conference-2024-reports/](https://labour.org.uk/resources/annual-conference-2024-reports/)

The reports contain important information about the day's debates, ballot results and other notices and will be a valuable tool when reporting back to your organisations.

The first CAC report will include the Standing Orders for Party Conference as drawn up by the NEC. Delegates should therefore be aware, that some areas covered in this document may see changes as a result of these Standing Orders. Where this document and the Standing Orders differ, the Standing Orders take priority.

The CAC will have an office near the conference hall from Sunday to Wednesday. If you would like to raise an issue with the CAC please come along to the office and speak to the CAC steward.

The job of the CAC is to ensure the integrity of the policy-making process, and to uphold conference's authority. We also believe that we have an essential role to play in enabling all delegates to get the most out of their conference experience, and I hope that this guide will help do that.

The committee meets throughout the year and works with Party staff and the police to ensure the smooth running and security of conference. Details of the security arrangements are given in the general logistics section at the beginning of this document.

Whether you are a first-time delegate or an old hand, I hope that you enjoy Annual Conference 2024, and I look forward to meeting you in Liverpool during the conference.

Best wishes

**Lynne Morris**  
**Chair of the CAC**



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## CONFERENCE ARRANGEMENTS COMMITTEE

### What does the CAC do?

Annual Conference is the Labour Party's sovereign decision-making body. The Conference Arrangements Committee (CAC) is the independent guarantor of conference, ensuring that the integrity of the policy-making process is upheld and conference's authority is maintained. The CAC also oversees the logistical arrangements for conference to ensure that all delegates have a safe and enjoyable experience.

The CAC is made up of eight members; one disabled members' representative elected by both CLP and affiliated organisation delegates at Conference, 2 CLP members elected by CLP delegates to Annual Conference, 5 members elected by both CLP and affiliated organisation delegates at Conference. This year elections take place for the CLP and General Sections of the CAC. The former will be elected by a ballot of CLP delegates at Annual Conference.

During conference week, the CAC will be based in the CAC Office that can be found in Room 18 on the Terrace Corridor of the Exhibition and Conference Centre. The stewards in the waiting area outside the room will be happy to assist delegates with enquiries concerning conference arrangements.

However, delegates can also access general information about Conference from the Labour Party stand.

The CAC produces a daily report to conference which is emailed to all delegates each morning with paper copies also available to delegates as they enter the conference hall at the start of each day's business. If you require this in an accessible format, please contact [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk) as soon as possible and before Conference begins.

### Who are the CAC?

Members: Lynne Morris (Chair), Emily Rowles, Mick Murphy, Tracey Fussey, Katrina Murray, Vaughan West, Alice Perry, Phil Wilson

Secretary: Hollie Ridley

Assistant Secretaries: Ian Foster and Megan Lambert

### *cac@labour.org.uk*

Location: CAC Office – Room 18, ECL  
Room 18 can be found on the Terrace Corridor of the Exhibition and Conference Centre. This is on the Upper Level and can be reached by the escalator and lifts by, near the main entrance

Contact: *cac@labour.org.uk*  
before Conference  
and during Conference.

## GENERAL CONFERENCE LOGISTICS

### Expected hours of Conference

Sunday 22 September	11.00 – 12.45 14.00 – 15.00	
	From 16.00	Compositing meetings  For delegates of CLPs and affiliates successful in the Motions Priorities Ballot. Meeting times and venues will be announced at the end of the Conference session.
Monday 23 September	10.00 – 12.45 14.00 – 17.50	
Tuesday 24 September	10.00 – 12.45 14.00 – 17.30	Leader's Speech
Wednesday 25 September	09:45 – 12.00	

### Will I get a detailed Timetable?

This timetable will be subject to change but a draft timetable is printed in the delegates report

The final timetable of conference business will be published in the first CAC report which will be available to delegates as they enter the conference hall, or earlier from the Party stand in the Exhibition and Conference Centre. It will also be emailed to all delegates before Conference opens on the first day. Detailed daily timetables are published in subsequent CAC reports to conference.

### Who attends conference?

Conference is made up of delegates from all the constituent parts of the Labour Party:

- CLPs
- Trade unions
- Socialist Societies

MPs, other elected representatives and parliamentary candidates attend in an ex-officio capacity. This means they are entitled to speak on the podium but not vote on motions, reports or constitutional amendments. In addition, conference is attended by thousands of visitors, observers from sister organisations both here and abroad as well as the press. There are also many observers from commercial and third sector organisations, as well as exhibiting organisations present. It is the Party's biggest and most important annual event. Every effort is made to ensure that delegates are able to contribute as much as possible to the discussions and debates.

## CONFERENCE BUSINESS

The Conference agenda will focus on:

- Labour's missions for government.
- The work of the National Executive Committee (NEC).
- Emergency motions, where relevant.
- Elections to the National Constitutional Committee (Trade Union and CLP Sections) and Auditors
- Proposed constitutional amendments (rule changes) - rule changes submitted this year will not be timetabled for debate until Conference 2024.

### What are the NEC reports that will be debated at Conference?

The National Executive Committee (NEC) provides strategic direction to the Party and its members are elected from the various sections of the Labour Party. The

NEC maintains and develops Party activity in all areas and at all levels and submits the following to conference:

### **NEC Annual Report**

This details the organisational work of the Party over the year including finance, membership, campaigning, and policy development.

### **Constitutional Amendments**

The NEC may submit proposed constitutional amendments on organisational matters to conference for decision. In addition, constitutional amendments (proposed rule changes) from CLPs and affiliates may also be submitted to conference. CLP constitutional amendments that were submitted in 2023 and are ruled in order by the CAC may be scheduled for debate at this year's conference. However, CLP constitutional amendments submitted in 2024 cannot be debate until Annual Conference 2025. Constitutional amendments that are scheduled for debate are published in the Delegates' Report and again in the relevant daily CAC report at Conference.

### **Debates, Speaking and Voting**

The annual report of the National Executive Committee (NEC), composite motions drawn up from the motions agreed through the Priorities Ballot, motions agreed by Women's Conference and relevant emergency motions will be debated and voted on by Conference.

Debates will be structured around Labour's missions for government as follows:

- any composite motion(s) will be moved and seconded by the delegates agreed at the compositing meeting
- if there is a related emergency motion then it will be moved and seconded
- there will then be a debate with delegates invited to speak
- at the end of the session a vote will be taken on the composite motions and any emergency motions

Voting takes place at the end of the session by a show of hands. Where a show of hands is unclear a card vote can be taken having been either requested by delegates or by the decision of the Chair, and the decision of the Chair is final.

Constitutional amendments (rule changes) are always decided by a card vote.

If a card vote is called, the vote is taken immediately. Tellers will pass ballot boxes around the Hall. The Chair will announce the number of the card vote.

### **Referencing Back**

As there will be no NPF Policy Report presented at this year's Conference, delegates will not be given the option to submit references back.

### **Time Limits for Speakers**

During debates, the Chair will request that delegates indicate to show their desire to speak in a particular debate. To ensure that all delegates can be seen by the chair, delegates are politely requested to remain seated and to indicate by raising their hand.

Movers and seconders of reports, motions and rule changes will be allowed three minutes, with other speakers from the floor allowed two minutes. The Conference Arrangements Committee will determine appropriate time limits for other speakers to ensure as many delegates are able to speak as possible

Further information about speakers can be found in the standing orders for Conference that are agreed by the NEC.

### **Qualifications for moving motions**

Only fully accredited delegates appointed in accordance with the party rules are entitled to move motions on behalf of their organisations.

### **Seminars and training events at Annual Conference**

There are also a number of training events laid on for delegates on a broad range of subjects. Information on training events is included in the conference magazine.



### Card vote booklets and applications for ballot papers

CLP Delegations should pick up their ballot papers at their regional/national briefings. CLP delegates should attend their regional briefing on Sunday where their card vote booklet and ballot papers (one per delegation) will be issued to them. Trade Union affiliates' card vote booklets will be given to the individual TU which will distribute them to their delegates and affiliated Socialist Societies' card vote booklets can be collected from the ballot area. Any uncollected card vote booklets and the replacement of lost booklets for CLP and affiliate delegates can be obtained from the ballot area during conference.

A full timetable for each ballot is printed in the first daily CAC report – CAC 1. However, delegates should be aware that the first ballot on the Sunday will be the Priorities ballot to decide the issues for debate during conference. Delegates responsible for casting ballots for their organisation can vote in the ballot area or use additional ballot boxes in the hall and at Party stand.

Please also note that one ballot paper per ballot is issued to each CLP and affiliate delegation (not one to each delegate). Ballot papers will be issued at the regional/national briefings. Any card vote booklets or ballot papers that are not collected at regional/national briefings can be collected from the ballot area.

### Keynote speeches

As always, an important part of annual conference will be Keir Starmer's fourth Conference speech as Leader of the Labour Party, and first as Prime Minister. The Leader's speech will take place on **Tuesday 24 September**.

Other important formal speeches include the international speaker, and speeches from members of the Cabinet. However, the majority of speaker time is dedicated to delegates who can speak in any of the debates during conference subject to a limit of one speech per delegate per motion debate.

### Access for the Leader's Speech

The Leader's Speech will take place on **Tuesday 24 September**. Delegates are allocated a seat for every Conference session including the Leader's speech. However, delegates are advised to take their seats 30 minutes prior to commencement as empty seats may be allocated to visitors shortly before the speech begins. If you find someone sitting in your allocated seat prior to this time, please speak to a steward or member of staff.

## CONFERENCE PROCESS

### How will motions be dealt with?

The process enables affiliates and CLPs at the 2024 Conference to:

- Submit motions for debate to be determined in a priorities ballot at the start of Conference
- Participate in the discussions if the matter is agreed as a priority issue by Conference

To do this, conference debates and votes upon a selection of the motions that have been submitted by constituency and affiliated organisations.

Conference votes in the 'Priorities Ballot' on the Sunday of conference to decide which motions will be debated.

Changes to the rules agreed by Conference 2023 mean that all motions must now meet the Contemporary criteria in order to be eligible for debate. The NEC agreed that all motions must refer to issues arising after 5 July 2024.

### Who can submit a motion?

Each constituency and affiliated organisation may submit to Conference either:

- One constitutional amendment (proposed rule change); OR
- One motion

Please Note, if a constitutional amendment is submitted, then a motion cannot be submitted as well unless the organisation wishes to withdraw their Constitutional Amendment and submit a motion instead.

### What's the deadline for motions?

The deadline for the submission of motions is **17:00 on Thursday 12 September 2024**. This deadline will be adhered to rigidly.

All motions should be submitted by either the Secretary or Chair of the CLP using the Democracy Portal, found by following the below link.

[partynominations.labour.org.uk/](https://partynominations.labour.org.uk/)  
[partydemocracy.labour.org.uk/](https://partydemocracy.labour.org.uk/)

If there are any issues with your submission you should contact the CAC by emailing [cac@labour.org.uk](mailto:cac@labour.org.uk).

### Priorities Ballot

Motions agreed by the CAC are entered into the priorities ballot which is held on the Sunday (the opening day) of Conference. The priorities ballot allows delegates to decide which motions will be debated at conference.

The priorities ballot will take place on Sunday 22 September. Delegates should receive their ballot papers at their regional briefing, the time and location of which can be found in the Delegates Report 2024.

Both the constituency and the affiliates' sections take part in this ballot, and the results will be determined by the '6 + 6' system. This means that there will be debates on the six topics that top the poll in each section.

Delegates vote for topics rather than specific motions as more than one motion is usually submitted on each subject.

### What happens to topics selected for debate in the priorities ballot?

**IMPORTANT:** *There will be compositing meetings held on Sunday evening immediately after the conference plenary ends. Delegates should be prepared to*

*attend compositing meetings if their organisation's motion is included in one of the topics agreed for debate.*

The result of the priorities ballot will be announced before the end of the conference session on Sunday afternoon. Compositing meetings are held to agree the wording of the composite motion to be tabled for debate. The wording may only be drawn from the motions submitted on that topic. No new wording can be introduced in the resulting composite. If a delegate does not attend the compositing process, then the wording from their motion may not be used in the composite.

## COMPOSITING MEETINGS

### What is a compositing meeting?

Delegates from CLPs and affiliated organisations whose motions have been successful in the Priorities Ballot are invited to attend. A limit of 2 delegates per CLP / affiliated organisation are admitted to the compositing meeting. The first two to arrive will be admitted and so larger delegations should agree who will attend the compositing meetings. At the end of the Sunday afternoon session of Conference the Chair will announce the result of the Priorities Ballot and give details of the compositing meeting times and venues.

There will be a compositing meeting for each topic successful in the Priorities Ballot.

The purpose of the compositing meeting is to:

- Agree a composite motion for each topic which will be debated and voted on by Conference
- Agree a Mover and Seconder for the composite motion

The compositing process aims to incorporate the key points from the various motions on the same topic into a single motion – a composite – which can be debated and voted on by Conference.

Only words from the motions may be used to form the composite. No new words can be introduced although some text may be omitted.

Composite meetings are chaired by a member of the Conference Arrangements Committee supported by party staff and policy advisers.

### Who can attend a compositing meeting?

- Delegates from CLPs and affiliated organisations whose motions have been successful in the Priorities Ballot – no more than 2 from each.
- The Chair – a member of the Conference Arrangements' Committee
- Party staff and policy advisers
- Cabinet members with responsibility for the policy area, or a member of their team, in an advisory capacity and their special advisers.
- Members of the CAC and CAC staff

Only those who are entitled to attend the meeting will be allowed to enter the room. Conference security passes will be checked against an attendance list by the stewards.

### What happens at the compositing meeting?

#### 1. The Chair opens the meeting and:

- Takes the register to confirm that only 2 eligible delegates from each organisation are present. Once the register has been taken no other delegates will be admitted into the composite meeting.
- Notifies the meeting of any CLP or affiliated organisation which has given notice of non-attendance, but which gives consent to the wording of its motion being used in the composite if required.

#### 2. The Chair then outlines the rules for the compositing process:

- The compositing process aims to incorporate the key points from the various motions on the same topic into a single motion composite – which can be debated and voted on by Conference.
- Only words contained in the motions submitted by CLPs and affiliated organisations can be used to draw up the composite, although linking and bridging words may be permitted following consultation with the CAC Chair. New words cannot be introduced, and composites should read grammatically. Alterations in tense are permitted.
- Motions from CLPs or affiliated organisations whose delegates fail to attend the meeting cannot be used to form the composite unless specific arrangements have been made with the CAC prior to the meeting, and the Chair made aware of them.

#### 3. Discussion and agreeing a composite

- The Policy Advisor is then asked to advise on the broad policy issues relating to the motions and to introduce and distribute a draft composite prepared by the Party.
- If a member of the Cabinet or their team is present the Chair may ask them to speak in an advisory capacity.
- Delegates will then discuss the formation of a composite using the words from the various motions in the subject grouping. At this point the wording is 'owned' by the submitting organisations.
- When the composite wording has been decided, the meeting agrees a Mover and Seconder who will speak to Conference during the relevant debate. If there are differing views on the issue amongst the submitting organisations' delegates then the Mover and Seconder chosen should, as far as possible, reflect these differences.

- A final version of the agreed composite will be produced by the Policy Advisor and must be signed by the Mover and Seconder and by the Chair of the compositing meeting. It will then be logged by the Policy Advisor with the CAC.
- Once the composite wording has been agreed by the meeting and signed off, no individual CLP or affiliated organisation may remove its words from the composite. In effect, the composite is a new set of words and is “owned” by the Mover appointed by the compositing meeting.
- If the Mover of the composite withdraws support, the composite falls.

Should the Seconder remove support, the composite may go ahead with the support of the Mover and be seconded from the floor of Conference.

### What happens to motions that do not meet the criteria?

There is a right of appeal.

Secretaries of CLPs or affiliates whose motion does not meet the stated criteria will receive an email which will set out how their delegate may appeal to the CAC. Affiliates and CLP's whose submissions the CAC considers do not meet the criteria will be invited to attend the CAC via Microsoft Teams on Thursday 19 September. Appeals may be submitted in writing for consideration by the CAC for those affiliates/CLP delegates unable to attend.

Delegates will be informed of the result of the appeal on the evening of 19 September. The CAC's decision is final.

Delegates should contact the CAC with any queries – see contact details at the front of this guide.

### What is an Emergency Motion?

The CAC will consider emergency motions. These must cover an issue that has arisen after 5pm on Thursday 12 September 2024, the closing date for the receipt of motions.

The CAC will only consider Emergency motions for debate if they meet the following criteria:

- i. it relates to a new issue that has arisen after the closing date for motions (17:00 on Thursday 12 September); and
  - a. the new issue could not reasonably have been the subject of a contemporary motion (so, for example, the publication of a new report relating to an existing known issue would not satisfy this criteria); or
  - b. the new issue could not reasonably be included within a category of motions that was submitted for this year's Annual Conference (whether it was determined not to meet the CAC's criteria or has been agreed); and
- ii. be a matter of urgent and immediate importance to the discussion by the whole Labour Party at Annual Conference; and
- iii. are 250 words or less.
- iv. address one issue only.

Emergency Motions must be submitted via the Democracy Portal to [cac@labour.org.uk](mailto:cac@labour.org.uk) and must arrive before the deadline.

The CAC will decide whether motions submitted for consideration as 'emergency motions' meet the criteria.

### How does the decision-making process and voting work at conference?

All reports and documents presented as well as subject areas agreed through the priorities ballot will be debated and voted on.

The CAC will produce a daily report and detailed timetable which will be emailed to delegates each morning, and is also available to delegates as they enter the conference hall and online at [labour.org.uk/resources/annual-conference-2024-reports/](https://labour.org.uk/resources/annual-conference-2024-reports/)

Votes on constitutional amendments (rule changes) are always decided by a card vote. Other votes are taken as a show of hands.

A card vote is intended to resolve a position where a show of hands is not decisive, to establish the exact breakdown of votes when the majority is of procedural significance (e.g. two-thirds required) or on a challenge to the Chair. Voting takes place at the end of the session by a show of hands. Where a show of hands is unclear a card vote can be taken having been either requested by delegates or by the decision of the Chair. The decision of the Chair is final.

If a card vote is called the vote is taken immediately so delegates must carry their card vote booklet with them while Conference is in session.

Tellers will pass ballot boxes along each row. Delegates should cast their vote using their card vote booklets by selecting either a FOR or AGAINST card for each vote.

Each card vote in the booklet is numbered. The Chair will announce the number of the card vote being taken.

## ELECTIONS TO NATIONAL COMMITTEES

The following elections will take place at Conference 2024.

- National Constitutional Committee – Division III – CLP Section (CLP delegations)
- National Constitutional Committee – Division I – Trade Union Section (TU delegations)
- (Elected Unopposed)
- Auditors – (all delegations)

**Ballots for the above elections take place in the ballot area. The timing of these ballots will be published in the Delegates report and reproduced in the first daily CAC report – CACI**

## CONFERENCE PASSES AND SECURITY

Conference passes must be worn and be visible at all times when in the Conference Zone. There will be pass checks at all entrances to the Conference Zone, including the Leonardo Hotel. A random search procedure will also be in operation at all times.

Lost or stolen passes should be notified immediately to the Conference Team or to a police officer so they can be deactivated. There will be a charge of £15 for replacement passes.

Here's how you can help:

- ⚠ do not leave bags unattended
- ⚠ do not attempt to bring luggage into the Conference Zone
- ⚠ do bring some photo ID with you to Liverpool

Additional security checks or security measures may be put in place if Merseyside Police advises the Party these are necessary. Your co-operation with all security measures is greatly appreciated.

## CONFERENCE OFFICE

The Conference Services Office is on Monarchs Quay, next to the Pullman Hotel.

The opening hours are:

Friday 20 September	12:00 – 19:00
Saturday 21 September	08:00 – 19:00
Sunday 22 September	08:00 – 19:00
Monday 23 September	08:00 – 19:00
Tuesday 24 September	08:00 – 19:00
Wednesday 25 September	08:00 – 12:00

Tel: 0345 092 3311

Email: [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk)

## DISABLED DELEGATES

The ACC Liverpool is fully accessible. If you would like assistance at Conference please contact the Conference Team in advance on or at [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk) to discuss your requirements, including mobility aids. Our Disability Co-ordinator will be available throughout Conference and can be contacted on 07545 421 411 from Saturday 21 September. Full details about the facilities and services to assist delegates and visitors with disabilities can be found in the Conference Magazine.

## LEFT LUGGAGE

A left luggage facility will be available on Wednesday 25 September between 08:00 and 17:00 for delegates who need to check out of their accommodation on Wednesday morning.

For the safety and security of all attendees, the location and details of left luggage will be circulated via email prior to the event.

Please note that no luggage or bags larger than A4 are allowed inside the Conference zone.

## SAFEGUARDING

The Labour Party Safeguarding Policies provide staff, volunteers and members with the over-arching principles which guide our approach to safeguarding. Our Safeguarding Code of Conduct outlines the behaviour expected of staff, members and volunteers of the Labour party who engage with or interact with children, young people, and Adults at Risk.

Whilst at Annual Conference it is the responsibility of all staff, members and volunteers to ensure that their behaviour complies with the standards detailed in the Code of Conduct. Any person who observes a breach of the Code of Conduct

should contact the Safeguarding Unit at [safeguarding@labour.org.uk](mailto:safeguarding@labour.org.uk)

The Safeguarding Unit liaises with external organisations and internal teams to ensure that children, young people, and adults-at-risk are kept safe, and that any allegations are investigated by the appropriate body. In order to do this, the Unit shares information with a range of safeguarding partners including the Police and Social Care. Any delegate, visitor or member of staff who is subject to a safeguarding concern being raised against them may result in their Conference pass being suspended.

All delegates, visitors and staff are asked to re-familiarise themselves with the Safeguarding Code of Conduct which can be found here; [labour.org.uk/safeguarding/code-of-conduct/](http://labour.org.uk/safeguarding/code-of-conduct/). More information about safeguarding, including access to e-learning and resources for local activities can be found at The Labour Party Safeguarding Resource Hub here: [labour.org.uk/safeguarding/resource-hub/](http://labour.org.uk/safeguarding/resource-hub/).

## CRÈCHE

We provide a full-service crèche facility free of charge for all those attending Conference with their children.

The crèche can take children from 4 months to 14 years old.

Your child/children must have a valid credential to access the Conference zone and crèche. We will ensure your child/children have the same access within the Conference zone as their parent or guardian.

If you have an enquiry about the Crèche facilities, please contact Conference Services by emailing [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk).

Please be aware that places are limited and allocated on a first come first serve basis. All places must be booked in advance.



