



# Uses of Changing Rooms and Showering Facilities Policy

## 1. Introduction

The Woodford Wells Club [hereafter referred to as 'the club'] is committed to the fundamental principle of protecting a person's right to live in safety free from abuse or neglect. This is developed and sustained through a positive culture of vigilance, implementing learned lessons from incidences and best practice whilst working in partnership with statutory agencies, partner services and organisations and our sport's governing bodies.

## 2. Scope And Purpose Of The Policy

This policy sets out the acceptable use of the club's changing rooms and showering facilities. Whilst there are no legal requirements regarding the use of changing facilities the club does take seriously its duty of care to all those using our facilities.

The club recognises there are a number of risks specific to the use of changing rooms and showering facilities ranging from health and safety to supervision ratios.

The purpose of this policy is to identify the conditions of acceptable use of these facilities, promote best practice and to minimise risk.

### **Principles**

The following principles provide a framework which applies to all adults and children using the club's changing rooms and showering facilities:

- Adult staff, volunteers, or coaches will not under any circumstances change or shower at the same time a children or adults at risk who are using the changing facilities
- Groups of children will have sole use of a changing room (where possible this will always be one of the smaller changing rooms separate to the main changing room for other members) when taking part in team activities.
- Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas.
- If children play for adult teams, then the child and their parents will be informed of this policy
- Mixed gender teams will have access to separate male and female changing rooms
- Mobile phones, cameras and other electronic devices must not be used in the changing rooms or showering facilities
- If children are uncomfortable changing or showering at the club, no pressure will be placed on them to do so; instead, they will be encouraged to do this at home
- If the club is made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, the club will work with them



and their parents/carers (where this relates to a child) to make reasonable adjustments to changing arrangements to suit their needs.

### 3. Supervision Responsibilities For The Safe Use Of the Facilities

The staff, volunteers and coaches at the club will balance the need for adequate supervision with the need to ensure children, vulnerable adults and adults at risk are afforded appropriate levels of privacy.

The club will strive to afford children sole use of the changing and showering facilities. This obviates any risks and potential vulnerability associated with mixing with adults of other young people (known or unknown to them) when changing and showering.

The club acknowledges that many children and young people are very self-conscious and anxious about undressing in front of others. Staff, volunteers, and coaches will offer the option of changing at home as a matter of course. Supervision in the changing facilities may be necessary when:

- Children are too young to be left alone or change themselves. Where the club has activities involving groups of children under eight years, we will provide supervision of them while changing before and after the activity. Any child under the age of eight must be accompanied by a parent/carer.
- A group includes a child(ren) with a disability who requires additional support and assistance with changing and/or showering. The club will seek agreement with the parents/carers in advance of the activity as to the supervision and support needs of their child(ren).
- Children could injure themselves or access a potential risk identified by the club in its risk assessment
- There are concerns about bullying, harassment, fighting or other unacceptable behaviours taking place which need to be managed

The club requires that all children are supervised at all times by their parents/carers when using the club's changing rooms, showering facilities and toilets, when in the care of their parents/carers.

Where a child/ren are attending a supervised session, the staff member, volunteer, or coach will be responsible for ensuring that this policy is adhered to and any child from their session is appropriately supervised.

The staff, volunteers, and coaches will determine who should supervise the club's facilities. This task will provide access to children and adults at risk in circumstances of increased vulnerability and therefore the club will give careful consideration to this and ensure that those undertaking this task have been assessed as being suitable to do so.

The club will take into consideration the following:

- **Numbers** – the club will have at least two members of staff or volunteers (of the same gender as the child(ren) or adult at risk supervising. This will ensure

cover is available in the event of an accident occurring or if one of the supervisors is called away

- **Gender** – the club will follow good practice by ensuring that children are supervised by staff or volunteers of the same gender while changing
- **Timings** – the club will agree a very clear timetable for use of the changing facilities by children and adults at risk, the supervising adults, and any coaches or other officials respectively as part of its risk management practices
- **Recruitment** – the club will follow its safer recruitment policy and procedures which includes:
  - Criminal records checks
  - References
  - Job/Role Description and Person Specification including their responsibilities to safeguard children and adults at risk
  - Code of Conduct

### **Mixed Gender Teams**

Many of our sports operate with mixed gender teams at several age group levels, and the club will make reasonable adjustments to enable the groups to change separately which may include:

- Each gender using a different room or facility
- Each gender having a distinct time slot
- Everybody changing at home before they arrive/leave
- Each gender having an allocated area of a larger shared facility

### **Parents/Carers as Supervisors**

Parents and carers are often involved in supervising children and adults at risk during sporting activities, events or outings and can provide the club's staff, volunteers, and coaches with valuable support.

Where a parent/carer is responsible for their own child (or by agreement their relatives' or friends' child/ren), this constitutes a private arrangement outside the responsibility of the club.

However, when a parent/carer undertakes a formal supervisory role at the request of or with the agreement of the club which includes having responsibility for other people's children (or adult at risk), the same steps will be taken to establish their suitability as for any other supervisory position (see above and the club's [Safer Recruitment Policy](#))

## **4. Monitoring and Quality Assurance**

The club is committed to striving for excellence in the provision of all its activities, events, and trips. We do this by actively monitoring and reviewing the policies, procedures, and systems in place. This policy will be reviewed every three years to ensure it remains reflective of current legislation, guidance, and best practice. Any amendments will be submitted to the General Committee for approval.



## 5. Linked Policies and Procedures

This safeguarding policy and associated safeguarding procedures are linked to the following policies, procedures and documents and therefore should be read in conjunction:

- Code of Conduct
- Complaints Policy
- Safeguarding Policy and Procedures
- Safer Recruitment Policy and Procedures
- Whistleblowing Policy

<b>Date of Last Review</b>	August 2022	<b>Owner</b>	General Committee
<b>Review Period</b>	Three Years	<b>Date of Next Review</b>	August 2025