



# Changing Room Policy

## Duty of Care

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms. This does not mean the parents have no responsibility, but parents are often not in the pool complex at the time when the children are swimming and training to exercise their duty of care.

## Responsibility in a club session

- If a Member uses the toilets or changing room during a training session, they remain under the responsibility (duty of care) of the person who is coaching them at that time on behalf of the club.
  - If a Member goes out of the pool area, the coach should be aware of this. If the Member fails to return in a reasonable time or appears upset on leaving the poolside the coach should request a suitable club official to check on them.
  - It is best practice for two persons to look for the Member (the second person could be a senior Member or a parent or guardian).
- If a complaint is received that an incident has occurred in the changing room between a Member of the Organisation and any other person, Durham City Aquatics have a duty to act upon that concern and investigate appropriately.
  - If the incident involves a person not associated with the club, the pool manager should be made aware, and consideration given as to whether the statutory authorities need to be informed.
- It is expected that any member of the club will behave in an appropriate manner whilst in the changing room. It is not an appropriate place for social interactions.
- If changing cubicles need to be shared through lack of space, they should be occupied by members of the same gender. Any breach of this will be dealt with under the disciplinary procedures of the club.
- The club members will respect the rights of members of the club as well as any non-club members that are in the changing rooms.

## **Changing Facilities**

Parents are not permitted in the changing areas whilst their children are changing unless the child needs physical assistance to dress. In this case it must be an adult of the same gender as the child.

If family changing is available this should be used when assistance is required. The club should be made aware if this is necessary so that we know which adults may be present in the changing village.

The facilities at **Freemans Quay** are in the form of a changing village. These facilities may be shared with the public during the majority of swimming and water polo sessions.

Infrequently, the club may need to use external pool facilities:

*The facilities at **Durham School** are in the form of a single gender group changing area. Coaches/volunteers are not permitted in these areas whilst the children are changing unless it is an emergency. Parents may not use the toilet facilities while the children are in the changing rooms.*

The club will use other pools for galas and tournaments with different changing facilities. If further information on these facilities is required, this will be available from the pool in question.

It is recommended that parents **do not** accompany children into the changing area as this may put them and the children at risk of harm and allegation.

## **Conduct in Changing Areas**

Upon completion of a session and dismissal by your coach, swimmers/players should proceed to the changing area. They may choose to use the shower or toilets before changing.

- Behaviour in the shower/toilets should be sensible: no splashing, wrestling or unsafe behaviour of any kind. Following appropriate use of the shower/toilets, swimmers should leave the area and change in a cubicle.
- When changing in a cubicle, behaviour should be sensible: no shouting, intentional banging of cubicle walls or doors, or chatting with friends. The changing area is simply intended to be used for dressing, not socialising.
- **Under no circumstances should a swimmer attempt to look inside of another changing cubicle where a person is changing.**
- If a swimmer needs to retrieve anything from a neighbouring cubicle, they must be certain that it is unoccupied. This can be ascertained by leaving their own cubicle and knocking on the door of the cubicle they wish to enter.

If any of our members are behaving in an inappropriate manner in the changing area and this is reported to the club, Durham City Aquatics will investigate the matter and it may result in disciplinary action.

## **Mobile phones/Devices with Cameras in changing rooms**

**The club has a zero-tolerance approach to the use of devices containing cameras in changing rooms.**

**“Mobile phones and devices should not be used under any circumstances in a changing room during a Swim England regulated activity.”**

**Wavepower, 2024**

All Members **must** leave their phones securely in their bag or pocket for the duration of their time in the changing village. Please wait until you are outside of the changing village before making any telephone calls, or sending a text message etc.

Any member found to have used a camera in the changing rooms will be dealt with under the disciplinary section of the behaviour policy, and Swim England Safeguarding will be informed.

It is requested that parents do not phone members to hurry them along if they know they will be in the changing room. If your swimmer needs to hurry after the session, please inform them beforehand. Likewise, if any video footage taken in the changing room becomes known to the club, the individual will be also dealt with under the disciplinary policy.

Any inappropriate use of photographic equipment in the changing rooms will be reported to the police.

## **Responsibility after a Session is completed**

- The Swim England view is that each affiliated club has a duty of reasonable care to Members, which extends to an awareness on the part of the club that their junior Members have been collected, in so far it is possible, at the conclusion of the session. i.e. that a Member is not left unsupervised at the end of a session if a parent is late.
  - This has to be age appropriate e.g. a 17-year-old is capable to getting themselves home, but a 12-year-old would not be.
- A Member should make a coach, volunteer or the Welfare officer aware if they have not been collected at the end of a session.
- Two individuals should stay with the member until the parent arrives or advises what alternative arrangements have been made.
- If the parent fails to collect the child, the Late Collection policy should be used.