



Newbury District Swimming Club

Swimmer responsibility and changing room policy

Policy Management

This policy was adopted by the committee on 10 December 2018

Purpose

In accordance with ASA guidance under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms. This policy states how this duty of care is applied and what is expected from parents. It also sets out parental and club responsibility during club swimming and land training sessions for all squads as well as at external competitions.

Swimming training

Before the swimming session:

- All children should be walked into the leisure centre and to the changing rooms by a parent or person with parental responsibility and not dropped off outside to ensure the safety of the children and to confirm there has not been a late cancellation of the session, and that there is a club coach present.
- Whilst in the changing area swimmers will comply with the rules set out within this policy.
- Swimmers should change quickly and sensibly and make their way to the pool deck ready for the swim session. This should be no more than 10 mins before the start of the swimming session for Cruisers, Sprinters and Challengers squads. For A and B squad this should be no more than 20 mins to allow for the expected 10-15 minute dry side warm up. For morning sessions all swimmers, regardless of squad, should arrive no more than 15 minutes early ready to complete a 10 minute dry side warm up.

During the swimming session

- The club has a responsibility and duty of care for children while they are training. If a swimmer leaves the pool area at any time during the session, they must make the coach or teacher aware.
- If the child fails to return within a reasonable time, or appears to be upset upon leaving the poolside, the coach will request a suitable person to check on them. It is best practice for two people to look for the member (the second person could be a senior swim member or a parent).
- If you do not want to stay and watch your child swim you must ensure you are back at the leisure centre at least 10 mins before the end of the session.

After the swimming session

- Parents who do not stay at the centre must arrive to collect children at least 10 minutes before the scheduled session finish time.
- Changing rooms at all centres, apart from Brockhurst, are accessible by the public, see overview below. As such, the club cannot search the changing rooms to ensure



all swimmers have left. Should a swimmer not be collected they should follow the **Late Collection of Swimmers Policy**.

- At Brockhurst the changing rooms are only used by the club and the coach will ensure all swimmers have been collected at the end of the session. Parents must wait in the reception area outside the changing rooms to collect their children.
- Where it becomes apparent a child has not been collected the club **Late Collection of Swimmers Policy** will be followed.

Land training

Before the session

- All children should be walked into the leisure centre and up to the land training studio by a parent or person with parental responsibility and not dropped off outside to ensure the safety of the children and to confirm there has not been a late cancellation of the land training session, and that a club coach is present.

During the session

- The club has a responsibility and duty of care for children while they are land training. If a member goes out of the land training area, they should make the coach aware of this.
- If the child fails to return within a reasonable time, or appears to be upset upon leaving, the coach will request a suitable person to check on them. It is best practice for two people to look for the member (the second person could be a senior swim member or a parent).

After the session

- Once the session is completed swimmers should walk down to the changing room in groups of no less than two swimmers and should change quickly and go poolside ready for the swim session.
- If a child who has been at land training fails to appear at the start of the swim session a search will be conducted in accordance with the **Missing Child Policy**.

Responsibility at open meets

Before warm up

- The Club is responsible for the child from the time they report to the coach until the time they finish obtaining feedback after their last swim
- Swimmers should report to the coach no more than 20 minutes before the published session warmup or the registration time, where relevant.
- Swimmers are expected to swim all races they have entered except under extreme circumstances and this should be discussed and agreed with the coach before the session's warm up to allow withdrawal procedures to be followed.

During the gala

- Swimmers should stay poolside with the coach until sent to whipping for races.
- Swimmers should stay in groups of no less than two when collecting medals, changing costumes or going to the toilet or going to an area to eat lunch. They must inform the coach/team manager when leaving the poolside to do these activities.



- Remember when representing the club you should cheer on other swimmers, be polite to officials and other helpers, coaches and competitors from other clubs.
- Warm down facilities must be used appropriately and only as directed by your coach. The coach/team manager must be informed when a swimmer is going to use the warm down facilities.
- Swimmers must not leave rubbish poolside. It should be put in the bin or taken home.
- Swimmers should report to the coach after each event for feedback, respecting the need for the coach to watch swimmers in other heats.

After the gala

- Parents/guardians should agree an appropriate place, within the centre where the gala is being held, to meet with swimmers once their races are completed.
- Swimmers must tell the coach when leaving the gala at the end of the day and return to the coach at poolside immediately if the adult collecting them is not at the arranged meeting point and the late collection policy will be followed.

Club competitions where coach travel is provided for swimmers

Before the event

- It is recommended that parents attend the event if child is 12 or under.
- Newbury District Swimming Club will take responsibility for the child once they board the coach and are ticked off on the register by the team manager.
- On arrival at the event they must follow the direction of the coach/team manager in respect of walking into the centre and changing. Swimmers should always stay in groups of no less than two.

Whilst on the coach

- Swimmers must use seatbelts and remain seated at all times.
- Food and drink should only be consumed in accordance with coach company rules, which the driver will explain.
- All swimmers must take their rubbish off of the coach when they leave.

During the event

- Swimmers should change quickly and move directly to the pool deck.
- Swimmers should stay pool side for the entire competition and if they need to leave they must inform the coach or team manager.
- Swimmers should only leave the pool to change at the end of the event once told to do so by the coach or team manager and when they understand the protocol for meeting after changing.
- Swimmers should clear all rubbish into the bin or take it home.

After the event

- Swimmers should return on the coach unless it has been agreed in advance with the team manager/coach that the swimmer will be taken home by an attending parent or other person with parental responsibility. The person must make themselves known to the team manager or coach so they can ensure the swimmer is leaving with this person.



- Swimmers travelling home on the coach will be asked to meet in a pre-agreed area and wait there in groups of no less than two swimmers.
- Swimmers will be met in the centre by the coach and or team managers and sent back to the coach in groups, preferably accompanied by another adult which may be a coach, team manager or parent of another club swimmer.
- The register will be taken before the coach leaves to ensure all swimmers are on board safely. If a child is missing the **Missing Child Policy** will be followed.
- Swimmers without parents on the coach will be advised 30 minutes before the club's return to the designated pick up point, so they can inform parents of the expected arrival time. Parents must be there at that time to collect their child. If your child does not have a phone they can use one of the coaches' or team manager's phone but please ensure they have your phone number with them.
- If a parent does not arrive to collect a swimmer the **Late Collection Policy** should be followed.

Information and rules regarding changing facilities at our training centres

Changing facilities at Aldershot, Hungerford, Kennet, Northcroft and Willink are all mixed-sex changing areas and are shared by both club members and members of the general public as there are public sessions either preceding or subsequent to the club sessions. There are both group changing areas and individual changing cubicles. Swimmers could consider wearing swimwear under clothing so they don't have to fully change at the start of a session.

The changing rooms at Brockhurst are specifically for club use only during our training sessions. There are separate changing rooms for boys and girls. The coach will ensure all children have left the changing rooms at the end of the session before they leave the site.

Expectations for behaviour in the changing areas

Swimmers are expected to follow the following rules:

- Children of different sexes must not share a cubicle
- Adult members must not share with child members, unless they are the swimmer's parents.
- Parents should not be in the changing room while the children are changing, unless the child needs specific assistance. Children aged 8 and above are considered able to change independently without adult assistance.
- Mobile phones must be kept in bags in the changing area, preferably switched off. No photos are to be taken in the changing areas or showers.
- Children must behave appropriately, with no running and shouting and no climbing on cubicles or other equipment (e.g. water slides at Kennet Leisure Centre, the spa area at Kennet or lockers).
- Bags should not be left in changing cubicles but placed poolside as directed by the coach.
- If problems are reported in the changing rooms the club may, at its discretion, place an officer or appointed poolside helper outside the doors to the changing area to allow children to call for assistance if required.

If a complaint is received about an incident that has occurred in the changing room between a member of the club and any other person, the club has a duty to act upon that concern as



appropriate, following the guidance in Wavepower section 2.2 (pp. 39–50). 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 agencies need informing.

Responsibilities to junior members

In accordance with ASA guidelines the club has a reasonable duty of care to its members, which extends to an awareness on the part of the club that their **junior members** have been collected.

A junior member is considered to be a member of 12 years and below.

As the club uses changing rooms that are also accessible to non-club members for public swimming, it cannot be expected to search the changing areas in case a junior club member was there.

Any member, including junior members, should make it known to their coach or other club official if they have not been collected. The coach or club official will then ensure that the member is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

If a parent fails to collect a child, the club will follow its **Late Collection of Children Policy**.

Where children do not have a mobile phone they should carry contact details of parents in their swimming bag and one other emergency contact to facilitate collection.