



Changing Room Policy (Swim England – Wavepower Guidance)

1. Safeguarding and Legal Considerations

- Sexual assault or taking indecent images in changing rooms is illegal and will not be tolerated.
- Offenders (including other children) are subject to arrest, prosecution, and potential registration as a Sex Offender.
- Clubs should minimise risk by:
 - Using barriers or lockers to separate changing areas by sex.
 - Prohibiting children of different sexes from changing in the same or adjoining cubicles.
 - Reinforcing signage banning mobile phones or recording devices.

2. Club and Parent/Guardian Responsibilities

- Clubs have a duty of care during training sessions; parents still retain responsibility, especially for:
 - Younger children needing assistance.
 - Children with disabilities, where extra help may be required.
- Clubs must inform parents when they are expected to stay during sessions.

3. During Club Sessions

- The coach/teacher holds responsibility for children during training.
- If a child leaves the poolside and does not return promptly or appears upset, a responsible adult must check on the child (ideally two adults).

4. Handling Incidents

- Any incidents in changing rooms must be addressed following Wavepower pages 21–23.
- Involving:
 - Club members – Follow internal safeguarding procedures.
 - Non-members – Alert pool management and potentially statutory agencies.

5. Facility and Changing Room Management

- Parents/guardians should be informed:
 - Whether facilities are mixed or single sex.
 - If changing rooms are shared with the public.

- Include behaviour expectations in the Code of Conduct.
- Masters swimmers should change separately from children when possible or change appropriately when sharing space.
- Parents should not be in the changing rooms unless assisting a child of the same sex who needs help (generally under 8 years old or with special needs).

6. Events and Competitions

- Inform all involved parties (parents, athletes) whether changing rooms are public access during the event.
- No adult supervision inside changing rooms – instead, assign a responsible adult outside the entrance for children to access help if needed.

7. After Sessions

- Clubs must have a reasonable awareness that junior members are collected safely.
- Younger children (e.g. 12-year-olds) should not be left alone.
- If uncollected, the child must inform a coach, Welfare Officer, or club official.
- If a child is missing or not collected:
 - Follow the Late Collection Policy (p.101) or the Missing Child Policy as appropriate.

Key Reminders for Implementation

- ✓ No phones or devices in changing rooms
- ✓ Segregate changing areas by sex and age group
- ✓ Adults to change separately from children where possible
- ✓ Coaches must monitor children's whereabouts during sessions
- ✓ Parents must be informed of facility type and responsibilities
- ✓ Post clear signage and reinforce policies during training/events
- ✓ Always act on concerns following Swim England's safeguarding guidance