

## CHANGING ROOM POLICY

**Leicester Penguins is committed to a club environment in which all children<sup>1</sup> participating in its activities have a safe and positive experience. Under the duty of care to safeguard children, the club, along with parents/guardians have a joint responsibility for the wellbeing of children in the changing rooms. To achieve this Leicester Penguins has outlined its responsibilities with regard to supervision of changing rooms, in line with Swim England (SE) guidelines.**

<sup>1</sup> A child is defined as any young person under the age of 18.

**Leicester Penguins Parents/Guardians and Swimmers should. . .**

1. Be aware that changing facilities at venues may be shared by both club members and members of the general public.
2. Be aware that different venues have different types of changing room e.g. separate for male and female or changing villages. Swimmers must behave correctly in changing villages and should not put themselves in compromising situations or at risk of allegation by the mixed sharing of individual cubicles.
3. The use of mobile phones (or any device capable of taking images) in the changing rooms is strictly NOT permitted. This is to protect members against images being taken and allegations of taking images. Please note that any such incidents/allegations involving club members or members of the general public will be reported for police investigation.
4. Be aware of the following (from the **Leicester Penguins Swimmers Code of Conduct**): Swimmers must respect the pool staff, pool facilities, equipment and other pool users when attending training sessions or open meets/galas. When using/sharing facilities with the public or in the public eye, swimmers are expected to behave in a manner at all times that reflects the good name of the club. Swimmers must be on their best behaviour in changing rooms (before and after swimming) and respect others using them, as well as the facilities.
5. Masters (adult) members should use their own area whenever possible when changing at the same time as children. Where this is not possible adults are reminded to change in an appropriate fashion, and to be mindful that they are changing with children.
6. Parents/Guardians should not be in the changing room while the swimmers are changing unless their child is of an age where help is required from parents or the child requires specific assistance. This is usually 8 years of age (and under). In such circumstances the parent must be the same gender as the child, unless the facility has family changing facilities or is a mixed changing village.

7. Be aware that at events where other clubs are involved in a gala/meet the facilities are likely to be open to the general public at any time during the gala/meet.
8. SwimEngland advise that adults should not supervise changing facilities as that places them and the children at risk of harm or allegation.
9. When the changing facilities are also accessible to non-members for public swimming, SE do not recommend a club to conduct a search of the changing areas to look for a junior club member.
10. Be aware that while a child is training she/he remains under the responsibility/duty of care of the person who is teaching/coaching them at that time on behalf of the club. If a swimmer goes out of the pool area, the coach/teacher should be made aware of this. If she/he fails to return in a reasonable time or appears upset upon leaving the poolside, the coach/teacher will request a suitable club official to ensure that she/he is all right. "It is best practice for two persons to look for the swimmer (the second person could be a senior swimmer or another parent)". (SE Guidelines)
11. Be aware that if a complaint is received that an incident has occurred in the changing room between a swimmer and any other person, the Club has a duty to act upon that concern and investigate appropriately. If the incident involves a person not associated with the Club, the pool manager will be made aware and consideration given as to whether the statutory agencies need informing.

Ian Nuttall is the Leicester Penguins Welfare Officer. If you have any concerns regarding this policy can be contacted via [LPSCwelfare@outlook.com](mailto:LPSCwelfare@outlook.com). Should he be unavailable please contact any committee member for help or advice.  
Further confidential help - phone Swimline (0808 100 4001) or NSPCC (0808 800 5000).

The Committee of [Leicester Penguins](#) will review this policy at regular intervals to ensure that it is effective and is achieving its stated objectives.

Reviewed 28/07/2018