

Appendix 7: Changing room management

Changing rooms, shower and shared locker rooms can be an area where children are most vulnerable. These areas can present a number of challenges, from limited changing facilities, single room changing, no privacy cubicles, mixed changing, changing used by club and non-club members, or changing used by children and adults at the same time.

Types of Changing Area

Clubs should consider the arrangement of the changing facilities in each venue they use and the following guidance should be applied where relevant.

General advice points:

- Wherever possible, children should arrive already changed and ready for their activity
- Parents and carers should be made aware of the type of changing environment that is available and ensure their child is confident to use them unsupervised
- Clubs should give clear guidance on limits/expectations on parental supervisor of younger children within a changing environment
- As a general rule most public sports facilities expect children who are 8 years and over to be able to use the changing facilities unaided and without supervision

Private facilities where adults and children have to use the same changing area:

- Wherever possible, adults should avoid changing or showering at the same time as children but this can be managed where there are privacy cubicles and ALL participants should be instructed to use them and if none are available people should wait until one is and not to change in the open.
- There should be no nude shower permitted in open showers or mixed age/gender changing areas

Where there are no privacy cubicles and the facilities are communal:

- Identify a specific junior shower cubicle or changing area if possible.
- If space is limited identify periods of time (normally 20 – 30 min sections), which are solely for junior member or adult member use of the changing/shower facilities.
- Place a sign on the door or a volunteer outside the door to make people aware of the restricted use and time frame.
- Notify parents as part of the club information process that adults and children may need to share a changing facility and what process the club uses to manage/monitor the facilities.

- Children who are under 8 should be supervised/monitored in changing rooms.
- Adults should always work in pairs and not to be alone in these circumstances.

Public facilities where adults and children have to use the same changing area:

- Any specific changing area concerns should be discussed with the centre management
- Depending on a facilities set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between the club and venue or may if the club is the sole user group at that time deem the responsibility to lay with the club. It is important to establish what set up, expectations and protocols are in place with the venue your clubs uses.

Chaperoning/Supervising Changing Areas

Clubs may decide to supervise changing areas using adult chaperones, when doing so the following guidance should be considered:

- Any adult who has a role requiring them to enter the changing area should have a satisfactory PVG.
- Adults should always work in pairs and not to be alone in these circumstances.
- Supervision/monitoring of the changing rooms can be done from outside the door with a call in.
- A pair of chaperones may enter briefly and walk through.
- In rare circumstances, depending on the needs of the group the pair of adult supervisors may need to be in the room.
- If children are uncomfortable changing or showering in public, they should not be pressured to do so, discuss the situation with their parents and consider if alternative provision can be made if appropriate.
- In an emergency if, an adult is required to enter the changing area they should be accompanied by another adult, if they have to go into a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany them.