

HAILSHAM SWIMMING CLUB



Training Session, Gala & Changing Room Policy 2023

Date written: January 2023

Date accepted by the committee: January 2023

Committee member responsibility: Welfare Officer

Renewal Date: January 2025

A. Aims:

The aim of this policy is:

- To ensure every swimming member and parent of the club understand the rules around the attendance at training session, attendance to galas and use of changing rooms.
- To ensure all swimmers are safe when attending training, galas and when using the changing rooms.
- To ensure all safeguarding protocols are in place and that every swimmer is safeguarded when using changing rooms both at Hailsham Swimming Club training venues and at competitions when representing Hailsham Swimming Club.
- To ensure all swimmers and parents know their responsibilities relating to training sessions, galas and the use of changing facilities.
- To ensure all members of the club know where and how to get help if a situation arises.
- To ensure all members of the club know how to report an issue.

B. Declaration:

This policy is based around the Swim England model changing room policy and the Wavepower document. Hailsham Swimming Club subscribes to and follows all of the Swim England policies in full.

For the Swim England policies and the Wavepower publication, visit:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs>

C. Swim England / Wavepower Policy Overview in relation to changing facilities:

- Swim England case records show that incidents of sexual assault and the taking of indecent images have occurred in changing rooms.
- Anyone sexually assaulting others or taking indecent images of children, including over / under adjoining cubicles, for example, renders themselves liable to arrest, prosecution and registration as a sex offender.
- Children of different sexes should change in different areas, never in the same or adjoining cubicles.
- 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 that parents have no responsibility, but parents sometimes may not be in the pool complex.

D. General Responsibilities:

For the purpose of this policy, all references to a swimmer being poolside means at the end of the lane where the swimming coach gives instructions. (It does not include being at the side of the pool where there may be spectators or where a swimmer may prepare for their session).

The club will accept full responsibility, and thus the full duty of care, for swimmers once they are poolside and have reported to one of the club swimming coaches taking a session. At this point, the swimmers will be registered and officially documented as being present.

Before and after the swimming session

For swimmers under the age of **12** years, the club and parent / carer of the swimmer hold joint and equal responsibility for the swimmer. The club is responsible for providing a safe environment to enable the swimmer to change both before and after the session and is responsible for the overall behaviour and safeguarding of all club swimmers. The parent / carer is responsible for the specific behaviour, conduct and wellbeing of their child.

For swimmers of age **12** years up to **17** years, the club, swimmer and parent / carer hold joint and equal responsibility for the swimmer. The club is responsible for providing a safe environment to enable the swimmer to change both before and after the session and is responsible for the overall behaviour and safeguarding of all club swimmers. The swimmer & parent / carer are responsible for their individual behaviour and conduct.

Swimmers under the age of **12** years old will not be allowed to leave any premises without the parent / carer being present. If the parent / carer nominates another responsible adult to transport their child home, the parent / carer must inform the swim coach or duty PLO before the swimming session commences. As it is impossible for the club to identify other responsible people who parents may have nominated to transport their children home, the full responsibility of identifying another person in such a situation lies completely with the swimmer. If they are incapable of taking this responsibility, the parent / carer must collect their own child and not place them and the club in this situation.

We advise all parents to remain at training sessions but especially advise parents of swimmers under the age of **12** years to remain poolside for the duration of the swimming session. This is to support their child if they need to exit the pool for any reason. The same applies to parents of swimmers of all ages who may have learning or physical disabilities or poor mental health.

E. Registration:

At poolside and at the start of every session, a swimming coach will register the swimmers. This will involve communicating with and identifying every swimmer present and physically recording this information.

The coach may initially record this information on paper or on a white board, but this information will be officially recorded on the club's electronic registration system by the end of the day in which the session occurred.

Swimmers arriving late must register with their swim coach before they can begin their session, clearly identifying themselves as being late.

F. Changing Room Protocols:

All parents, members and swimmers must abide by the following set of protocols.

F1. Bede's Senior School swimming pool & other separated male and female changing facilities:

- a. Only swimmers in primary, secondary or further education or of equivalent age and official coaches are allowed to access the changing rooms, unless a person has explicitly been directed by a swimming coach to enter the changing facility (e.g. a parent has been directed to support a child by the coach).
- b. Swimmers of age above those who would be in further education can use the changing rooms once the club is in receipt of a clean and up to date DBS (enhanced disclosure) check.
- c. When using the changing rooms, all users must abide by the swimming club's code of conduct.
- d. The club reserves the right to prevent any swimmer from using the changing rooms.
- e. Mobile phones must **not** be used when inside the changing rooms. Any report of a mobile phone being used within changing rooms will be immediately investigated and the swimmer may be subject to the club's disciplinary procedures.
- f. Swimming coaches and designated club officials may access the changing rooms (according to their sex) to safeguard all users. In these circumstances and whenever possible, two responsible adults, of the same sex, will enter the changing facilities; the coach or club official with a clean DBS check and another adult as requested by the coach (DBS not required for the assistant adult).
- g. At the start of a session, parents / carers of swimmers under the age of **12** should remain next to the pool and take responsibility for their child until the swimmer is called to join the coach for the start of the session.

- h. At the end of a session, parents / carers of swimmers under the age of **12** should enter the pool, before the end of the session, to be in a position to take responsibility for their child.
- i. Parents, who choose not to accompany their child to and from the pool, do so at their own risk and do not relinquish their responsibilities as per the responsibilities described above.

F2. Communal changing facilities such as (but not exclusively) Freedom Leisure Hailsham, Freedom Leisure Uckfield & K2 Crawley:

- a. Swimmers should not share cubicles, and under no circumstances should swimmers of different sexes share the same cubicle.
- b. Where possible, swimmers of different sexes must leave one cubicle between themselves and swimmers of the opposite sex.
- c. Where possible, swimmers 18 years and over must change in a different section of the changing room than those who are younger than 18.
- d. Swimmers must not look over or under their cubicle into others.
- e. Swimmers must **not** use their mobile phone when in the changing room complex. Any report of a mobile phone being used within changing rooms will be immediately investigated and the swimmer may be subject to the club's disciplinary procedures.
- f. The club reserves the right to deny a swimmer the right to use the changing facilities.
- g. The swimming coaches and / or club officials may patrol the changing area to safeguard the users. However, parents have an equal responsibility for the safeguarding of their children as members of the public may also be using these facilities.
- h. HSC members are representing the club and must behave accordingly as the facilities may be shared by club members and the general public.
- i. Swimmers must respect the pool staff and the facilities.
- j. Swimmers must familiarise themselves with the specific organisation of the venue i.e. understand where the emergency exits are located
- k. Parents / carers of swimmers aged under **12** years, have a responsibility to ensure the safety and wellbeing of their child whilst using the changing facilities. They therefore should be present until the club coaches / officials take full responsibility at poolside.
- l. Parents who choose not to accompany their child to and from poolside, do so at their own risk and do not relinquish their responsibilities as per the responsibilities as described above.

F3. When at official galas, the club will take full responsibility of the swimmer the moment the swimmer registers with a club official. This will take place in the reception area of the venue. However, parents are expected to remain at the venue in case of an emergency.

G. Parents / Carers:

- a. Parents / carers have signed to agree with all of the club's policies and the updating of policies, including this policy, on joining the club. If a parent /carer has specific concerns about this policy, please directly contact the welfare officer.
- b. It is the responsibility of the parent / carer of the swimmer to ensure that the swimmer fully understands the protocols as laid out in this policy.
- c. It is the responsibility of the parent / carer of the swimmer to ensure that the swimmer fully understands the behaviour expectations of the club.
- d. Parents / carers are not allowed in communal changing rooms, such as those at Bede's Senior School. Thus, parents must not enter the changing rooms to support their children unless permission has been requested and granted in writing by the Welfare Officer.

H. Swimmers:

- a. It is recommended that, where possible, all swimmers use the changing facilities before and after each session.
- b. It is the responsibility of the swimmers at all times to abide by the club's code of conduct.
- c. It is the responsibility of the swimmers to understand and follow the specific health & safety requirements of the establishment who own and run the swimming facility.
- d. The swimmers must respect the right to privacy of every changing room user.
- e. The swimmers must always listen to and follow the instruction of HSC coaches / officials and the establishment officials / managers.
- f. All concerns / issues must be reported to the club.

I. Gender Neutral Changing Facilities:

Some changing facilities at the venues currently being used by the club do not have a facility to accommodate gender neutral changing. Therefore, if this is required, the swimmer must request this from the Welfare Officer, who will work with the swimmer and the venue to accommodate any such request.

J. Toilets:

A situation may arise whereby a swimmer needs to leave the pool, mid-session, to use the toilet facilities. In such situations, it is impossible for the swim coach to take responsibility of the swimmer, as they will still be responsible for the other swimmers in the group who may

be in the pool. Therefore, in this situation, the swimmer is fully responsible for their actions whilst out of the pool and until the swimmer reports back to the swim coach.

If a parent / carer does not believe their child can take this level of responsibility, then the parent / carer must remain next to the pool throughout the full duration of the session to support their child.

K. Reporting an Incident and Getting Help:

It is the responsibility of every changing room user to maintain the club's standards and to keep all changing room users safe.

It is also the responsibility of every changing room user to inform the club if an incident, which contravenes the club's protocols, has occurred.

In an emergency, the incident must be reported to a pool assistant, employee of the pool venue or a HSC coach.

To report an incident or issue within the changing rooms, please immediately talk to any of the swimming coaches. If this cannot be done immediately, then email any of the club committee members or email the club's welfare officer (Mark Fenn):

welfare@hailshamsc.co.uk

The welfare officer will make contact with the informant with 48 hours of being in receipt of the information.

Providing incorrect information or withholding information may result in that person's membership of the club being reviewed.

Serious safeguarding issues will be forwarded to the area safeguarding teams and if appropriate, the swimmers school may be informed.

L. Important Club Contacts:

Welfare Officer:	Mark Fenn (welfare@hailshamswimmingclub.org)
Chairperson:	Jon Dulieu (chairman@hailshamswimmingclub.org)
General Enquiries:	Jeanette Simpson (enquiries@hailshamswimmingclub.org)

M. Linked Policies:

The following policies should be read in conjunction with this Policy:

- Wavepower 2020-2023 (Swim England's safeguarding policies)
- HSC Code of Conduct

Date Approved by the club committee: 18th January 2023

Signed: M Fenn (Welfare Officer):

A handwritten signature in black ink, appearing to be 'M Fenn', written on a light blue horizontal line.