



# CHANGING VILLAGE POLICY

## **Duty of care to junior members in changing facilities**

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing village. (This does not mean the parents have no responsibility, but parents are often not in the pool complex at the time when the children are swimming and training to exercise their duty of care.)

## **Responsibility in a club session**

- If a swimmer/player uses the toilets or changing village during a training session, they remain under the responsibility (duty of care) of the person who is coaching them at that time on behalf of the club. If a swimmer/player goes out of the pool area, the coach should be aware of this. If the child fails to return in a reasonable time or appears upset on leaving the poolside the coach should request a suitable club official to check on them. It is best practice for two persons to look for the swimmer/player (the second person could be a senior swimmer/player or another parent.)
- If a complaint is received that an incident has occurred in the changing village between a swimmer/player 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 should be made aware, and consideration given as to whether the statutory authorities need to be informed.
- It is expected that any member of the club will behave in an appropriate manner whilst in the changing village. It is not an appropriate place for social interactions.
- If changing cubicles need to be shared through lack of space, they should be occupied by members of the same gender. Any breach of this will be dealt with under the disciplinary procedures of the club.
- The club members will respect the rights of members of the club as well as any non-club members that are in the changing village.

## **Changing facilities**

Parents are not permitted in the changing village whilst their children are changing unless the child needs physical assistance to dress. In this case it must be an adult of the same gender as the child. If family changing is available this should be used when assistance is required.

The facilities at **Freemans Quay** are in the form of a changing village. These facilities may be shared with the public during most of the swimming and water polo sessions.

The facilities at **Durham School** are in the form of a single gender group changing area. Coaches/volunteers are not permitted in these areas whilst the children are changing unless it is an emergency. Parents may not use the toilet facilities while the children are in the changing rooms.

The club will use other pools for galas and tournaments with different changing facilities. If further information on these facilities is required, this will be available from the pool in question. Parents may not accompany children into changing areas at galas.

### **Mobile phones/Devices with Cameras in changing rooms**

The club has a zero-tolerance approach to the use of devices containing cameras in the changing village. Any member found to have used a camera in the changing village will be dealt with under the disciplinary section of the behaviour policy. It is requested that parents do not phone members to hurry them along if they know they will be in the changing village. Likewise, if any video footage taken in the changing village becomes known to the club, the individual will be also dealt with under the disciplinary policy. Any inappropriate use of photographic equipment in the changing rooms will be reported to the police

### **Responsibility after a Session is completed**

- The Swim England view is that each affiliated club has a duty of reasonable care to members, which extends to an awareness on the part of the club that their junior members have been collected, in so far it is possible, at the conclusion of the session. i.e. that a member is not left unsupervised at the end of a session if a parent is late. This has to be age appropriate e.g. a 17-year-old is capable of getting themselves home but a 10-year-old would not be.
- A member should make a coach, volunteer, or the Welfare officer aware if they have not been collected at the end of a session. Two individuals should stay with the member until the parent arrives or advises what alternative arrangements have been made. If the parent fails to collect the child, the welfare officer should be made aware.