

# USE OF CHANGING ROOMS AND SHOWERING FACILITIES BRIEFING AND TEMPLATE POLICY

## BRIEFING

This document is intended to allow venues to meet the needs of its members, taking into account the facilities that are available to them, the number of people accessing them and the activities they are undertaking.

Whilst changing facilities in venues vary greatly, venues are required to have a policy on the use of changing facilities. This document provides a template policy which venues can adopt or use as a starting point alongside the CPSU changing rooms guidance (<https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/>) to develop their own policy

Venues who find it difficult to adhere to some of the procedures in this document and CPSU guidance may decide that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and go home afterwards to change and shower.

It is also recognised that not all venues have their own private facilities and may use those owned by the community/local authority/schools/private business. These facilities may already have their own policy on the use of changing areas to which the venue may have to adhere as part of a facilities usage agreement

## TEMPLATE POLICY ON THE USE OF CHANGING ROOMS

Wellington Health and Fitness strives to ensure that all children are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the Wellington Health and Fitness policy for the acceptable use of our changing rooms.

1. Groups of children will have sole use of changing rooms. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering.
2. If adults and children need to share our changing rooms, they will do so at different times.
3. Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas.
4. Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms.
5. Mixed gender groups of children will have access to separate changing rooms, or use the same changing room but at different times.

6. If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs (*n.b. for more information on this please go to <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-and-sport/>*)
7. Mobile phones and other electronic devices must not be used in changing rooms.
8. For younger groups of children, a DBS checked member of staff or volunteer will wait outside the changing rooms to allow children to call for assistance if required.
9. Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.