



***Henleaze Lawn Tennis Club Ltd***  
**Changing Room Use Policy**

This is a new policy document since Henleaze Lawn Tennis Club became incorporated on 28 October 2020. The Club became known as Henleaze Lawn Tennis Club Ltd and is based at Tennessee Grove, Bristol, BS6 7XH. In this document it is referred to as HLTC Ltd. This Changing Room Use Policy will be reviewed at least once every two years, in line with the Lawn Tennis Association Guidelines, or earlier if legislative changes require it to be. This policy will be made available on the Club Website to all existing and new members and should be read in conjunction with the following policies.

Anti-bullying  
Code of Conduct for Members  
Communication and Social Media  
Complaints  
Diversity and Inclusion  
Photographic and Filming (Recording)  
Safeguarding  
Safeguarding Code of Behaviour

The Directors of HLTC are responsible for ensuring that this policy is kept up to date. The Management Committee are responsible for ensuring that it is followed by all those attending the club. Details of the Club Welfare Officer are given below. Welfare Officer: Sue Yates – tel no 07704860195.

**Changing Room Policy**

**1. Policy statement**

HLTC Ltd strives to ensure that all children and vulnerable adults are safeguarded from abuse and have an enjoyable tennis experience. This document sets out the HLTC Ltd policy for the acceptable use of our Club changing rooms.

**2. Scope**

The Directors of HLTC Ltd have responsibility for developing and maintaining the Changing Room Policy. This includes communicating this policy to all members. This policy will be made available to all members on joining and the “Use of Facilities Section” will be exhibited inside the doors of the Changing Rooms. This document was approved by the Directors and the Management Committee in March 2021 in full consultation with the Welfare Officer.

### 3. Responsibility for Implementation

All members of the club including staff, coaches, volunteers and visitors are responsible for reading and adhering to this policy. Where the Head Coach brings in other coaches to help run sessions it is his responsibility to draw attention to this Policy. Where visitors to the Club are invited by members it is members' responsibility to ensure that their visitors are aware of the policy and adhere to it. Parents are responsible for making sure that they and their children are aware of expectations, when using the changing rooms and that they follow the policy.

### 4. Use of Facilities

- 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.
- If adults and children need to share our changing rooms/toilets, they will do so at different times.
- Under no circumstances will adult coaches or volunteers change, shower or use the toilet at the same time as children using the changing rooms.
- Mixed gender groups of children will have access to separate changing rooms or use the same changing room but at different times.
- 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.
- Mobile phones and other electronic devices must not be used in changing rooms.
- For younger groups of children (under 8), a DBS checked Coach or volunteer will wait outside the changing rooms to allow children to call for assistance if required when parents are not present to supervise.
- Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game/activity and advised to make alternative arrangements and to take appropriate additional clothing e. g. tracksuits etc.

## Breach of Policy

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible exclusion from the club, dismissal and legal action
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

### What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*