



Changing Room Policy

Heathfield Swim School / Swim Stars South East

Policy Written: 11th March 2026

Policy Review: 11th March 2027

1. Purpose of the Policy

This policy is designed to safeguard children, young people, and adults while using the changing facilities at any swimming pool operated by Heathfield Swim School / Swim Stars South East. The policy ensures the safety and privacy of participants, as well as compliance with UK law, Swim England's Wavepower Document, Child Safeguarding Policy and Procedures, and Swim England guidelines.

2. Key Definitions

- **Children:** Any person under the age of 18.
- **Duty of Care:** The swim school and its staff have a legal and moral obligation to ensure the safety and well-being of participants, especially children and vulnerable individuals.

3. Child Protection in Changing Rooms

- **Signs of Abuse:** While children are changing, staff and volunteers should be alert to signs of abuse, such as unusual bruising or sudden changes in behaviour.
- **Reporting:** Any concerns should be reported immediately to the Safeguarding Lead: Elliott Stevens at heathfieldswimschool@gmail.com or hss.swimstars@gmail.com.
- Safeguarding concerns will be handled in accordance with Swim England's Wavepower policies.
- **Peer-on-Peer Abuse:** Changing rooms are unsupervised by staff; however, any misconduct (e.g., bullying or inappropriate behaviour) should be reported and logged.

4. Changing Room Arrangements

- **Separate Changing Rooms:** The swim school will use designated male and female changing rooms. Mixed gender changing rooms are generally avoided for older children.
- **Alternative Arrangements:** Individuals who require additional support (including those with disabilities, transgender, non-binary, or questioning their gender identity, or those from different religious or cultural backgrounds) will be accommodated with separate or private facilities as required.
- **Adults and Children:** Adults must change privately, separate from children, to maintain appropriate safeguarding.

Adult Supervision: Children should use the changing room that aligns with the gender of the parent or guardian accompanying them to the swimming lesson. This approach ensures the child feels safe and supported while changing. Parents are encouraged to remain in the same gender-appropriate changing facility with their child, providing assistance if necessary. If the child requires help, parents must ensure this is done with respect to the child's privacy and in accordance with safeguarding guidelines. Heathfield Swim School / Swim Stars South East also offers alternative arrangements for children who may feel uncomfortable or have special needs, ensuring a safe and inclusive environment for all.

5. Transgender and Non-Binary Children:

The swim school recognises the potential stress transgender, and non-binary children may experience when using gendered facilities. Efforts will be made on a case-by-case basis to meet the individual needs of these children in a respectful and inclusive manner.

6. Toilets

Single-Use Toilets: The facilities used by the swim school will offer access to individual toilets, which can be locked from the inside. Gender-specific sanitary facilities will also be provided.

7. Mobile Phones and Devices

Prohibited Use: The use of mobile phones and electronic devices in changing rooms is strictly prohibited. Any observed mobile phone usage should be reported immediately to the safeguarding lead.

8. Staff Supervision

- **Proximity Supervision:** While swim school staff will not be stationed inside the changing rooms, they will remain nearby and within earshot. If a disturbance occurs, staff will

intervene appropriately.

- **Entering Changing Rooms:** If staff need to enter the changing room (e.g., due to an emergency or report of misconduct), they will:
 - 1 - Announce their presence and provide children the opportunity to cover up.
 - 2 - Ensure that another staff member is present for transparency.
 - 3 - Be of the same gender as the children where possible.

9. Code of Conduct

- **Behaviour Expectations:** Clear behaviour expectations will be communicated to children and young people about proper conduct while in the changing rooms.
- **Escalation of Concerns:** Children should know who to approach if they are uncomfortable with another person's behaviour, whether that be a peer or an adult. Reports of concerns will be taken seriously and escalated to the safeguarding lead.

10. Supervision Criteria for Changing Facilities

Supervision in changing rooms may be required in the following situations:

- **Mixed Use of Facilities:** If adults and children are required to use the same facilities, at least two staff members of the same gender as the children should supervise.
- **Younger or Disabled Children:** Children who are too young or who have additional needs may require direct supervision or assistance in the changing area. This should be prearranged with parents or professional carers, and staff involved should have enhanced DBS checks.
- **Risk of Injury or Misconduct:** If there are concerns about bullying, potential injury, or other risks, staff may supervise or monitor the facility more closely.

11. Parental Responsibilities

- **Parents as Supervisors:** If parents are supervising their own children, this is considered a private arrangement. However, if parents are supervising other children under the request of the swim school, they must undergo the same safeguarding checks as staff, including an enhanced DBS check.

- **Leaving Children Unattended:** Parents are responsible for determining whether their child is mature enough to use the changing facilities unsupervised, based on the child's developmental readiness and understanding of potential risks.

12. Additional Support for Vulnerable Children

- **Individual Care Plans:** For children who require assistance with changing, the swim school will develop a care plan in consultation with the child, parents, and carers. Staff will be briefed on any intimate care needs, ensuring they respect the child's dignity while providing assistance in open view of others.

Changing Room Risk Assessment:

Risk	Low	Medium	High	Control Measure
Children under 8		X		Should be supervised by staff or parent helpers.
Children over 8	X			N/A
Unsupervised Changing Rooms	X			Behaviour expectations agreed. Code of conducts explained.
Changing with other parents		X		Parents should not be in changing rooms on own. Parents can be in changing facilities assisting their child only or as per policy above. If assisting other children DBS required.
Swimming lessons (staffed by school)	X			All staff DBS checked. Care policies for vulnerable children Safeguarding policies
Attending a school club or after school session	X			All teachers DBS checked
Unaccompanied children		X		Behaviour management and expectations, code of conduct, clear lines of communication.

Contact Information:

- Designated Safeguarding Lead: Elliott Stevens
- Email: heathfieldswimschool@gmail.com / hss.swimstars@gmail.com