



Swimming Pool Changing Room POLICY (POLICY NO. COCSC/009/V1)

	NAME	ROLE	DATE
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This document supersedes any previous **Changing Room Policy** documents. It is always available electronically via the swim school website, Swim Club Manager (SCM) or on Teams. Any other electronic or paper versions of this document sourced from any other network drive, email or other sources should be checked against the current SCM/Teams version prior to use.

EXPECTED USERS	All employee types, volunteers, parents, swimmers and members of the Swim School.
DESCRIPTION	This policy is to ensure the best practices for changing rooms and their usage are adhered in line with the most recent legislation and guidance from Swim England and Wavepower.
ACTION REQUIRED	This Policy will be stored on Teams and shared with all concerned. It will be available on Swim Club Manager and Coventry Swim School Website for all to see and action to agree to abide by the policy. It will also be supplied to new starters beginning employment as part of their contract agreement.



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1. Purpose

The purpose of this policy is to ensure Coventry Swim School provides a **safe, respectful, and inclusive environment** within its changing facilities. It outlines age-appropriate guidelines to help protect the welfare of all swimmers, especially children and vulnerable individuals, in accordance with Swim England's safeguarding policy, *Wavepower*.

2. Responsibility

This policy applies to:

- All Coventry Swim School swimmers
- Parents, carers, and guardians
- Teachers, Coaches, instructors, and assistants
- Volunteers and staff

3. Age-Appropriate Changing Room Use

Children Under the Age of 8

- May use either male or female changing rooms under the supervision of a parent or guardian, regardless of gender.
- If using the opposite-sex changing room, the parent must ensure the child is not left unsupervised.
- For privacy, family or individual cubicles should be used where possible.

Children Aged 8 and Over

- Must use the changing facility appropriate to their gender identity.
- Parents/guardians of the opposite sex must not enter changing rooms once the child reaches age 8. If assistance is needed, contact a staff member to arrange support.
- Private or gender-neutral cubicles may be requested in cases where a swimmer or family has specific needs (e.g., disability, cultural sensitivity, or gender identity concerns).

Teenagers Aged 13+

- Should be treated as young people, not children, and given privacy and independence in the changing room unless safeguarding concerns require supervision.

Staff and volunteers should never change or shower in front of swimmers.



4. Supervision and Safeguarding

- Swim School staff do not enter changing rooms unless absolutely necessary for safeguarding reasons (e.g. a medical emergency, missing child, etc.).
- If staff do need to enter a changing room, they must do so in pairs and with the knowledge of the designated lead or duty manager.
- Where possible, open-door supervision or checks are to be done from outside the changing area to preserve privacy while ensuring safety.

5. Photography and Mobile Devices

- Photography or video recording is strictly prohibited in or around changing rooms. This also applies to poolside and areas of the pool.
- Mobile phones must not be used within changing facilities under any circumstance. This also applies to poolside and areas of the pool.
- This policy is clearly displayed in signage around the changing room areas.

6. Adult and Child Use During Swim School Sessions

- Coventry Swim School operates **exclusive swim sessions**; however, where changing rooms are shared with the general public, we strongly encourage:
 - Quick changes to minimise time spent in communal areas
 - Use of individual cubicles where available
 - Parents to report any inappropriate behaviour immediately to staff
- Children are never to be left unsupervised by parents or carers if under 8 years old.

7. Transgender, Non-Binary, and Inclusion Statement

- Coventry Swim School supports the rights of all swimmers to change in an environment consistent with their gender identity.
- Upon request, private or individual changing cubicles can be made available to ensure privacy and dignity for all participants.
- Any form of discrimination, bullying, or harassment will not be tolerated and will be managed under our safeguarding and disciplinary procedures.

8. Cleanliness and Maintenance

- Changing rooms are checked and cleaned regularly to ensure they meet hygiene and safety standards.





- Parents and swimmers are encouraged to report any concerns, damages, or cleanliness **issues** to a member of staff immediately.

9. Breaches of Policy

Any breach of this policy will be taken seriously and could lead to:

- A formal warning
- Temporary or permanent suspension from Coventry Swim School
- Referral to statutory authorities if a safeguarding concern is identified

10. Review

This policy is reviewed annually, or earlier if there are changes in Swim England guidance, legislation, or following a safeguarding incident.

Policy Last Reviewed: 19.05.2025

Next Review Due: 20.05.2025

11. Contact Information

- **Coventry Swim School Manager:** Kyle Offer, kyle.offer@coventryswimschool.co.uk
- **Swim England Safeguarding:** <https://www.swimming.org/swimengland/wavepower-child-safeguarding-policy/>

