



Hemel Hempstead Swimming Club | www.hhsc.org.uk | e-mail: admin@hhsc.org.uk

HHSC Changing Room Policy

Under the duty of care to safeguard children, Hemel Hempstead Swimming Club has a responsibility for the wellbeing of children in the changing rooms.

To this end, this policy has been drawn up taking into account advice from the ASA regarding changing rooms.

Information for parents regarding changing facilities at HHSC venues

- Changing facilities at all venues may be shared by both club members and members of the general public.
- The changing room at Hemel Hempstead Sportspace and Luton: Inspire are mixed changing villages. The changing rooms at Berkhamsted Sportspace are separate for male and female.
- Masters (adult) members will be encouraged to use their own area wherever possible, when changing at the same time as children. Where this is not possible adults are reminded to change in an appropriate fashion, and to be mindful that they are changing with children.
- At Berkhamsted Sportspace and any other venues with separate male and female changing room, parents should not be in the changing room whilst the children are changing, unless their child is of an age where help is required from parents or if the child requires additional specific assistance. This is generally at an age that is stipulated by the pool hirer, usually seven or eight years of age. In such circumstances, the parent must be the same gender as the child, unless the facility has family changing facilities or is a mixed changing village.

Training Sessions

Parents, ultimately, have responsibility for their children and are advised upon joining that they should remain at the pool complex at all times when their children are swimming and training to exercise their duty of care. Changing rooms will not be supervised by HHSC at the start and finish of the training sessions. Behaviour of members in changing rooms is subject to the Club's Codes of Conduct and any behaviour contracts, where appropriate.

Coaches also have a duty of care toward children the same as any reasonable parent. This duty of care extends from the time of arrival at the poolside or training area until the coach has concluded the session.

It is not acceptable to leave the pool or gym without explicit permission. If a child goes out of the pool area, the coach or teacher should be made aware of this, and if the child fails to return within a reasonable time, or appears to be upset upon leaving the poolside, the coach will request a suitable official to check on them. It is best practice for two persons to look for the member (the second person could be a senior member or a parent).

If a complaint is received about an incident that has occurred in the changing room between a member of the club and any other person, HHSC has a duty to act upon that concern as appropriate. If the incident involves a person not associated with the club, the Pool Manager will be made aware and consideration given as to whether the statutory agencies need informing.

Open Events and Team Galas

At these events, parents will be expected to leave their children at the entrance to the changing rooms.

When organising an event where other clubs or schools are involved, the host club should advise (via the event information) whether or not the facilities are likely to be open to the general public at any time during the event.

The host club may place an officer or appointed poolside helper on the outside of the doors in and out of the changing rooms to allow children to call for assistance if required. This approach may be helpful when children have reported incidents of bullying or general behaviour issues between members in the changing rooms.

Responsibility after a session or gala is completed

As all the venues that HHSC train at are also at times accessible to non-club members for public swimming we request that if a child is not collected by a parent, then they make it known to the welfare officer, coach or any officer of the Club, and a nominated individual will ensure that the child is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

At galas at a non-HHSC venue, parents are required to meet their child at the entrance to the changing rooms.

If a parent fails to collect a child, the Club will follow the procedure outlined in the HHSC Late Collection of Children Policy.

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