



Harpenden Swimming Club Changing Room Policy

Behaviour standards in the changing rooms are within the HSC Swimmers Code of Conduct - every swimmer has agreed to comply with this. **In particular, we have a zero tolerance policy to the use of mobile phones and photographic devices – these devices must never be used in the changing cubicles, toilets, showers or changing village.** Due to the serious nature of welfare and safeguarding, there would be consequences and potential dismissal from the swimming club if this policy is breached.

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms. This does not mean that parents/guardians have no responsibility, but parents/guardians are often not in the pool complex at the time when children are swimming and training to exercise their duty of care.

However, Swim England does not advise that adults supervise changing facilities, as that places them and the children at risk of harm and allegation.

Harpenden Swimming Club follows the guidance provided by Swim England ([Wavepower 2020-2023](#)).

Parent/ guardian responsibilities

Parents should not be in the changing rooms whilst the children are changing, unless they have young children who require assistance with changing - usually under the age of 8 - or a child with a disability who may require additional help that the club is unable to provide. In such circumstances, the Welfare Officer should be informed. In such circumstances, adults should use the most appropriate facility / family changing facilities/ mixed changing village.

Responsibility during a club session

While a child is training, they remain under the responsibility and duty of care of the person who is coaching them at that time. If a swimmer goes out of the pool area, the coach should be made aware of this by the swimmer.

If the child fails to return within a reasonable time, or appears to be upset upon leaving the poolside, the coach will request that two persons leave poolside to search for the swimmer. These two persons could be another coach, committee member, parent or an older swimmer. If this cannot happen, relevant employees of the facility or venue should be called upon to assist with the search.

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, the club has a duty to act upon that concern as appropriate, following the guidance from Swim England (Wavepower).



If the incident involved possible risk to children, the club will take necessary action, including making the pool management aware. If the incident involves a person not associated with the club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing.

Responsibility after a session is completed

Harpenden Swimming Club has a reasonable duty of care to their members, which extends to an awareness on the part of the club that their junior members have been collected, in so far as is possible, at the conclusion of a session, i.e. that a member is not left unsupervised if a parent/guardian is late. This has to be age appropriate, i.e. a 17-year-old is capable of getting themselves home, but a younger swimmer may not be.

However, as the club uses changing rooms that are also accessible to non-club members for public swimming / leisure activities, it is not appropriate to expect the club to search the changing areas in case a junior club member was there. In addition, parents need to be mindful that at the end of many sessions the coaches will usually be supervising the next group of swimmers and it is not appropriate for them to be supervising the changing village area. Instead we advise all junior members and their parents/guardians to be aware that if children are not collected by a parent/guardian, then they should make that known to the poolside coaches available.

If a parent/guardian fails to collect a child, the club will follow the procedure outlined in the Swim England Late Collection of Children Policy.

If a child's whereabouts cannot be accounted for, while under a club activity, then Harpenden Swimming Club is advised to invoke the Swim England Missing Child Policy.

Additional information for parents/guardians regarding changing facilities

- The club uses different pools and each have mixed changing villages. Please be aware that the changing facilities may be shared by both club members and members of the general public. As a result, the club recommends that swimmers use individual changing cubicles where available.
- The club also encourages children of different sexes to change in separate areas of the changing village.
- At events outside of the normal training venues parents should be aware (via the event information) whether or not the facilities are likely to be open to the general public at any time during the event.

(Last updated December 2022)