



HSC - 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.

There are a few key points we would like all swimmers and guardians to be aware of:

- We have a zero-tolerance policy on the use of mobile phones and photographic devices. These devices must never be used in changing cubicles, toilets, showers, or changing villages. Swim England advises that mobile phones should be locked in a locker during swim training whenever possible.
 - Any swimmer found using a mobile phone in restricted areas will be required to leave the training session or gala.
 - The club will apply the following disciplinary process for breaches involving mobile phones in changing areas:
Active use of a mobile phone (including texting, calls, social media use, photography, video recording, or internet browsing)
 -  First offence: written warning
 -  Second offence: two-week suspension
 -  Third offence: one-month suspension
 -  Fourth offence: expulsion from the club
 - This distinction reflects the increased safeguarding risk associated with actively using a mobile phone within changing areas.
 - If a swimmer is going to the changing rooms or toilets during training sessions or at galas, they must leave their phone securely in their bag before entering these areas.
 - Mobile phones may only be taken onto poolside at galas if this has been agreed by the coaches and hosts. However, HSC discourages mobile phone use during the competition. Swimmers are encouraged to stay focused on the event and support their teammates throughout the gala.
- Swimmers must use cubicles as single occupancy only (one swimmer per cubicle). Where reasonably possible, swimmers should avoid using cubicles and arrive/leave 'swim ready'.
- Adults are not permitted into changing areas during club sessions. This includes both trials and training sessions.
 - Children under the age of 8 may have an adult accompany them into the changing rooms, but only if necessary for assistance. For children aged 8 and above, adults must wait in the lobby area of the pool.
 - Swim England advises against adults supervising children in changing facilities, as this could place both the adult and the child at risk of harm or allegations.
 - If a child over the age of 8 requires assistance in the changing rooms,



please speak to the Welfare Officer or the Head Coach in advance so that reasonable adjustments can be made.

- Parents are not permitted in changing rooms during galas, whether internal or external.

Reporting a Concern: How and When

If anything happens in the changing rooms that makes a swimmer feel uncomfortable, unsafe, or unsure – whether it involves another swimmer, an adult, or a breach of this policy – it should be reported to a trusted adult at the club as soon as possible.

- **When to report:** Straight away, ideally on the same day. Swimmers should never feel they need to wait, decide for themselves whether something is “serious enough” to mention, or deal with it alone.
- **Who to tell:** Any trusted adult at the club – swimmers do not need to know exactly who is “the right person”. Whoever they tell will make sure it reaches the Welfare Officer.
 - Welfare Officer: Mena Reddington welfare@harpendensc.org.uk
 - Head Coach or any coach on poolside: Rachel Anderson headcoach@harpendensc.org.uk
 - Any member of club or venue staff present at the time
- **Telling a friend is not the same as reporting it:** It's natural for a swimmer to tell a friend first, and friends should never be blamed for trying to be supportive. However, a friend cannot make sure the club knows or that proper support is put in place. Swimmers – and their friends – should know that reassurance from a friend is never a substitute for telling a trusted adult, and that any concern shared between friends should still be passed on.
- **What happens next:** Every report will be listened to, taken seriously, and handled sensitively and confidentially wherever possible. No swimmer or parent/guardian will be in trouble for raising a concern in good faith, even if it turns out to be a misunderstanding.

Due to the serious nature of welfare and safeguarding, there may be consequences and potential dismissal from the swimming club if any part of 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 children are swimming or training.

Written by Harpenden Swimming Club Welfare Officer in accordance with Swim England. (Last updated September 2026)