



February 2016 – Updated 2022

*For the attention of ALL Otters Swimming Club Members and Parents/Carers*

### **HORNCASTLE OTTERS SWIMMING CLUB – CHANGING ROOM POLICY**

This policy has been produced in the interests of the children and most importantly we want the children to have a fun time in a safe environment. Horncastle Otters Swimming Club implements the following policy in order to ensure efficient and safe changing for all of our swimmers as well as to ensure that other users of the pools facilities are not unnecessarily inconvenienced by club members. We would appreciate your support in making this policy work. Of course we understand that there may be specific circumstances requiring further consideration, so if you do have any concerns or issues with this please do contact me or any of the Otters teaching staff and we will endeavour to accommodate your requirements.

#### **Changing Policy:**

1. **Changing rooms are mixed sexes, please ensure your children are dressed appropriately when moving between cubicles and pool or toilets.**
2. Wherever possible, Changing areas will be supervised by two Otters or Pool staff, with at least ONE teacher or lifeguard in either side plus a volunteer. (All Otters and Pool staff are DBS checked and have completed a Safeguarding Children course). **Wherever possible, Changing areas will be supervised by an Otters Teacher or Volunteer. (All Otters staff are DBS checked and have completed safeguarding training).**
3. No parents are permitted into the changing area unless their child is under **11** years old, or their swimmer has a temporary or permanent physical or other condition requiring assistance from a parent or carer.
4. Parents/carers of children under **11** years old are required to be on site (at the pool) during their child's swimming lessons in case of an emergency.
5. Parents/carers will **not** be allowed to reserve a cubicle whilst waiting for their swimmer to come from the shower/ pool area.
6. It is the **responsibility of those parents who are not permitted in the changing rooms** to ensure that their child/children know where to meet them immediately on leaving the changing rooms.
7. Swimmers **MUST** lock all personal possessions in the lockers provided, and no clothes or other items should be left in the cubicles under any circumstances.
8. All swimmers attending the second sessions are required to be changed and on poolside **10** minutes before their lesson is due to start in order that the changing rooms are vacant for the first session swimmers to change.
9. At the end of the Otters sessions the pool is usually open to the public and therefore members of the public will be using the changing rooms at the same time. Clearly these are family changing areas and swimmers should note they are only single sex for the purpose of organising changing during Otters sessions. Swimmers should always be polite and courteous to others using the changing rooms.
10. In the interests of safety, Swimmers and Parents/Adults **must not use** mobile phones or other electrical items in the changing areas.
11. Anyone not complying with these procedures will be given **ONE** warning only, and a repeated digression will lead to exclusion from the swimming club.

Kind Regards,

*Horncastle Otters Committee.*