



## OXFORD AND WITNEY ARTISTIC SWIMMING CLUB

### CHANGING ROOM POLICY

This policy is based on the Swim England Changing Room Policy guidelines detailed in Wavepower.

#### 1. Purpose

1.1 To clarify how parents / carers and OWASC members are to exercise their duty of care to safeguard children and young people in swimming pool changing rooms.

#### 2. Duty of Care to Swimmers in Changing Facilities

2.1 Parents/carers are responsible for their children in the Changing Rooms prior to the Club training session/event taking place.

2.2 Under the Duty of Care to Safeguard Children, Oxford and Witney Artistic Swimming Club (OWASC) has a responsibility for the well-being of children in the changing rooms of swimming facilities.

2.3 This responsibility is shared with the parents / carers of the club's swimmers.

2.4 In order to exercise this duty of care, parents / carers of children attending teaching/trial sessions must remain within the pool complex for the duration of the swimming lesson.

2.5 Parents / carers of children and young people swimming in the club's squads may leave the complex as, whilst training, the child / young person is under the responsibility and duty of care of the coach. However, parents / carers must ensure that a designated adult returns to the pool complex promptly at the session finishing time to assume responsibility for the nominated child(ren) or young person(s) whilst changing.

#### 3. Responsibility during a Club Session

3.1 Whilst a young person is training, s/he remains under the supervision and duty of care of the swimming coach or teacher.

3.2 If a swimmer goes out of the pool area, the coach or teacher must be made aware of this.

3.3 If a swimmer fails to return in reasonable time or appears upset upon leaving poolside the coach /teacher / team manager should request a suitable club official to check on them. It is best practice for two people to look for the swimmer (the second swimmer could be a senior swimmer or another parent).

3.4 If the club receives a complaint about any incident that has occurred between a swimmer and any other person, the club will: -

- Investigate the matter if the other person is a club member.
- Inform the pool manager should the incident involve a member of the public.



3.5 If swimmers notice any unusual behaviour by members of the public, they are requested to make the coaches aware of this immediately. The coaches will notify the centre staff and the police /appropriate agencies will be called immediately.

3.6 Where possible, swimmers will be asked to notify the coach of the cubicle number or position within the changing village.

3.7. Any incidents should be reported to the Club Welfare Officer via Heja or by email to [welfare@witneysynchro.co.uk](mailto:welfare@witneysynchro.co.uk)

#### **4. Changing Facilities used by Oxford & Witney Artistic Swimming Club**

4.1 OWASC sessions are run within a leisure centre that has public swimming. The club hires the pool and not the whole facility, therefore as with all public swimming sessions; members of the public may be present.

4.2 Changing facilities at Witney Leisure Centre contain both changing villages and gender designated areas – these areas are shared with members of the public using the Centre.

4.3 Changing facilities at Ferry Leisure Pool are a wet side changing village with separate cubicles of different sizes. There is a changing facility for anyone requesting segregated changing areas.

4.4 On occasions when OWASC attend events involving other clubs, it will ensure that the meet information advises parents that the changing facilities used are likely to be open to members of the public at any time during the meet.

4.5 Parents are asked not to visit their swimmers in the changing facilities during competitions/events as this action places all swimmers at risk of harm; your behaviour may lead to misinterpretation or allegation.

4.6 Swimmers should either place belongings in a locker or take bags close to poolside so they can be observed by those on poolside; the Club is not responsible whatsoever for belongings left in changing room.

#### **5. Conduct of Swimmers Using Changing Facilities.**

5.1 Oxford & Witney Artistic Swimming Club has high expectations of its swimmers and requires them to abide by the code of conduct agreed by the Committee and published on the OWASC website.

#### **5.2 The use of any photography equipment/mobile phones in changing areas is not permitted under any circumstances.**

5.3 Parent/carers or swimmers should address any concerns in changing room behaviour to the relevant coach or the Club Child Welfare Office (see contacts on website).



## **6. Conduct of Parents and Carers whilst Swimmers are using Changing Facilities**

6.1 It is not the policy of OWASC to encourage adults to supervise swimmers using changing facilities or to make such arrangement on behalf of the club. This is because such supervision could place them and / or the swimmers at risk of harm or allegation.

6.2 Parents/carers should abide by the Leisure Centre Policy on parents in changing areas and should not enter the single-sex communal changing areas unless their swimmer is very young and requires help to change or requires special assistance with changing.

6.3 Parents, therefore, should not be in the changing rooms whilst swimmers are changing unless the swimmer is younger than 8 years of age or requires specific additional help to change. Please note arrangements for a single use facility may be available on discussion with member of Committee or Coach in charge of session.

**6.4 During a Swim England /OWASC regulated activity the use of mobile phones /devices is prohibited within any changing facilities – this includes taking photos/videos, texting, browsing the internet or for making phone calls.**

## **7. Responsibility after a session is completed**

1. The view of Swim England is that each affiliated 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 is late. This must be age appropriate, i.e. a 17-year-old can get themselves home, but a 12-year-old is not.

2. However, if a club uses changing rooms that are also accessible to non-club members for public swimming lanes, it would be extreme to expect a club to search the changing areas in case a junior club member was there. OWASC asks that all junior members and their parents are aware, that if children are not collected by a parent, then they should make that known to the welfare officer, coach or whoever the club deems to be appropriate, and for the nominated individual to ensure that the member is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

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

