

GUIDANCE ON CHANGING ROOM MANGEMENT / CHAPERONING

An area where children are most vulnerable can be a shared locker/changing/shower room. There can be a number of challenges in this area from limited changing facilities, single room changing/no privacy cubicles, mixed changing, changing used by club and non-club members.

Private facilities where adults and children have to use the same changing area

- Wherever possible, adults should avoid changing or showering at the same time as children – where there are no privacy cubicles and the facilities are communal
- Identify a specific junior shower cubicle or changing area if possible
- If space is limited identify periods of time (normally 20 – 30 min sections) which is solely for junior member or adult member use of the changing/shower facilities
- Place a sign on the door / volunteer outside the door to make people aware of the restricted use and time frame
- Notify parents as part of the club information process that adults and children may need to share a changing facility and what process the club uses to manage/monitor the facilities
- Children who are under 8 should be supervised/monitored in changing rooms.
- Adults should always work in pairs and not to be alone in these circumstances

Public facilities where adults and children have to use the same changing area

- Any specific changing area concerns should be discussed with the centre management
- Depending on a facilities set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between the club and venue or may if the club is the sole user group at that time deem the responsibility to lay with the club. It is important to establish what set up, expectations and protocols are in place with the venue your clubs uses

Chaperoning/Supervising changing rooms

- Any adult who has a role requiring them to enter the changing area should have a satisfactory PVG
- Adults should always work in pairs and not to be alone in these circumstances
- Supervision/monitoring of the changing rooms can be done from outside the door with a call in
- A pair of chaperones may entering briefly, walk through
- In rare circumstances, depending on the needs of the group the pair of adult supervisors may need to be in the room
- If children are uncomfortable changing or showering in public, they should not be pressured to do so, discuss the situation with their parents and consider if alternative provision can be made if appropriate

In an emergency if, an adult is required to enter the changing area they should be accompanied by another adult, if they have to go into a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany them.