



The Telford Park School
Ensuring Excellence

Changing Room Policy

Approved: Autumn 2023

Date for review: Autumn 2024

Changing Room Policy

Policy Name: Changing Room Policy

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Contents

1. Principles	3
2. Staff Supervision	3
3. Pupils who need assistance with getting changed.....	4
4. Using off-site changing rooms –Tours and away fixtures	4
5. Changing room rules.....	4
6. Additional Reading	4

Changing Room Policy

This policy should be read in conjunction with the schools safeguarding policy and staff code of conduct. This is not intended to be comprehensive guidelines about safer practice in PE and Sport.

- Getting changed can make some pupils feel vulnerable, particularly those who have experienced abuse, and cause them to misunderstand or misinterpret the actions of an adult.
- Getting changed can cause anxiety for some pupils and can influence their perception of the subject and determine whether it is a positive and enjoyable experience. The concern caused by changing can influence a pupil's participation and lead to a variety of avoidance strategies.
- Staff can feel unsure about PE changing supervision and how to ensure that both pupils and adults are safe. There can be tension between the need to ensure that bullying or teasing does not occur and the risk of being accused of acting inappropriately or even being perceived as someone who may pose a sexual risk to pupils.

These guidelines apply to the arrangements to be made for adults, and children, using changing facilities. Telford Park will make arrangements so that children and adults do not use the same changing facilities at the same time.

1. Principles

1. It is recommended practice that pupils should change for PE, particularly when the exertion rate will necessitate a change of clothing for reasons of hygiene.
2. Our school will make adequate and sensitive arrangements for changing which take into account the needs of pupils with disabilities and from different religions, beliefs and cultural backgrounds.
3. Particular consideration will be given to, and alternative arrangements made (where possible) for, the requirements of individual pupils with need relating to sexuality or sexual orientation.
4. All pupils will be treated fairly and with respect for their privacy and dignity.
5. Designated single sex changing rooms should be used.
6. Adults must not change, or shower, at the same time using the same facility as children – if the same changing room is used then they must have different times.
7. Mixed gender teams must have access to separate male and female changing rooms
8. Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms.
9. If children are uncomfortable changing or showering at school, no pressure should be placed on them to do so. Suggest instead that they may change and shower at home.

2. Staff Supervision

- A member of staff must be present in the changing rooms at all times.
- Where possible, female staff should supervise girls and male staff should supervise boys.
- Staff will establish a code of behaviour with pupils, so they are clear about expectations about their conduct whilst they are supervised.
- Pupils who express concern about the behaviour of a member of staff or other pupils should be listened to, and appropriate enquiries should be conducted by the Headteacher or Designated Safeguarding Lead.
- All staff are appropriately trained in safeguarding procedures and are enhanced DBS checked.

Bullying can seriously damage a person's confidence and sense of self-worth, and they will often feel that they are at fault in some way. Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous,

3. Pupils who need assistance with getting changed

When organising changing areas for children with additional needs, schools should:

- Ensure all staff are aware of any intimate care issues for individual pupils. It is best practice to involve pupils and parents in making decisions which involve intimate care.
- Encourage pupils of all ages to be as independent as possible; consider prompting and giving verbal help/encouragement before offering physical assistance.
- Be especially careful when helping children with underclothes and tights due to the proximity of intimate areas.
- If necessary, help openly and not out of sight of others.
- Assistance should be undertaken to meet the pupil's needs, not the adults.

4. Using off-site changing rooms –Tours and away fixtures

- The principles laid out in this policy still apply.
- It is not appropriate for school swimmers (for example) to share changing facilities with members of the public (unless this has been risk assessed). If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to get showered and changed before the public are allowed in.
- As far as possible, members of staff should only supervise or assist pupils of the same gender.
- If changing areas are shared with pupils from another school, particularly those who are older/younger, adults from both/all schools should take this into consideration and properly risk assess together.

5. Changing room rules

1. Mobile phones NOT to be used in changing room by pupils.
2. NO device that is able to record or photograph should be used in the changing rooms.
3. Mobile phones to be used by staff to take registers only.
4. It is optional for mobile phones and valuables to be handed into your P.E. teacher where they will be locked away.
5. Understand and be considerate of all pupil's privacy and space within the changing room.
6. Do not touch anyone else's belongings.

Any issues must be reported to a member of the PE Department

6. Additional Reading

[Child Protection and Safeguarding Policy](#)

[Behaviour Policy](#)

[Child on Child Abuse Policy](#)

[Safeguarding Booklet](#)