



## Policy and Guidelines for Sharing Changing Facilities

### Introduction

Safeguarding is paramount to the safe delivery of Kingston Kayak Club (KKC) activities. KKC has a duty of care towards children and young people participating in our programs. While there are no specific legal requirements regarding the use of changing facilities by different age groups, this policy is based on guidance from organisations such as Paddle UK (British Canoeing) and the Chartered Institute for the Management of Sport and Physical Activity (CIMPSA). This policy supports other KKC codes of conduct.

It is crucial that this policy is clearly communicated and that all guidelines are known by everyone using the facility, including newcomers. The policy includes guidelines\* and a reporting process for any concerns that may arise.

### Background

Water sports often involve mixed age groups practicing together, making it challenging to allocate specific time slots for adult and junior use of changing rooms. To mitigate risks and prevent unwanted contact between young people and adults, additional safeguarding measures are necessary.

This policy provides practical guidance to support the club, coaches, volunteers, participants, and parents/carers, reducing the risk of improper behaviour and safeguarding children. Compliance with this policy is essential, and the guidelines\* will be displayed on each changing room door and the disabled toilet.

### Changing Room Guidance\*

Safeguarding is critical to KKC activities. Respectful and appropriate behaviour is required by all KKC users, and failure to uphold these standards may lead to loss of access and termination of membership. All adults and parents/carers of U18s must know and agree to the rules for mixed-age group use of changing rooms upon becoming members and at each renewal.

### Key Points

- Gender-Specific Changing Rooms: The KKC clubhouse has male and female changing rooms on the first floor and a unisex disabled toilet on the ground floor.
- Always be mindful of others by respecting their personal space and privacy.
- Be considerate of other users and limit your time in the changing rooms.
- Safeguard your personal belongings. KKC is not responsible for any lost or stolen items.
- Children will only be supervised by coaches of the same gender while changing.
- The changing facilities are for club members or invited guests only.
- The term 'children' or 'young person' describes anyone under the age of 18.
- Adults and children may feel self-conscious about undressing in front of others and may prefer to change at home.
- Efforts will be made to reduce occasions when sharing facilities is required.

- No adult should be alone in the changing room when U18s are present.
- No U18 should be alone in the changing room when adults are present.
- Coaches should when practical change at a different time from the group they are coaching but may enter if necessary to address issues like bullying or fighting.
- Those uncomfortable with group facilities can use the disabled facilities.
- Mobile phones, cameras, or any other recording devices are prohibited in changing rooms.
- If parents need to assist their U18, they must inform the coach and use the disabled toilet if necessary.

## **Parents/Carers Responsibility**

Under the Duty of Care to Safeguard Children, the club is responsible for children's wellbeing, but parents also have responsibilities. Each child is an individual and KKC will inform parents/carers when their assistance is required. Young children and children with disabilities may need parental assistance in changing, but this should not occur in the changing room of the opposite gender.

## **Transgender and Transitioning Children**

If KKC is aware that a child or adult self-identifies with a gender different from their assigned birth gender, we will work with them and their parents/carers to accommodate their needs. We will respect the child's preferences regarding which changing room to use, considering their privacy and the feelings of others in the changing room. We will be vigilant to prevent bullying or unwanted behaviour.

## **Disabled Access**

Currently, the main changing rooms do not have disabled access due to the clubhouse layout. However, the ground-floor disabled facilities are available for use.

## **Filming and Photography**

Filming, camera equipment, and mobile phones are strictly prohibited in changing rooms and shower areas. Signs indicating this policy are displayed in relevant areas. Anyone observed taking photos or videos in changing areas will be reported to the police immediately.

## **Reporting Concerns**

Changing room guidelines are posted on the door of each changing room. Any concerns must be reported immediately to the designated KKC safeguarding/welfare lead, who will determine the next steps. Those reporting concerns should provide a clear statement of what they have seen, heard, or been told. They must not approach the person being reported but instead inform the designated safeguarding lead.

Thank you for your cooperation and understanding.

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