



Changing Facilities Policy

Approved by: Kingston Kayak Club Committee

Review date: Annually, or sooner if required

Website: www.kkc.org.uk

Welfare contact: welfare@kkc.org.uk

1. Policy Statement

Kingston Kayak Club is committed to providing a safe, respectful and inclusive environment for everyone using its changing, toilet and shower facilities.

Safeguarding is central to the safe delivery of club activity. The Club recognises that paddlesport often involves mixed-age groups taking part in the same sessions, which can make it difficult to allocate completely separate changing times for adults and children.

This policy sets out clear expectations for the safe and appropriate use of changing facilities at Kingston Kayak Club. It supports the Club's wider safeguarding arrangements, Codes of Conduct and disciplinary procedures.

2. Purpose of this Policy

The purpose of this policy is to:

- protect children, young people and adults at risk;
- protect the privacy and dignity of all members and visitors;
- reduce the risk of inappropriate behaviour or misunderstanding;
- provide clear expectations for adults, children, parents, carers, coaches, volunteers and visitors;
- explain how changing facilities should be used safely and respectfully;
- explain how concerns should be reported.

3. Guidance and Good Practice

This policy is informed by safeguarding guidance and good practice from relevant organisations, including Paddle UK and the Chartered Institute for the Management of Sport and Physical Activity — CIMSPA.

While there may not be a single legal rule covering all mixed-age changing situations in sports clubs, Kingston Kayak Club recognises its duty of care and will take reasonable steps to reduce risk, protect privacy and promote safe practice.

4. Scope

This policy applies to:

- all Kingston Kayak Club members;
- children and young people under the age of 18;

- adult members;
- parents and carers;
- coaches, leaders and instructors;
- volunteers and helpers;
- committee members and club officers;
- invited guests and visitors;
- anyone using the Club's changing, toilet or shower facilities.

For the purposes of this policy, "children" and "young people" means anyone under the age of 18.

5. Club Facilities

Kingston Kayak Club currently has:

- male changing facilities on the first floor;
- female changing facilities on the first floor;
- a ground-floor accessible toilet/changing space.

Due to the layout of the clubhouse, the main changing rooms are not currently accessible to all users. The ground-floor accessible facility is available where needed.

6. General Changing Room Rules

Everyone using the changing facilities must:

- respect the privacy and dignity of others;
- be mindful of personal space;
- change as quickly and discreetly as reasonably possible;
- avoid unnecessary time in changing areas;
- use appropriate language and behaviour;
- avoid horseplay, bullying, teasing, intimidation or inappropriate comments;
- look after their own belongings;
- report damaged facilities or unsafe behaviour;
- follow instructions from coaches, volunteers, session leads or club officials;
- report any concerns promptly.

Kingston Kayak Club is not responsible for lost or stolen personal belongings.

Changing facilities are for club members, authorised participants and invited guests only.

7. Adults and Children Sharing Facilities

Kingston Kayak Club will make reasonable efforts to reduce occasions where adults and children need to use changing facilities at the same time.

However, due to the nature of paddlesport and mixed-age club sessions, this may not always be possible.

Where adults and children are using the same changing facility:

- no adult should be alone in a changing room with a child who is not their own child;
- no child should be alone in a changing room with an unrelated adult;
- adults should avoid changing at the same time as children where practical;
- coaches and volunteers should change separately from the group they are coaching where practical;
- all users must respect personal space and privacy;
- behaviour must remain appropriate at all times;
- any concerns must be reported promptly.

Adults should be particularly mindful that children and young people may feel uncomfortable changing near adults.

Children and young people should also be reminded to respect the privacy and dignity of others.

8. Supervision

Coaches, volunteers and club officials are not expected to supervise children while they are changing unless there is a specific safety, welfare or behavioural concern.

Where supervision or intervention is necessary, it should be carried out in a way that protects everyone involved.

Where practical:

- more than one responsible adult should be present;
- adults should avoid being alone with children in changing areas;
- supervision should usually be from outside the changing room unless entry is necessary;
- adults should announce themselves before entering;
- any intervention should be brief, necessary and proportionate;
- a factual record should be made if the concern is significant.

A coach, volunteer or club official may enter a changing room if there is a concern about safety, bullying, fighting, injury, distress, damage to property, inappropriate behaviour or another welfare issue.

9. Parents and Carers

Parents and carers have an important role in helping children use changing facilities safely and appropriately.

Parents and carers should:

- ensure their child understands the changing room rules;
- help younger children or children with additional needs where required;
- encourage children to arrive ready where possible;
- support their child to change at home if this is more comfortable;
- inform a coach, session lead or club official if their child needs assistance;
- raise any concerns promptly.

If a parent or carer needs to assist their child with changing, they should use an appropriate facility. Where available and appropriate, the accessible ground-floor facility may be used.

Parents and carers should not enter a changing room used by children of the opposite sex unless this has been agreed with a coach, session lead, club official or Welfare Officer and is necessary to support their own child.

10. Children with Additional Needs or Disabilities

Some children may need additional support with changing because of age, disability, medical need, anxiety or other individual circumstances.

The Club will work with the child and their parent or carer to agree a practical, respectful and safe arrangement.

This may include:

- arriving changed;
- changing at home after the session;
- using the accessible ground-floor facility;
- parent or carer assistance;
- an individual support arrangement where appropriate.

Any arrangement should protect the privacy, dignity and safety of the child and others using the facilities.

11. Adults Requiring Assistance

Some adult members may need assistance when changing because of disability, injury, medical need or other circumstances.

The Club will seek to support reasonable arrangements while maintaining the privacy, dignity and safety of all users.

Where available and appropriate, the accessible ground-floor facility may be used.

12. Use of Accessible Facility

The ground-floor accessible facility is available for those who need it, including disabled members and others who may require additional privacy, access or support.

Where appropriate and available, it may also be used by:

- younger children needing parent or carer assistance;
- children with additional needs;
- adults requiring assistance;
- members who need additional privacy;
- individuals with agreed changing arrangements.

Use of the accessible facility should be considerate and should not prevent disabled members or others with a clear access need from using it when required.

13. Mobile Phones, Cameras and Recording Devices

Mobile phones, cameras and recording devices must not be used in changing rooms, toilets or shower areas.

This includes:

- taking photographs;
- filming;
- livestreaming;
- video calls;
- using camera-enabled devices in a way that could compromise privacy.

Where possible, phones should remain in bags while in changing areas.

Any deliberate photography or filming in changing rooms, toilets or shower areas will be treated as a serious safeguarding concern and may be referred to the Club Welfare Officers, Paddle UK, statutory agencies or the police.

Accidental or inappropriate use of a phone or device in a changing area will be challenged and may result in further action depending on the circumstances.

14. Transgender, Transitioning and Gender-Questioning Participants

Kingston Kayak Club will respond sensitively and respectfully to any member who is transgender, transitioning or questioning their gender.

The Club will consider individual needs on a case-by-case basis, taking into account:

- safeguarding;
- privacy and dignity;
- the age of the participant;
- the views and needs of the individual;
- the rights, privacy and dignity of others using the facilities;
- legal requirements;
- the practical limitations of the clubhouse layout;
- any relevant Paddle UK guidance or wider safeguarding guidance.

Where appropriate, the Club may agree an individual changing arrangement with the member and, for children, their parent or carer.

No member should be bullied, harassed, humiliated or treated disrespectfully because of gender identity, gender expression or perceived gender identity.

15. Behaviour Standards

The following behaviour is not acceptable in changing rooms, toilets or shower areas:

- bullying, teasing or intimidation;
- sexualised comments or behaviour;
- inappropriate physical contact;
- taking or sharing images;
- using phones or recording devices inappropriately;
- deliberately exposing others;
- entering facilities without proper reason;
- damaging property;
- harassment or discrimination;
- ignoring instructions from coaches, volunteers or club officials;
- behaviour that makes others feel unsafe, embarrassed or uncomfortable.

Breaches may result in removal from the facility, suspension from club activity, disciplinary action, referral to the Club Welfare Officers, referral to Paddle UK, or referral to statutory agencies or the police where appropriate.

16. Reporting Concerns

Any concern about behaviour in changing rooms, toilets or shower areas should be reported as soon as possible.

Concerns can be reported to:

Club Welfare Officers

Email: welfare@kkc.org.uk

Concerns may also be raised with a coach, session lead, committee member or club official, who must pass the concern to the Club Welfare Officers where appropriate.

If someone is at immediate risk of harm, call **999**.

Where appropriate, concerns may be referred to Paddle UK, statutory services or the police.

People reporting concerns should provide a clear factual account of what they saw, heard or were told. They should not confront the person being reported or attempt to investigate the matter themselves.

17. Recording Concerns

Where a concern is raised, the Club should keep a factual record.

This may include:

- the date and time of the concern;
- where it happened;
- who was involved;

- what was seen, heard or reported;
- the exact words used where possible;
- any immediate action taken;
- who the concern was reported to;
- any follow-up action.

Records should be stored securely and shared only with those who need to know.

18. Communication of this Policy

Kingston Kayak Club will make this policy available to members and will communicate changing room expectations clearly.

The Club will:

- make this policy available to members;
- include changing room expectations in membership information where appropriate;
- display clear guidance on changing room doors;
- remind members, parents and carers of the rules where necessary;
- ensure coaches and volunteers understand the policy;
- ensure newcomers and visitors are made aware of the key expectations where appropriate.

19. Door Guidance

A shorter version of the changing room rules may be displayed on each changing room door and near the accessible facility.

The displayed guidance should include:

- respect privacy and personal space;
- change quickly and discreetly;
- adults and U18s should not be alone together in changing rooms;
- adults should avoid changing at the same time as children where practical;
- coaches may enter only where needed for safety or welfare;
- no bullying, teasing, inappropriate comments or horseplay;
- no phones, cameras, filming, video calls or recording devices;
- parents or carers needing to assist a child should speak to a coach or club official;
- report concerns to a coach, club official or Welfare Officer;
- immediate danger: call 999.

20. Related Policies

This policy should be read alongside:

- Kingston Kayak Club Safeguarding Policy;
- Kingston Kayak Club Club Code of Conduct;
- Kingston Kayak Club Adult Code of Conduct;
- Kingston Kayak Club Children and Young People's Code of Conduct;
- Kingston Kayak Club Social Media and Digital Communications Policy;
- Kingston Kayak Club Disciplinary Procedure;

- Kingston Kayak Club Health and Safety Policy;
- Paddle UK safeguarding policies and guidance where applicable.

21. Review

This policy will be reviewed annually by the Kingston Kayak Club Committee, or sooner if required due to changes in guidance, legislation, facilities, club activity or following a significant incident.

22. Agreement

By taking part in Kingston Kayak Club activity or using the Club's changing, toilet or shower facilities, members, parents, carers, volunteers, coaches, officials and visitors are expected to follow this policy and support the Club in maintaining a safe, respectful and inclusive environment.