



Changing Facilities and Toilet Policy: Ruthin & Denbigh Gymnastics Club Ltd – updated 1.5.20

Changing Facilities – British Gymnastics Guidance

All BG clubs must have a policy, or rules, relating to the use of changing facilities. There can be difficulties where the gymnastics activity is provided within a multi-use sports centre and will have to be subject to the availability and access to facilities, whether groups are mixed gender and whether the changing facilities are open for public use.

Although clubs should develop a policy that best meets their specific circumstances, the following underlying principles must be adopted:

- Where a club is fully responsible for changing facilities, adults must not be permitted to get changed in these facilities at the same time as children.
- There must be separate changing facilities, or times, for males and females.
- No one should enter changing rooms whilst these are being used by members of the opposite sex.
- Mobile phones must not be used in changing rooms.
- Club Codes of Conduct should address behaviour while using changing facilities.
- Everyone should be aware that they must report any concerns or incidents without delay.

Parents should only be in the changing room with their children if the age range of the session is for an age group where parental help is generally required. This is normally around 7 or 8 years old or under. Additional arrangements may be required if there are children or young people with disabilities in the group and these should be clearer reflected in club policy.

Clubs which are unable to provide safe changing room facilities are advised to suggest/ensure all members arrive wearing their leotards/shorts under their clothes. **Suitable notices explaining the above conditions of use should also be posted prominently in and around the changing facility.**

Where a club has to use a shared changing facility that is accessible by adults, the club should ensure that the changing policy provides guidance for children and young people on what they should do

Changing Facility Procedure – Clwyd House – updated 1.5.2020

This procedure has been put in place to control the risk of male gymnasts or staff accessing areas of where females are changing in classes that take place straight after school, with gymnasts arriving as a group.

- Girls are to change in the two toilets, not the public communal area
- On a night where over 6 gymnasts are needing to change at the same time, the staff room may be opened under controlled conditions. Gymnasts must stay within the boundaries of the taped area



- Boys may only change in the toilets
- Male staff are to remain in the gym or behind reception under the control of the keyholder

When the staffroom becomes a changing area, the keyholder must remove all staff belongings and personal items then count the gymnasts both in and out of the room with their belongings, instructing them not to return after exiting. Any breach of these controls must be logged in the incident reporting file and reported to the Director following the reporting procedure detailed in the staff handbook for reportable incidents.

Toilet Policy

The Club upholds safeguarding guided by BG in risk assessing the suitable location of any toilets that will be used during training or an event. Toilet areas are used often as a suitable location to change into their gymnastic kit should a child come directly maybe from school or in the instance of a performance may have to make a change of performance clothes.

Each venue has a controlled risk assessment for visiting the toilet during training and follows the guidance as indicated below:

Toilets for the gymnasts to visit safely should be appropriately positioned so that they are confined within the safe training area of the hall that is controlled by exits and entrants limited to gymnasts and staff only. Staff and general public must access a separate toilet.

In circumstances such as Leisure centres or Theatres where the gymnasts have to leave the training hall or communal holding area, suitable provision is made to oversee the gymnast's safe journey to and from the toilet and a risk assessment in place to control visits to the toilet.

Club overseeing gymnasts using toilets away from the training hall

Coaches/Leaders/Chaperones must have a current Enhanced DBS and current SPC certificate to leave the vision of the Qualified Head Coach with a gymnast for the purpose of escorting the gymnasts journey to the door of the toilets away from the training hall and under no circumstances enter. It is good practice for children to visit the toilets in pairs.

Safeguarding - Under no circumstances must the Club enter the toilets/changing area. If considered an emergency 2 qualified DBS and SPC coaches (preferably one being Head Coach) would knock and inform occupants that you wish to enter and following any such circumstance a full report be provided.

Club overseeing a gymnast's journey away from the training hall where toilets are opposite and gymnasts can be safely overseen whilst the designated Club person remains in the view of the Head Coach(by the training hall door)



Coaches/Leaders/Chaperones who do not hold an SPC can follow training and guidance from the Head Coach to stand by the training hall door ONLY and oversee the gymnasts journey to and from the training hall. Gymnasts in pairs are always encouraged as good practice in the younger age groups 10 and under.

Where there is a lack of suitable private changing rooms identified or the only suitably large area for the children to change are considered by the Club as communal

A risk assessment will be put in place to control changing areas.

Changes in toilet location

Should, for some unforeseen circumstance, the "risk assessed" toilet be inaccessible on any day, the risk assessment allows for the following procedure: the escort from the Club will check in advance that the other toilet is not being used by parents or coaches, before allowing the child access.

Parents

Should a parent be in attendance during the session, they are not to take the child to the toilet unless they are requested to do so by the Club, without advising the Head Coach. We ask that they direct their child back to their Coach to seek permission. Please encourage your child to always ask permission from their training Coach before approaching you for such.

Exclusion to this Policy: Preschool (Daisies class)

Any child accompanied by a parent (Parent & Toddler, Preschool) we request that the parent stays to spectate, so that on request from the Coach they can escort their own child to the toilet and return them safely and directly to their child's Coach.

May we take this opportunity to reiterate that the Club has a duty of care for your child once they are handed over and registered in the facility. Please do not remove your child or take them home early without gaining the permission of the Head Coach. When you collect your child please receive your child in an official handover so that we may fulfil our child protection obligations.



Thank you for helping us to fulfil our child protection obligations.