

## **Andover Lawn Tennis Club Limited**

# **Use of Changing Room Policy**

**Policy Approval Date – August 2023**

**Next Review Date – August 2025**

# USE OF CHANGING FACILITIES BRIEFING AND TEMPLATE POLICY

## BRIEFING

This document is intended to allow venues to meet the needs of its members, taking into account the facilities that are available to them, the number of people accessing them and the activities they are undertaking.

Whilst changing facilities in venues vary greatly, venues are required to have a policy on the use of changing facilities (unless they have no changing facilities at all). This template may not be suitable or practical for some venues due to their nature (e.g. public access, multi-sport venues, etc) in which case this template can be used as a starting point alongside the CPSU changing rooms guidance (<https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/>) to develop a policy that meets their needs.

Venues who find it difficult to adhere to some of the procedures in this document and CPSU guidance, or do not have changing facilities at all, may consider that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and go home afterwards to change and shower.

## USE OF CHANGING ROOMS POLICY

Andover Lawn Tennis Club strives to ensure that all children (anyone under 18) are safeguarded from abuse and have an enjoyable tennis experience.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Andover Lawn Tennis Club Limited.

This document sets out the Andover Lawn Tennis Club Limited policy for the acceptable use of our changing rooms.

1. Mobile phones and other electronic devices must **not** be used in changing rooms.
2. For younger groups of children, a DBS checked member of staff or volunteer will wait outside the changing rooms to allow children to call for assistance if required.
3. If adults and children need to share our changing rooms, they will do so at different times.
4. Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas.
5. Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms.
6. Groups of children will have sole use of changing rooms. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering.
7. Mixed gender groups of children will have access to separate changing rooms, or use the same changing room but at different times.
8. If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs (*n.b. for more information on this please go to: <https://thecpsu.org.uk/help-advice/topics/safeguarding-lgbtqplus-young-people/>*
9. Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

This policy is reviewed every two years (or earlier if there is a change in national legislation).

DOT CHAFFEY

17<sup>th</sup> August 2023

.....  
Dot Chaffey  
*(ALTC Limited – Welfare Officer)*

.....  
Date

ADRIAN SHAPTER

24<sup>th</sup> August 2023

.....  
Adrian Shapter  
*(ALTC Limited – Welfare Officer)*

.....  
Date

TREVOR BLAKE

17<sup>th</sup> August 2023

.....  
Trevor Blake  
*(ALTC Limited – Director and Chairman)*

.....  
Date

TINA MOON

17<sup>th</sup> August 2023

.....  
Tina Moon  
*(ALTC Limited – Director – Club Admin Management)*

.....  
Date