



Changing Room & Toilet Use Policy (2025–2026)

1. PURPOSE

This policy sets out how BLTSRC ensures changing rooms, showers and toilet facilities are safe, respectful and appropriate for all children, young people, adults at risk and members. It protects privacy, dignity and wellbeing.

2. SCOPE

Applies to:

- Junior members
- Adults at risk
- Parents and carers
- Coaches, staff, volunteers
- Visitors and contractors

Covers:

- Changing rooms
- Toilets
- Shower areas
- Locker areas

3. DEFINITIONS

Changing Areas: Any space used for changing before/after activity.

Supervision: Observation from an appropriate distance—not involvement in personal tasks.

Adult at Risk: Adult unable to protect themselves due to vulnerability.

4. PRINCIPLES

BLTSRC Changing Room & Toilet Use Policy 2025–2026



- Children and adults have a right to privacy, dignity and safety.
- Adults and children should change separately wherever possible.
- No mobile phones or photography permitted.
- Coaches must not change alongside children.
- Bullying or intimidation is not tolerated.

5. CHANGING ROOM RULES

General Rules:

- Changing rooms must be used respectfully.
- Children should change promptly.
- Abusive or inappropriate language is prohibited.

Adults & Children Changing Together:

- Avoid whenever possible.
- Adults must use separate areas.
- Coaches never change at the same time as juniors.

Children Under 8:

- May use opposite-sex changing rooms with their parent.
- Parents encouraged to use quieter times or cubicles where possible.

Toilets:

- Children should use their appropriate toilets.
- Staff do not accompany children into cubicles.
- Emergency support given verbally from outside cubicles.

6. SUPERVISION & SAFETY



Coach & Volunteer Responsibilities:

- Do not enter changing rooms unless essential for safety.
- Knock and announce before entering.
- Never assist a child with changing unless their own parent/carer.
- Monitor from doorway to deter bullying.

When Supervision May Be Required:

- Large groups
- Tournaments
- Behaviour concerns
- Young participants

Supervision must be by two DBS-checked adults.

7. PROHIBITED BEHAVIOURS

Strictly banned:

- Phones, cameras, recording devices
- Shouting, humiliation, intimidation
- Inappropriate exposure
- Coaching inside changing rooms
- Adults showering with children

8. BULLYING & BEHAVIOUR CONCERNS

Changing rooms are high-risk for bullying such as:

- Teasing or mocking
- Hiding belongings
- Spray deodorant misuse
- Exclusion or intimidation

BLTSRC Changing Room & Toilet Use Policy 2025–2026



Report all bullying to the CWO within 24 hours.

9. PHOTOGRAPHY & MOBILE PHONES

Prohibited:

- Taking photos/videos
- Using social media apps
- Livestreaming

Devices may be confiscated and referred to CWO or police.

10. TRIPS, EVENTS & AWAY FIXTURES

Coaches must:

- Risk assess changing facilities
- Inform parents if separate changing cannot be guaranteed
- Ensure no unsupervised adult access to children's changing areas

11. MANAGING CONCERNs

Report any concern immediately to:

Club Welfare Officer – Sarah Markwort

Tel: 07879 843360

Email: welfareofficer@bltsrc.co.uk

Examples:

- Bullying
- Exposure
- Inappropriate comments

BLTSRC Changing Room & Toilet Use Policy 2025–2026



- Suspicious adult behaviour

12. RECORD KEEPING

Record:

- Date/time/location
- Individuals involved
- Witnesses
- Action taken
- Follow-up required

Keep records securely for 6 years.

13. EDUCATION & AWARENESS

The Club will:

- Train staff on supervision and boundaries
- Display 'No Phones' signage
- Communicate expectations to parents
- Include policy in induction materials

14. REVIEW & MONITORING

Policy reviewed annually or after incidents.

Next Review: September 2026

APPENDICES

A – Supervision Decision Guide

B – Changing Room Risk Assessment Template

C – Incident Report Form

D – Parent Communication Template

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