

## **Supervision of Changing Facilities**

There is no current legislation around safe changing practices. The Department for Education has published *guidance* on safer working practice for adults who work with children and young people in education settings.

### **It says:**

There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

### **This means that adults should:**

- Announce their intention of entering changing rooms
- Avoid any physical contact when children are in a state of undress
- Avoid any visually intrusive behaviour

### **This means that adults should not:**

- Change in the same place as children
- Be otherwise engaged during the changing of children (i.e. attending to other tasks)

### **Supervision in the changing facility is necessary when:**

- Children of school age (4 years+) require assistance changing their clothes
- Disabled children require additional support and assistance with changing (note that this should be undertaken by prior agreement with their parent or professional carer)
- There is a concern that children could injure themselves
- There are concerns about bullying, fighting or other harmful behaviours taking place which need to be managed

## **Alleyn's Holiday Camp**

Whilst attending Alleyn's Holiday Camp, swimming pool based activities are the only sessions in which children are required to change clothes.

Children attending the camp do not share changing facilities with any other group. If a pool-based session precedes or follows another booking, sufficient time will be reserved either side of the swimming session to allow children to shower and change.

Designated single sex changing rooms are in use; there is no mixed-sex changing.

### **Who Should Provide Supervision?**

This task, where necessary, provides access to children in circumstances of increased vulnerability.

Alleyn's Holiday Camp staff provide supervision on the basis that:

- Two staff members are present whilst changing takes place both before and after a pool based activity, this will include either the Holiday Camp Manager or Assistant Camp Manager (in a senior position) and another member of Holiday Camp Staff.
- There should be a male and female member of staff; the female staff should supervise the girls and the male staff should supervise the boys.

- Staff are aware of, and follow the above DfE guidance.
- Staff are employed by Alleyn's School as such their employment will have followed the School's safe recruitment practices, including: interview, DBS checks, two references, checking appropriate qualifications are held to work with children, staff having previously worked with children, staff having attended Safeguarding training, delivered by the School, prior to starting work.

### Supervision in the Changing Facility

Children of all ages should be encouraged to be as independent as possible, whilst we recognise that those under the age of 8 years old may require additional support.

Staff should consider prompting and giving verbal help/encouragement before offering assistance.

If providing assistance:

- Staff should be especially vigilant when helping children with underclothes, tights and/or swimming costumes.
- Assistance should take place openly within the changing room, not out of sight of others and never on a one-to-one basis.
- Where possible staff should work together with their accompanying colleague and where relevant share their actions if they have helped a child to change.

In order to assist staff with the above process children under 8 years old will:

- Leave poolside to shower and change 15 minutes before older children.
- Remain sat in the changing room until the last child is ready to leave.

### General Points

Children should be clear about expectations about their conduct if they are unsupervised.

It is important that staff balance the need for adult supervision with the rights of children to privacy.

Staff should avoid standing in the changing room or repeatedly going in and out of changing rooms unless there is a good reason to do so (i.e. supervision or assistance). Children should know beforehand when staff are entering the changing room.

Within each changing room, private cubicles are available if arrangements are required to take into account the needs of children from different religions, beliefs and cultural backgrounds.

### Registration

Children taken to the swimming pool are counted against an attendance register:

- 1) Before changing.
- 2) When arriving on to poolside before a session begins.
- 3) After children have showered and changed, before leaving the building.

At appropriate points, Holiday Camp Staff should check changing rooms to ensure that they are empty of children.

### **Reporting Incidents**

The School's Designated Safeguarding Lead (DSL) and Designated Child Protection Officer (DCPO) (Andy Skinnard, Senior Deputy Head) should be informed immediately of any allegation about a member of staff, from any source, according to the [School's Safeguarding and Child Protection Policy](#).