



Changing Supervision During Swimming Sessions Policy

Name of Policy	Alley's Holiday Camp Changing Supervision During Swimming Sessions Policy
Reviewed by	Hannah Seppings
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Date of next review	September 2026

Overview

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.

The Department for Education guidance states that:

- 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.

Legal Framework:

- Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require swimming pool operators to conduct risk assessments and implement measures to safeguard all users, including during changing times.
- HSE's 'Managing Health and Safety in Swimming Pools' (HSG179): This guidance emphasizes the importance of supervision and safeguarding in all areas of pool operation, including changing facilities.

Best Practice Guidance:

- Swim England's Wavepower Policy guidance reinforces the need for clear protocols that protect children's safety, dignity, and privacy.
- The NSPCC provides guidance on safeguarding considerations for changing rooms, highlighting the need for appropriate supervision tailored to the age and needs of children, and ensuring that changing areas are safe and respectful environments.

In practice, this means that adults supervising changing rooms 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 may be necessary when:

- Younger children require assistance changing their clothes
- Children with specific needs require additional support and assistance with changing (this should be undertaken by prior written agreement with their parent, guardian, 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

Changing Arrangements at Alleyn’s Holiday Camp

At Alleyn’s Holiday Camp, only swimming activities require children to change clothes.

- Children do **not** share changing rooms with other groups. If a pool session follows or precedes another group booking, sufficient time is scheduled for our children to shower and change safely and without overlap.
- Designated single sex changing rooms are used. No mixed-sex changing is permitted.
- Where a child’s gender identity differs from that assigned at birth, every effort is made to provide suitable alternative arrangements (e.g., use of private or accessible changing areas).

Who Provides Supervision

Changing supervision involves access to children at a time of increased vulnerability. Therefore:

- **Two staff members** must be present whenever changing supervision is provided. This should include the **Camp Manager or Assistant Camp Manager** and another member of staff.
- A **male staff member** should supervise the boys’ changing room and a **female staff member** the girls’ changing room.
- Staff involved in supervision are trained on this policy and wider safeguarding expectations.
- All staff are subject to Alleyn’s School’s safer recruitment processes, including DBS checks, references, and safeguarding training.

Supervision in the Changing Facility

Children should be encouraged to be as independent as possible when changing, in line with their age and individual needs.

- **Children under 8** may require additional support and closer supervision.

- **Children aged 8 and over** do not require direct supervision or physical assistance when changing, though staff remain available nearby to oversee and support as needed.

To ensure safe and appropriate supervision:

- Swimming sessions are grouped by age, with younger children and older children using separate time slots.
- Children under 8 leave the poolside to shower and change at least **15 minutes before** older children are allowed to enter the changing rooms.
- Younger children should remain **seated and supervised** in the changing area until the full group is ready.

Where children require support:

- **Verbal encouragement and prompting** should always be the first approach.
- If physical assistance is needed:
 - Two staff members must be present.
 - Help should be provided **openly**, never on a one-to-one basis or out of sight of others.
 - Staff must take particular care if required to assist with underclothes or swimwear.
 - Any actions taken should be **shared immediately** with the accompanying colleague and senior staff.

General Conduct and Facilities

- Children are reminded of behavioural expectations in line with the Alleyn’s Holiday Camp Behaviour Policy.
- Staff must balance necessary supervision with respect for children’s privacy.
- Staff should avoid remaining in or repeatedly entering changing rooms without a clear reason.
- Children should be told in advance if staff are entering the room.
- Changing rooms include private cubicles, which are available for children requiring greater privacy due to personal, cultural, or religious reasons.
- Mobile phones are strictly prohibited in changing rooms. Staff may only use phones in emergencies to call for help. Children do not have access to mobile devices during camp.

Swimming Registration

Children are registered and counted at three key points:

1. Before changing, upon arrival at the pool.
2. On poolside, before the session begins (handover to Swimming Teacher/Lifeguard).
3. After changing, before leaving the building.

Staff check changing rooms at the end of the session and at periodic points to ensure they are empty.

Reporting Concerns

Any allegations involving a member of staff must be reported immediately to:

- **Mel Joel**, Assistant Head and Designated Safeguarding Lead (DSL) for Alleyn’s School, and
- **Oliver Watkins**, Deputy Designated Safeguarding Lead (responsible for Holiday Camp activities)

Children are encouraged to raise concerns with any member of Holiday Camp staff. All safeguarding concerns are managed in line with the School’s Safeguarding and Child Protection Policy.