

Changing Room and Child Supervision Policy

October 2025

1 Purpose

The purpose of this document is to explain the Swindon Dolphin ASC policy for the:

- Use of changing rooms to safeguard the wellbeing of children
- Supervision of swimmers before, during and after a swimming session.

In the Swindon Dolphin ASC constitution, it states that we will “adopt Swim England’s Child Safeguarding Policy and Procedures (“Wave Power”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.”

The full Wave Power document can be accessed from [Swim England](#) should be read and applied in addition to this policy.

2 Who does this policy apply to?

This policy should be understood and adhered to by all swimmers, members, volunteers, parents and guardians.

3 Risk Mitigation

This policy intends to help mitigate potential risk to children by preventing the unintended consequences or harm that could happen if this policy is not adhered to.

It is imperative all members of Swindon Dolphin ASC, including parents, guardians and other spectators, understand the individually harmful and legal consequences of an incident occurring in a changing room which could be as serious as a child being sexually assaulted, or having indecent images of them taken. We reinforce that such behaviour is illegal and will not be tolerated in any form. All such incidents should be acted on in accordance with specific guidance on pages 34-42 of Wave Power.

4 Action

A breach of some aspects of this policy could also be a breach of the law rendering an individual liable to arrest, prosecution or registration as a Sex Offender.

Swindon Dolphin ASC will not hesitate to involve the police if a potential crime has been committed. For example, if indecent images are taken of a child if a child is assaulted (see Guidance on indecent images of children on pages 34-42 of Wave Power).

If a complaint is received about an incident that has occurred in the changing room between a member of the club and any other person, the club has a duty to act upon that concern as appropriate, following the

guidance on pages 34-42 of Wave Power. If the incident involved poses a possible risk to children, it is advisable also to make pool management aware. If the incident involves a person not associated with the club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing.

5 Safeguarding in changing rooms (Pages 82-83 of WAVE Power)

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms. This does not mean that parents/guardians have no responsibility, but parents/guardians may not be in the pool complex at the time when children are swimming and training to exercise their duty of care.

Swim England does not advise that adults supervise changing facilities as that places them and the children at risk of harm and allegation.

To ensure the wellbeing of children in the changing rooms the following rules apply to all, in addition to those documented in the Swim England Wave Power Changing Room policy:

- Swim England does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies. **However, mobile technology MUST NOT be used in the changing rooms for any reason.** If a mobile is needed to make a call, then this must be done outside of the changing area. See pages 82-83 of WAVE Power.
- For the safeguarding of children, under no circumstances should a swimmer to get changed poolside.
- Once a swimmer has progressed to an Age Group Squad, adults **MUST NOT** be in the changing room while their swimmers are changing, unless the swimmer requires specific additional assistance. Where this is the case, you must notify the lead coach when your child joins the Squad.
- Parents, guardians and other spectators must not use the toilets that are within the changing facility. Instead, they should find alternative toilets. This also applies to Swimming Competitions.
 - For information:
 - **Highworth** – Toilets located in the corridor beyond the reception area
 - **Faringdon** – Toilets located by front desk
 - **Marlborough College** – Toilets located in the hallway opposite the Swimmers Changing rooms.
 - **Link Centre** – Located next to main desk upstairs

6 Supervision of Swimmers – Responsibilities of parents and guardians

While a child is training or being taught, they remain under the responsibility and duty of care of the person who is teaching or coaching them at that time. If a swimmer goes out of the pool area, the coach or teacher should be aware of this. If the child fails to return within a reasonable time, or appears to be upset upon leaving the poolside, the coach/teacher should request a suitable person to check on them. (Should the suitable person be an adult it is best practice for 2 persons to look for the member). See Missing Child Policy on pages 85-86 of Wave Power.

If a child's whereabouts cannot be accounted for, while under a club activity, then members should invoke the Missing Child Policy (pages 85-86 of Wave Power).

If a swimmer has an injury or isn't feeling well it would be advisable for a parent/ guardian to stay to ensure that they are OK. Coaches are not responsible for swimmers outside of the pool area.

As our swimmers vary in age from very young children through to adults, we need to have a policy that reflects this. The sections below outline acceptable supervision for all squads that have children swimming in them;

Learn to Swim, and Swim Skills

A parent or nominated adult **MUST** remain at the pool to supervise their swimmer at all times.

Age Group Squads

A parent or nominated adult must remain at the pool to supervise their swimmer at all times. The supervising adult must be aged 16 years as a minimum and not in the pool at the time; this is in case of illness, injury, session cancellation or early termination.

If the parent/guardian is absent for the whole session both the swimmer and the Coach need to be told who is undertaking supervision responsibilities.

Youth Squads

The adult accompanying the swimmer should stay long enough to ensure that the session is going ahead and that the swimmer has all their equipment and that their swimmer has checked in with a team manager/coach before they leave the premises. They should also be contactable at all times and be at the pool prior to the end of the session.

All Squads

If a parent/guardian fails to collect a child, the club should follow the procedure outlined in the Swim England Late Collection of Children Policy on pages 87-88 of Wave Power.

- Swindon Dolphin ASC will not assume responsibility for swimmers who arrive early for their training and are unsupervised in the leisure centre.
- Swimmers leaving the pool early must call and notify their parent to organise collection. Swimmers will be required to change quickly and return to poolside whilst awaiting collection.

7 Swimming Events

Where dictated by the venue, there will be events where spectators are not permitted. During these events parents/guardians must either remain on site or be within close vicinity. A parent/guardian must remain contactable on a current number held by the club, in Swim Club Manager, to allow a prompt return if contacted in an emergency. In any event, a parent/guardian must return to the pool prior to the end of the session.

During swimming events, the swimmers are under the supervision of Team Managers. As club swimmers vary in age and for their safety, the club has embedded an approach that reflects this;

Age Group Squads

A parent/guardian must ensure that their swimmer has been checked in with a Team Manager/Coach before they leave the premises. During the gala swimmers are not permitted to leave the premises unless a parent/guardian has collected them from a Team Manager/Coach or has given explicit permission for them to leave unsupervised.

Youth Squads

A parent/guardian should stay long enough to ensure that their swimmer has checked in with a Team Manager/Coach before they leave the premises. Swimmers may leave the premises but must check in and out with the Team Manager.

All Swimmers

By checking a swimmer into an event, a parent/guardian is giving consent to their child remaining under the responsibility and duty of care of the club in accordance with the above.

Once a swimmer checks out of an event, they are no longer under the duty of care of the Team Manager/Coach

Club **welfare officers** will either remain on site or be within close vicinity and will always remain contactable on a current contact number held by the club.

End of Policy

Policy Maintained by: John Barker; Lara Crowley

Next Review Date: October 2026