



St. Ailbe's School

Policy for Internal and External Changing Room Facilities

2020 – 2021



Policy Area	Schools
Document Reference number	ST.AIL/PE.PROC/067/0
Version	1
Document Drafted by	St. Ailbe's School
Date previous version adopted by TETB	N/A
Reviewed/Amendment	<i>Reviewed at BOM 11th May 2020</i>
Date Review/Amendment NOTED by TETB	9th June, 2020
Date of Withdrawal of Obsolete Document	N/A Document Ref. No. - Version No. -

Policy for internal and external changing room facilities in St. Ailbe's School.

Clear guidelines are needed because:

- Getting changed can make some children feel vulnerable
- Getting changed can cause anxiety for some children
- Staff can feel unsure about P.E. changing supervision and how to ensure that both children and adults are safe.
- All children have different individual needs and these need to be adhered to

Changing areas: Schools need to consider the following things when organising changing facilities for children:

- Where possible, use designated single-gender changing rooms or areas. If this is not possible and boys and girls change together, think about using furniture or screens to provide separate areas.
- Mixed gender changing areas are less appropriate as children get older and staff need to be sensitive to those who physically mature at a much earlier or later age than their peers.
- Schools need to treat all pupils fairly and with respect for their privacy and dignity.
- Schools should make adequate and sensitive arrangements for changing which take into account the needs of pupils with disabilities and children from different religions, beliefs and cultural backgrounds or gender identity.
- Adults must always change or shower privately, never in the same space as children.

Staff supervision: Schools will need to make a judgement about supervision based on the age and developmental needs of the pupils.

It should not be necessary for adults to remain in the room in order to maintain good behaviour; being in close proximity and pupils being aware of this should be enough. Pupils should know that adults might enter the room when necessary - in response to a disturbance, for example. Staff should also consider the following:

- Staff will ensure they are not alone with a student in the changing room at any time, if this is the case the door should be left open
- It is often possible to leave the door of designated changing rooms slightly open.
- If there is a need for an adult to enter the room, it is recommended they should alert pupils to this by announcing it to give pupils the opportunity to cover up if they want to.
- Where possible, female staff should supervise girls and male staff should supervise boys.
- All adults, but particularly those of the opposite gender, should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
- Establish a code of behaviour with pupils so they are clear about expectations about their conduct whilst they are unsupervised.

- Pupils who express concern about the behaviour of a member of staff or other pupils should be listened to, and appropriate enquiries should be conducted by the head teacher or designated safeguarding lead

Changing Room Procedures:

- Only students who are changing before and after PE are allowed into the changing rooms.
- Students who are not changing for PE or who are excused from PE must line up at P.E. hall door.
- Students should not bring valuables into the changing room., if they so it is at their own risk. Any valuables should remain locked in their locker.
- Horse Play, aggressive behaviour or vulgar / obscene language will not be tolerated at any time in the changing rooms.
- Food or drink is not permitted in the changing room
- Glass containers are not permitted in the changing room.
- Student's should refrain from spraying Aerosols / spray deodorants in the changing room or in close proximity to other student's
- All lost or stolen items must be reported to the teacher
- Students should not be in the gym or changing room areas except during their PE class or with the teacher's permission.
- Students must go to the changing room after class to change clothes and must remain in a designated area until dismissed by a teacher.
- Students MUST respect the rights and property of others. Students having problems with others should let the teacher know.
- Student's must take rubbish e.g. water bottles when exiting the changing rooms. It is the students' responsibility to remove all their personal items and any rubbish when exiting the changing room.

Pupils who need assistance with getting changed/ Student's with additional needs:

- In accordance with St Ailbe's Intimate Care policy ensure, all staff should be made aware of any intimate care issues for individual pupils. It is best practice to involve pupils and parents in making decisions, which involve intimate care.
- Encourage pupils of all ages to be as independent as possible; consider prompting and giving verbal help/encouragement before offering physical assistance.
- Be especially careful when helping children with underclothes, tights and swimming costumes.
- If necessary, offer assistance openly and not out of sight of others.

Using off-site changing rooms for e.g. swimming or matches:

- It is not appropriate for school swimmers (for example) to share changing facilities with members of the public (unless this has been carefully risk assessed). If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to be showered and changed before the public are allowed in.
- As far as possible, members of staff should only supervise or assist pupils of the same gender.

- If changing areas are shared with pupils from another school, particularly those who are older/younger, adults from both/all schools should take this into consideration and properly risk assess together.
- Teachers will ensure they are not alone in a changing room with an individual student