

# TUNBRIDGE WELLS LAWN TENNIS CLUB

## TWLTC POLICY ON THE USE OF CHANGING ROOMS

TWLTC strives to ensure that all children are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the TWLTC policy for the acceptable use of our changing rooms.

1. If possible, groups of children and adults should **NOT** use the changing rooms at the same time. If this is unavoidable, then 2 members of staff (of the same sex) should supervise the group. Staff and volunteers must balance the need for adult supervision with the rights of children to privacy. Where possible single adults should not be in the changing rooms when children are present and 1 single child should not share a changing room with more than 1 adult (unless 1 adult is the parent or guardian of the child). Where parents are present in the changing rooms and are supervising their own children, or by agreement their relatives' or friends' children, this constitutes a private arrangement outside the responsibility of the Club.
2. If adults and children need to share our changing rooms, they will do so at different times. Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children. A consensus is that any child under 8 years of age requires supervision in a changing room. Disabled children may require additional support and assistance with changing after prior agreement from a parent or carer.
3. Children of any age should be supervised if there are concerns about bullying, fighting or other harmful behaviours taking place, a risk that children could injure themselves, or there are concerns about the prospect of photographs being taken in the changing rooms. Any member of staff or coach supervising will have current criminal records check and have the appropriate level of safeguarding training commensurate to their role.

4. Mixed gender groups of children will have access to an individual toilet/changing room separate to the men's and women's changing room. This is currently the disabled toilet until the refurbishment of the toilet/changing rooms. We hope to address this in due course or use the same changing room but at different times. If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs (*n.b. for more information on this please go to <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-and-sport/>*). We will take into account the privacy of the child but also the feelings and privacy of the other children.
5. Unfortunately, currently we are unable to provide disabled wheelchair access due to the current layout of the clubhouse building. We hope to address this in due course.
6. Camera equipment, mobile phones and other electronic devices are strictly prohibited in the changing rooms. Signs to this effect are displayed in the relevant areas. Anyone observed taking photos or videos in the changing areas will be reported to the police without delay.
7. For younger groups of children, a DBS checked member of staff, coach or volunteer will wait outside the changing rooms to allow children to call for assistance if required.
8. Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g., tracksuits etc. TWLTC reserve the right to ask players to come to the venue already changed, wearing suitably warm clothing e.g., tracksuits, and go home afterwards to change and shower.

Any concerns or queries may be addressed to Irene Clark or Nicola Hudson as Welfare Officers. [irene@twltc.co.uk](mailto:irene@twltc.co.uk) or [nicola@twltc.co.uk](mailto:nicola@twltc.co.uk) or call 01892 525625.