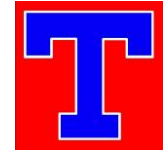




Tiverton Swimming Club

Changing Room and Child Collection Policy



Under our duty of care to safeguard children, Tiverton Swimming Club (TSC) has a responsibility for the wellbeing of children in the changing rooms. This does not mean that parents/guardians have no responsibility, but parents are often not in the Active Tiverton Leisure Centre at the time when children are swimming and training to exercise their duty of care.

TSC volunteers cannot supervise children in the changing village or public areas either before or after swimming sessions. The view of TSC is that the club has a reasonable duty of care to its members, which extends to an awareness on the part of the club that their junior members have been collected, as far as is possible, at the end of a session, so that a member is not left unsupervised if a parent/guardian is late. This must be age and location appropriate, i.e. a 17-year-old is capable of getting themselves home, but a 12-year-old is not, and some children also live a distance away from the pool, travelling by car.

Facilities at the Active Tiverton consist of a mixed changing village which may be shared by both club members and members of the public during club training sessions. The club and leisure centre asks that swimmers do not share changing cubicles with friends, to reduce risks and unwanted situations whilst changing before and after swim sessions.

There is clear signage at the centre reminding people that mobile phones or devices with a camera/video facility must not be used in the changing village and posters on the club notice board with Swim England advice to keep Phones in lockers when in changing facilities.

Parents/guardians should not be in the changing room whilst the children are changing, unless their child is of an age where help is required, or if the child requires additional specific assistance as a reasonable adjustment.

TSC also recognise that members utilise mixed changing facilities at other Leisure Centres during club supported events and competitions e.g. Plymouth Life Centre and Hengrove Park LC. **Team Managers supervising swimmers in these large facilities will ask the children to visit the toilets or changing village with a friend (in same-sex pairs) e.g. when changing into their race costumes or on leaving the venue.** Team Managers may also request parents leave viewing galleries and collect their young child to assist with them changing in some facilities, particularly where members of the public are also using the changing village at the same time as the event.

Members who are aged under 10 or in Year 5 or below at school must have a responsible adult present at Active Tiverton during their regular training sessions with the club, particularly in Friday Learn to Train sessions.

Parents/guardians of children in Skill Development or higher squads who are aged 10 and over (or in Year 6 or above at school) who chose to leave their children at later or longer sessions must ensure that the Coaches/Poolside Assistants have up-to-date contact numbers recorded on Swim Manager membership site.

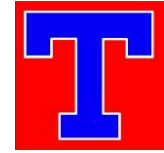
The view of TSC is that while a child is training or being taught, they remain under the responsibility and duty of care of the person who is teaching or coaching them at that time. If a child goes out of the pool area, the coach or teacher should be made aware of this. If the child fails to return within a





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reasonable time, or appears to be upset upon leaving poolside, the coach/teacher should request a suitable official to check on them. **It is best practice for two persons to look for the child (the second person could be a senior member or a parent).**

If a complaint is received about an incident that has occurred in the changing room between a member and any other person, TSC has a duty to act upon that concern as appropriate and inform the club Welfare Officer as soon as possible. If the incident involves possible risk to children, it will also be reported to the Active Tiverton Duty Manager, who may also report it to police. **TSC follows advice from the Swim England Child Safeguarding Team regarding complaints and incidents of this nature, including any reports of bullying, inappropriate touching or photography occurring in changing rooms.**

Parents/guardians are asked to collect their child punctually from coaching sessions/events and to inform the Coach/Poolside Assistant or Team Manager if there is an unavoidable delay.

Parents/guardians are also asked to collect their child from the Reception/Foyer area at Active Devon. However, we understand that this may not always be possible. It is good practice that Children DO NOT sit outside on the benches in the dark whilst waiting for parents, particularly in Winter months when the Leisure Centre may close and staff all leave.

All junior members and their parents/guardians should be aware that if a child has not been collected by a parent/guardian, then the child should make that known to the Welfare officer or Coach/Poolside Assistant and for the nominated adult to ensure that the child is supervised appropriately until a parent arrives or the parent communicates alternative collection arrangements.

If a parent fails to collect a child, TSC will follow the procedure outlined in the Late Collection of Children Policy*. If a child's whereabouts cannot be accounted for while under a club activity, then TSC will invoke the Missing Child Policy*

*See Swim Manager documents and TSC website for these current policies.

TSC – Changing Room and Child Collection Policy – reviewed 03/2026 (Wavepower2025)