Use of Changing Facilities Policy

Number:	UCFP-01	**Issue:**	1.0	**Issue Date:**	October 2026
Approved By:	Sport & Communities Director				

1.0 Purpose and Scope

1.1 Active Bolton strives to ensure that all children (anyone under 18) are safeguarded from abuse and have an enjoyable experience when taking part in sport and physical activity.

1.2 This policy sets out the acceptable use of changing facilities across Active Bolton venues. It is intended to meet the needs of participants while taking account of the facilities available, the number of people using them and the activities being undertaken.

1.3 This policy applies to all employees, coaches, volunteers, participants, players, parents, carers, contractors and any other individuals associated with Active Bolton.

2.0 General Principles

2.1
- the welfare and safety of children using changing facilities is paramount;
- changing arrangements will be planned to reduce the risks and potential vulnerability associated with adults and children changing or showering at the same time;
- where venue arrangements do not allow every measure in this policy to be applied, Active Bolton will use a suitable risk assessment and alternative safeguards; and
- where no changing facilities are available, participants and parents or carers will be informed in advance and advised to arrive ready to take part and bring suitable additional clothing.

3.0 Use of Changing Facilities

3.1 For events and large group bookings involving children, designated changing facilities will be identified for under-18 use where venue arrangements allow.

3.2 Clear signage or other venue controls will be used where changing facilities are reserved for children.

3.3 Where children use shared changing facilities that are also available to adults, children must be accompanied and supervised by a parent or carer, subject to the venue's arrangements.

3.4 Where an unaccompanied child requires a separate changing space, an available family or

accessible changing facility should be used where this is suitable and does not prevent a person who needs that facility from accessing it.

3.5 Under no circumstances will employees, coaches or volunteers change or shower at the same time as children in the same changing area.

4.0 Cleaning, Checks and Access

4.1 Before employees or contractors enter a changing room for cleaning or routine checks, they must make a clear verbal announcement and take reasonable steps to confirm the facility is empty.

4.2 Routine checks must be conducted in a way that protects dignity and privacy.

4.3 Any access restrictions, temporary closures or designated arrangements must be communicated clearly to users.

5.0 Groups and Individual Needs

5.1 Groups of children requiring different changing arrangements will be provided with separate changing rooms where available, or will use the same facility at different times.

5.2 Active Bolton will work sensitively with each child and their parent or carer, where appropriate, to agree reasonable changing arrangements that protect dignity, privacy and safety and meet the child's individual needs.

5.3 No child should be required to use a changing arrangement that places the child at avoidable risk or causes unnecessary loss of privacy.

6.0 Electronic Devices and Photography

6.1 Mobile phones, cameras and other electronic devices capable of taking photographs, recording video or making video calls must not be used in changing rooms.

6.2 Any concern that a device has been used to take images or recordings in a changing facility must be reported immediately to an Active Bolton manager, the Welfare Officer or the designated safeguarding lead.

6.3 Concerns will be managed under Active Bolton safeguarding procedures and, where appropriate, reported to the police.

7.0 Supervision and Assistance

7.1 For younger groups of children, a DBS-checked employee or volunteer may wait outside the changing room so children can call for assistance if required.

7.2 The employee or volunteer must not enter the changing room unless there is an immediate safety concern or assistance is requested and it is appropriate to enter.

7.3 Where entry is necessary, the person should announce their intention to enter and, wherever possible, another suitable adult should be present.

8.0 Where Changing Facilities Are Unavailable

8.1 Where no changing facilities are available, children, parents, carers and visiting groups or teams will be informed before the activity or event.

8.2 Participants will be advised to arrive already changed, wear suitable warm clothing such as a tracksuit, and make arrangements to change or shower elsewhere after the activity.

9.0 Reporting Concerns

9.1 Any concern about behaviour, supervision, privacy, access or the misuse of changing facilities must be reported promptly to an Active Bolton manager, Welfare Officer or designated safeguarding lead.

9.2 If there is an immediate risk of harm, emergency services should be contacted. Safeguarding concerns will be managed under Active Bolton safeguarding procedures.

9.3 A factual record should be made of the concern, including the date, time, location, people involved, what was seen or reported and any immediate action taken.

10.0 Related Policies and Guidance

10.1 This policy should be read alongside the following Active Bolton policies and procedures:

10.2
- Safeguarding Policies and Procedures;
- Codes of Conduct;
- Photography and Filming Policy;
- Online Safety and Communication Policy;
- Anti-Bullying Policy;
- Diversity and Inclusion Policy;
- Safe Recruitment Policy; and
- Data Protection and Retention Policies.

10.3 Relevant external guidance includes the Child Protection in Sport Unit guidance on the safe use of changing facilities.

11.0 Policy Review

11.1 This policy will be reviewed every three years, or earlier where there is a change in legislation, statutory guidance, safeguarding requirements or Active Bolton operating arrangements.

Updates of Policy:

Issue No	Description of Revision	Date
1.0	First Active Bolton issue, reformatted to the QMS policy standard and updated from the previous venue policy.	October 2026