



THE BOURNE CLUB POLICY ON THE USE OF CHANGING ROOM

The Bourne Club strives to ensure all children are safeguarded from abuse and have an enjoyable experience. This document sets out The Bourne Club policy for the acceptable use of our changing rooms. This document is based on the LTA Template Use of Changing Facilities Policy 2023, which is available on the LTA website.

1. At The Bourne Club we have separate male and female changing rooms. We do not have any disabled facilities. There are no separate changing facilities for children.
2. The male toilets are within the male changing rooms and the female toilets are within the female changing rooms. The changing rooms and toilets should only be used by the specified gender.
3. Due to the limited changing facilities, wherever possible, both adult and junior players should come to the venue already changed, wearing suitable tennis clothing and go home afterwards to change and shower.
4. Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms or toilets.
5. Children should not change anywhere else on the premises, specifically not in the bar / lounge area.
6. Where groups of children do require access to the changing rooms they will have sole use of changing rooms during that period. A member of the coaching team should check the changing rooms are empty before the group enters. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering.
7. Mixed gender groups of children will have access to separate changing rooms.
8. Children under the age of 8 should be supervised in the changing rooms / toilets by their parent or guardian unless they are attending a club camp or as part of an agreed school group.
9. Where the supervising parent or guardian is not the same gender as the child, they should select the changing room based on the parent's gender.
10. If a parent or guardian is not available to supervise a child/children under the age of 8, a DBS checked member of the coaching team will wait outside the changing rooms to allow children to call for assistance if required. If assistance within the changing room is required, only a DBS checked coach of the appropriate gender should enter the changing room. If assistance is required in the toilets, then a further DBS checked coach should be present in the changing rooms, whilst also maintaining the privacy of the child.

- 11.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 (*for more information on this go to <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-and-sport/>*)
- 12.Mobile phones and other electronic devices must not be used in changing rooms. Signage is in the changing rooms informing people of this rule.
- 13.If children with disabilities use the club, we will ensure they and their carers are involved in deciding how they should be assisted. We will make sure the child or young person and / or their guardian is able to consent to the assistance that is offered.
- 14.Where no changing facilities are available, children, parents and travelling teams/players will be made aware in advance and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc