

Poseidon Lifesaving Club Changing Room & Supervision Policy

This document is the official Changing Room & Supervision Policy for Poseidon Lifesaving Club. It has

been prepared using RLSS safeguarding guidance and existing club safeguarding procedures.

1. Purpose

The purpose of this policy is to ensure that all children, young people, coaches, volunteers, parents and

members participate in aquatic activities in a safe, respectful and supportive environment.

Safeguarding is

everyone's responsibility.

2. General Principles

- The welfare and safety of children and young people must always come first.

- Changing facilities may be shared with members of the public and may not always be supervised.

- Parents/guardians and swimmers must be informed of the arrangements for changing facilities before activities commence.

- Adults should avoid being alone with a child wherever possible.

- Respect, dignity and privacy must be maintained at all times.

3. Supervision Ratios

The following minimum supervision ratios should apply unless a higher ratio is required for safety reasons:

- Children under 12 years: 1 adult to 8 children

- Children aged 12 years and over: 1 adult to 10 children

At least two adults must be present for all organised activities.

4. Use of Changing Rooms

- Parents/guardians may assist younger children or children requiring additional support in the appropriate

gender-designated changing area or family changing room where available.

- Coaches and leaders should not enter changing rooms unless they are part of an approved supervision

rota or responding to an emergency.

- Any supervision of changing rooms must be carried out by two adults of the appropriate gender.

- Mixed-age squads may use the same changing facilities where appropriate and respectful behaviour is maintained.

5. Mobile Phones, Cameras and Recording Devices

- Mobile phones and camera-enabled devices should not be used within changing room areas.

- Phones brought into changing rooms should remain switched off.

- Any inappropriate photography or recording must be reported immediately to the Club Children's Officer,

Welfare Officer or designated safeguarding lead.

- The club reserves the right to request that swimmers store phones safely during sessions.

6. Parent and Guardian Responsibilities

Parents/guardians are responsible for:

- Ensuring children are dropped off and collected on time.

- Determining whether their child requires supervision or assistance in changing areas.

- Discussing changing room expectations and safeguarding concerns with their child.

- Informing the club of any additional needs requiring support.

7. Coach and Club Responsibilities

The club and coaches are responsible for:

- Maintaining attendance records.

- Ensuring adequate supervision during activities.

- Remaining with children until collected by parents/guardians where necessary.

- Responding appropriately to safeguarding concerns or complaints.

- Ensuring all relevant personnel are appropriately vetted and safeguarding trained.

8. Safeguarding Concerns and Complaints

Any incident, concern or complaint arising in changing rooms or during club activities must be reported

promptly to the appropriate safeguarding officer. Concerns involving members of the public or external

parties may also be referred to facility management or statutory authorities where appropriate.

9. Lost or Missing Child Procedure

If a child goes missing during an activity:

- A responsible adult will coordinate the response and search.
- The remaining group must continue to be supervised safely.
- Parents/guardians must be informed as soon as possible.
- Relevant authorities may be contacted if the child is not located promptly.

10. Review

This policy should be reviewed regularly and approved by the club committee to ensure continued compliance with safeguarding best practice.

Prepared for: Poseidon Lifesaving Club

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