



Knottingley Canoe Club

Changing Room Policy

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Changing Room Policy

Field	Value
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Purpose

Set expectations for safe, private, inclusive and safeguarding-aware use of changing facilities connected to KCC activity.

Scope

Applies to KCC members, coaches, volunteers, parents, carers, visitors and participants using changing facilities at club training venues or activities.

Document Content

Knottingley Canoe Club is committed to ensuring the safety, privacy, and comfort of all members while using changing facilities at training venues, including public swimming pools. This policy provides guidelines for using gendered changing rooms and cubicles in line with the pool's existing advice and promotes inclusivity for all members.

1. Purpose and Scope

This policy applies to all members, including paddlers, coaches, volunteers, parents, and visitors using the changing facilities at the club's training venues. It aims to ensure that all members, especially children, are safeguarded and feel comfortable when using changing rooms.

2. Use of Changing Facilities

Gender-Specific Changing Rooms:

Children over the age of 8 should use the same gender changing area in accordance with the pool's guidance.

Children under the age of 8 may enter an opposite gendered changing room with a responsible person where this is consistent with the venue's guidance.

Cubicles:

Where possible, individual cubicles should be used by all members, including adults and children, to provide privacy and maintain comfort.

Members should ensure the cubicles are used fairly and promptly to accommodate everyone's needs.

Family Changing Rooms:

Family changing rooms may be available; please inquire with the pool's reception team if you require access to these facilities.

3. Prohibited Actions

No Photography or Recording:

The use of mobile phones, cameras, or any recording devices is strictly prohibited in changing rooms at all times to protect privacy.

Respect for Privacy:

Members must respect the privacy of others while in the changing room. Inappropriate behaviour, such as staring, inappropriate comments, or any form of harassment, will not be tolerated.

4. Safeguarding Measures

Supervision of Children:

Parents or guardians can accompany children of the same gender into the changing room for supervision.

Children should be encouraged to use cubicles whenever available to maintain privacy and safety.

No One-on-One Situations:

Adults should avoid being alone with a child (other than their own) in the changing room. Similarly, under-18s should not be alone in the changing room with an unrelated adult.

Coaches and Volunteers:

Coaches and volunteers should use separate times or areas for changing, where possible, to avoid overlapping with the paddlers they coach.

5. Inclusivity for Non-Binary and Transgender Members

Choice of Facilities:

Non-binary and transgender members should be supported to use changing facilities in a way that respects their dignity, privacy and safety, taking account of venue guidance and any safeguarding considerations.

Family and Accessible Changing Rooms:

These may be used by any member seeking additional privacy or comfort; please ask pool reception staff for access if needed.

6. Reporting Concerns

Any concerns about the changing room usage or breaches of this policy should be reported immediately to the club's Welfare / Safeguarding Officer or another club official. Contact information is available on our website and in the club's communications.

7. Alternatives and Accessibility

Members who feel uncomfortable using group changing facilities are encouraged to change at home or discuss alternative options with the Club Welfare Officer, session lead or another appropriate club officer.

Changelog:

- 2026-05-11: Updated changing-room wording to better align privacy, inclusion, venue guidance and safeguarding considerations.
- 2026-05-11: Standardised document control, purpose and scope structure for policy PDF generation.