



## Joint Changing Room Policy

We aspire to be outstanding clubs and develop ways of working which demonstrate best practice in all that we do. We are aware of our responsibility to safeguard our members and have jointly reviewed this policy (Star Rowing Club and Viking Kayak Club) to promote the safe use of the clubhouse changing rooms and reduce the risks associated with adults and children (J18/Juniors and younger) sharing changing facilities.

This Policy has been prepared with reference to guidance issued by both British Canoeing and British Rowing.

1. All members of both clubs and parents/guardians of juniors (J18/Juniors and below) will be made aware of, and agree to, the Clubs' changing room policy and the use of changing rooms.
2. Mobile phones, cameras and any other recording devices **must not** be used in the changing rooms at any time.
3. Gender specific changing rooms and showers are available to our members.
4. Children aged 7 years and under, regardless of their gender, can change with their parent/guardian in the changing room appropriate to the parent/guardian.
5. Juniors (J18/Juniors and below) participating in club activities have priority use of the changing rooms between **4pm and 6pm Monday – Thursday**.  
However, if there is an incident, accident or exceptional circumstance where an adult requires the use of the changing room, they must notify the Star Club Coach supervising the junior session, who will ensure the changing area is free from juniors before adult use. A sign will also be required to be placed on the door in these circumstances to identify that there is an adult in the changing room (Viking or Star)
6. At all other times (outside Monday-Thursday weekdays between 4pm-6pm) juniors (J18/Juniors and below) are encouraged to change before arriving for their activity.
7. There should not be a time when Star Club adults and Viking Club juniors (and Vice Versa) use the changing room at the same time, however there are individual rules for each club;
  - Star Club – No adults and juniors to be in the changing rooms together at any time.
  - Viking Club – Viking adults and juniors are able to share as per their ratio rules.
8. Where any member of either club, Junior or Adult requires urgent access to the changing rooms, as a result of an incident, their use of the changing room shall take priority. Where this requires people currently in the changing rooms to leave in order to comply with the other provisions of the policy, they shall do so as quickly as reasonably possible.
9. Members should refrain from changing in other locations on the premises such as the Boathouse, Bar, Carpark, Ergo room, Corridors or Gym, and this practice should be discouraged by both clubs. It is not appropriate to walk around the club without a top on.
10. We **STRONGLY** recommend you do not leave any valuables in the changing rooms. If valuables are left in the changing rooms, then users do so **at their own risk**.
11. The changing room policy will be clearly posted on the door of each changing area, on the website and communication sent to all members.

If you have any concerns or require more information, please contact.

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Annual Review Date: October 2022 or sooner if incident requires.