Use of Changing Facilities Policy

Version 1.2
November 2026
- Updated re the latest LTA Transgender and Non-Binary Individuals Policy

USE OF CHANGING FACILITIES POLICY

Herts Tennis strives to ensure that all children are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the County policy for the acceptable use of changing rooms during County Training sessions, events and activities, wherever venue facilities allow and applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Herts Tennis:

1. Groups of children will have sole use of changing rooms. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering

2. If adults and children need to share changing rooms, they will do so at different times

3. Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas

4. Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms

5. Mixed gender groups of children will have access to separate changing rooms, or use the same changing room but at different times.

6. Mobile phones and other electronic devices must not be used in changing rooms

7. For younger groups of children, a DBS checked member of staff or volunteer will wait outside the changing rooms to allow children to call for assistance if required

8. 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.

Related policies and procedures

- Safeguarding Policy (Including Whistleblowing)
- Equity, Diversity and Inclusion Policy
- Transgender and Non-Binary Individuals Policy
- Anti-Bullying Policy
- Online Safety and Communications Policy
- Safe Recruitment Policy
- Photography and Filming Best Practice Guidance
- Supervision Policy for Herts County Team Events
- Supervision Policy for Herts County Training
- Code of Conduct for Staff and Volunteers
- Code of Conduct for Coaches and Team Captains
- Code of Conduct for Parents and Carers
- Code of Conduct for Players
- Compliments, Complaints and Disciplinary Policy

This Policy is reviewed every three years (or earlier if there is a change in national legislation) and recommended for approval by:

Herts Tennis Chairperson	**Chris Van Dyk**	**Date: 1st November 2026**
County Safeguarding Officer	**Tessa Terry**	**Date: 1st November 2026**