



Changing Room Policy (HHKCS-2.2.3)

Last updated (by): 23rd April 2024 (JTA)

1. Introduction

1.1 It is the aim of this policy to ensure the safety and safeguarding of pupils at all times during their teaching and learning experience within the Physical Education department and CCA provision. It is acknowledged that changing for PE or CCA session can cause anxiety for some pupils, can influence their perception of the subject and determine whether it is an enjoyable and positive experience. The concern caused by changing can influence a pupil's participation and lead to a variety of avoidance strategies. It is the aim of this policy to clarify the role of class teachers before, during and after their pupils have utilised the changing facilities, and the expectations of students within the changing facility.

1.2 The prevailing room numbers of changing rooms available for boys and girls students can be found in the latest school notice. The floor plan of existing changing rooms in HHKCS is shown in Appendix A. (1st floor and swimming pool changing rooms have a non-standard layout. The swimming pool changing rooms have separate entrance and exit, and outdoor shoes are not permitted beyond the pool entrance, while students and staff may use pool side slippers.)

2. Safeguarding Considerations

2.1 Our policy prohibits taking photographs with a camera or mobile device in changing areas.

2.2 For all staff safe supervision of students changing remains the priority and while staff must remain vigilant for behaviours that indicate students are uncomfortable in the environment, they must continue to follow protocol to ensure they keep students and themselves safe in line with the school's safeguarding policy.

2.3 Behaviour incidents should be dealt with in line with the relevant school behaviour policy and any instance of inappropriate behaviour should be reported to the relevant DSL. Appendix B provides guidelines that should be followed by all members of staff supervising students changing.

2.4 In Grade 1 and above, supervising adults should remain in close proximity to the room so that students are aware. Students should know that the adults will enter the room if necessary (in response to a disturbance for example).

2.5 For KG students it is recommended that the teacher and support teacher support inside the changing facility and that two adults are present at all times when children are changing.

2.5.1 No child should be left unattended at all times, including in toilets. If a child needs privacy, he/she will be advised to use a toilet / changing cubicle while a staff member stands by the doorway.

2.5.2 Teachers do not mix genders when it is changing times for students, e.g. girls go first before boys.

2.5.3 Visitors are kept out of bounds of the areas of student learning and changing areas, by staying in the lobby.

2.5.4 At least one member of staff should remain in the room while students are changing to ensure



children's safety and provided support when needed.

2.5.5 If pupils need assistance getting changed, refer to the Intimate Care Policy.

2.5.6 Students of all ages should be encouraged to be as independent as possible and, in most cases, adults should prompt and give verbal help/encouragement before they offer assistance.

2.5.7 Changing assistance should take place in a private space, after the assisting staff member informs other teachers in the classrooms. Children must not change in open spaces.

3. Changing Facilities Considerations

HHKCS considers the following when organising changing facilities for children:

- i. Use designated single-sex changing rooms or areas.
- ii. Using furniture or screens to provide separate areas.
- iii. Treat all pupils fairly and with respect for their privacy and dignity.
- iv. Adequate and sensitive arrangements for changing which take into account the needs of pupils with disabilities.
- v. Adults must always change or shower privately; never in the same space as children.
- vi. If there is a need for an adult to enter the room, it is recommended they should alert pupils to this by announcing it to give pupils the opportunity to cover up if they want to.
- vii. Where possible, female staff should supervise girls and male staff should supervise boys.
- viii. Ensure all staff are aware of any intimate care issues for individual pupils.
- ix. Encourage pupils of all ages to be as independent as possible; prompting and giving verbal help/encouragement.

4. Expectations on Students

All students have the right to get changed in a positive and agreeable environment. In the changing rooms:

- i. There should be no valuables. Students should remove all valuables before entering the changing room and store locked them in their personally allocated locker.
- ii. No running, pushing, playing, throwing items, or fighting is permitted.
- iii. Standing on the benches is prohibited.
- iv. Spraying of deodorant or perfume is prohibited.
- v. Any damage to the facilities will be subject to disciplinary action in accordance with the positive behaviour policy.
- vi. Eating and drinking is prohibited in the changing rooms.
- vii. Students should remove all changing-related items of their own after completing the activity and leave the changing room tidy.
- viii. Do not spend unnecessary time without clothes on.
- ix. Do not make others uncomfortable while changing.
- x. Do not make comments on other people changing.
- xi. Keep eyes to yourself, and do not stare at others.
- xii. All concerns must be reported to a member of staff.

The above expectations are posted as Changing Rooms Rules for Students in the rooms (Appendix C).



5. Reporting of Concerns

5.1 Staff and Students should react to the concern, disclosure, suspicion or allegation in a timely and appropriate manner. Record the relevant information. Report the information to the appropriate person.

5.2 All members of staff and coaches should be aware of how to report any concerns which they are aware of, however, it is especially important to be aware of the reporting of procedures for any adult safeguarding concern.

5.3 Student concerns should follow the use of ISAMs and CPOMS and be guided by the Positive Behaviour Policy and Safeguarding Policy.

6. Management of Changing Rooms by Operations Department (and security and cleaning staff), Academic Staff & CCA Vendors

6.1 The rubbish bin(s) in each changing room should be cleared at the end of every school day. After cleaning the room each day, cleaning staff should keep the door (or both doors in big changing rooms) closed and locked.

6.2 Except for very damp days, the lights and air-conditioning should be turned off when students are not using a changing room.

6.3 CCA coaches whose CCA have been authorised to open doors of a pair of changing rooms for CCA student members before and after the CCA, the coach should be granted access of the two particular changing rooms only, and with access removed when the coach's CCA ends in the school.

6.4 When a P.E. staff member or a sports CCA coach takes students from their homeroom to changing rooms, the staff member / coach should:

- Before leaving the homeroom, remind students to leave their valuables in their personally allocated locker, and after changing to hang their formal school uniform on the hooks in the changing room labelled against their class numbers. Tell them that they are expected to complete their changing in the changing room within how many minutes.
- Turn off lights and air-conditioning of the homeroom or ask a student leader at the end of the line to do so.
- Maintain student discipline while they walk towards the respective changing rooms.
- Open the door (front door if there are two doors) of the changing room for the students of the class / CCA after gaining card-access.
- Ask a student leader first enter the changing room to turn on the lights and air-conditioning (if necessary). The same student leader is the last to leave the room to ensure the lights are turned off and the back door is still locked. Air-conditioning can remain turned on during hot seasons.
- Follow the do's and don'ts stated in Appendix B regarding supervision.
- When students begin moving out of the changing room, assign a male and a female student leader to ensure exited students line up properly along the corridor before all students of both genders come out of the changing rooms.
- After all students appear to have exited from a changing room, either count the total number of exited students or enter the changing room to check to ensure the correct number of students of each gender are now assembled to move to the lesson venue.
- If there is another lesson or break immediately following the changing back to formal school uniform (the relevant points above should be repeatedly observed), remember to



reserve adequate changing time for students to complete changing before the PE lesson time is up.

Appendix A: Floor plans of existing changing rooms

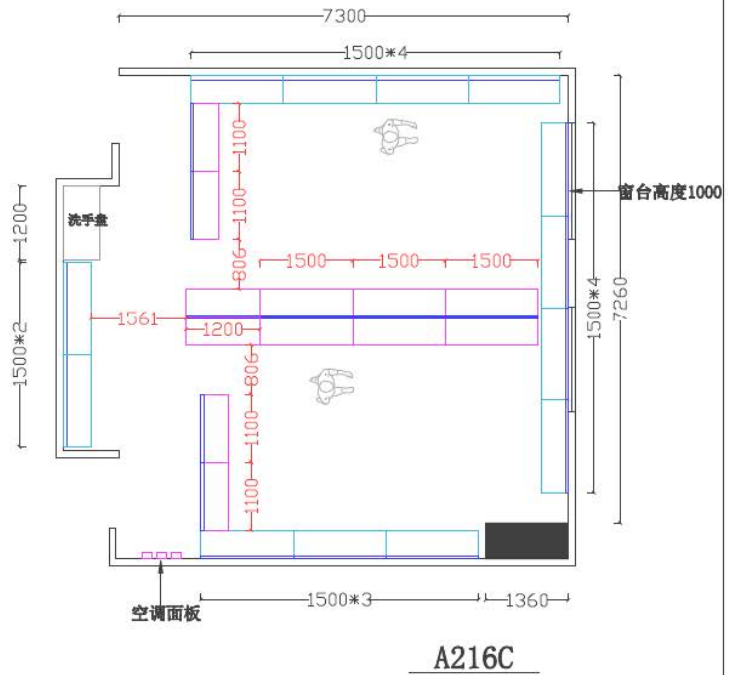
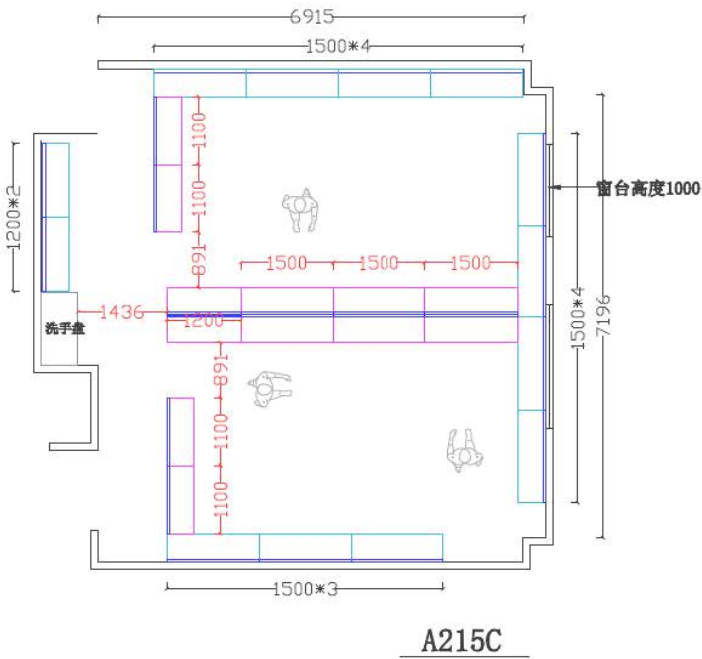
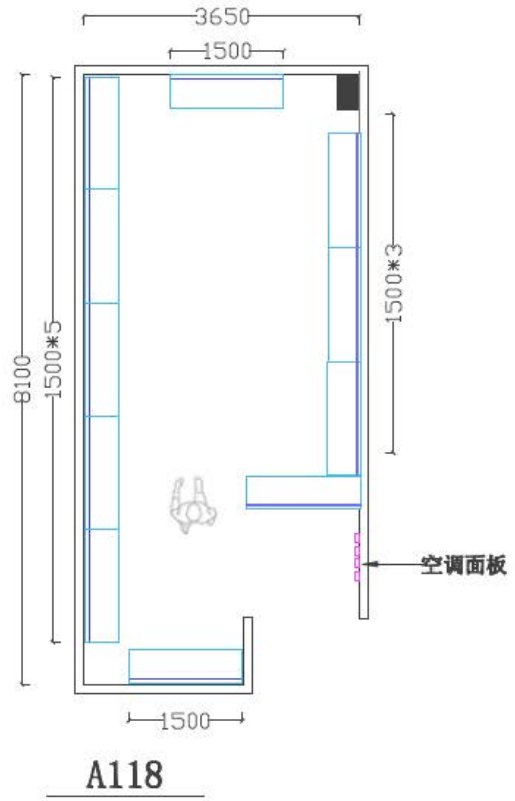
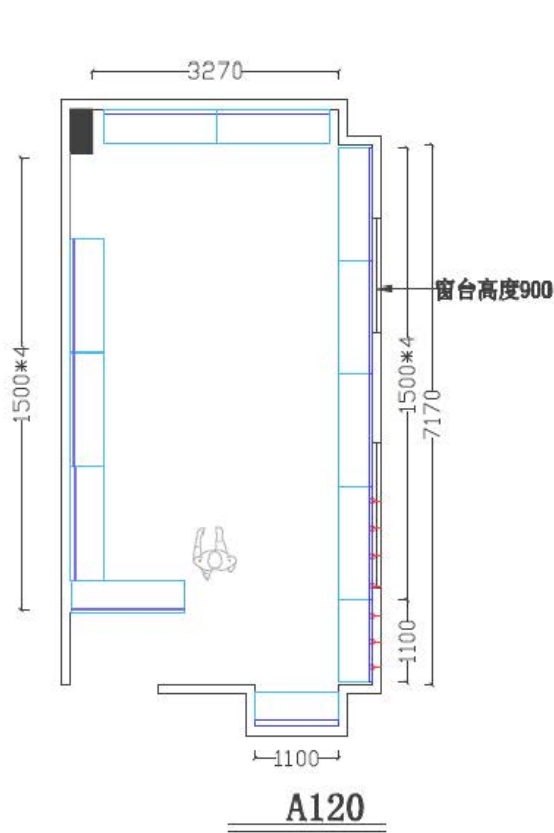
Appendix B: Do's and don'ts of staff supervision of changing rooms

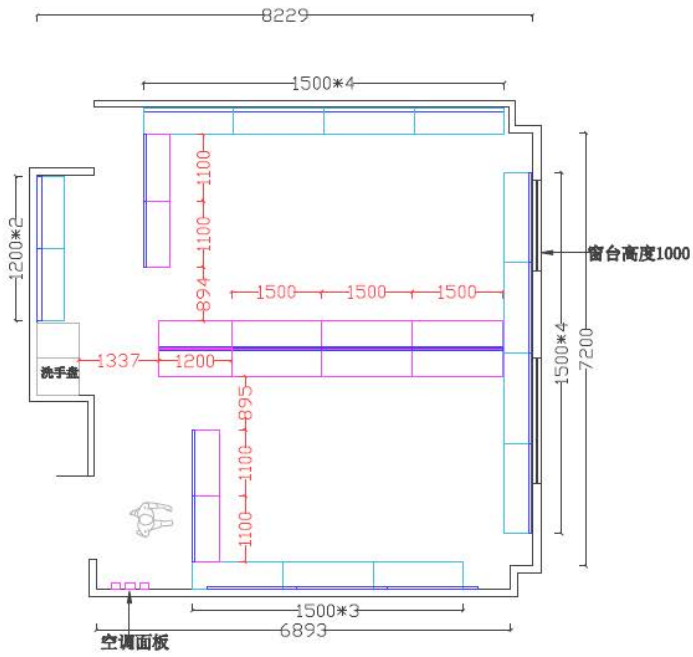
Appendix C: Poster of Changing Rooms Rules

- End of Policy -

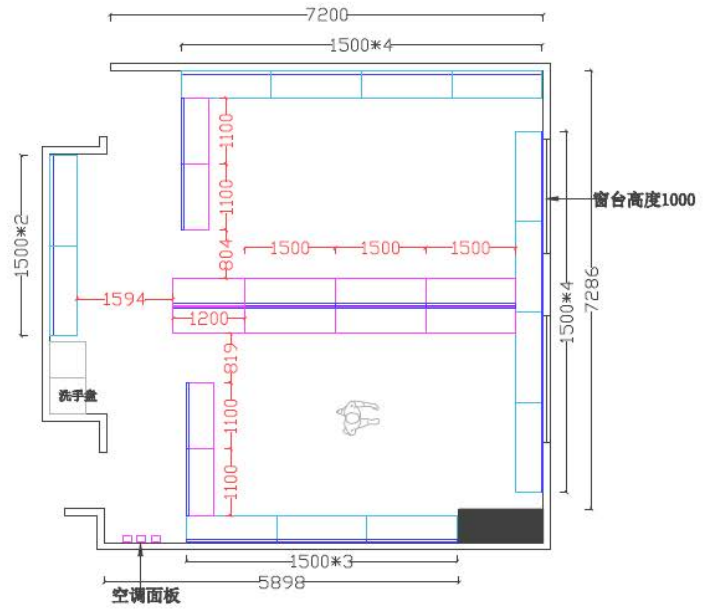


Floor plans of existing changing rooms (April 2024)





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Do's and don'ts of staff supervision of changing rooms

DO	DON'T
Let the students know in advance the behaviour expectations in the changing room. Make them aware that you may have to step into the changing room if behaviour falls below expectations.	Use your electronic devices in the changing room.
Explain to students in advance that if behaviour expectations are not followed consequences will be enacted in line with the school behaviour policy.	Stand and watch the pupils changing.
When students are changing, stand near the changing rooms so that you can see at least one of the doors of each changing room and hear noises coming from within (the boys and girls changing rooms on the same floor in HHKCS are situated close to one another).	Walk away from the close proximity zone of either changing room that you cannot see at least one of the doors of each changing room or cannot hear noises coming from within. It is vital that you can hear potential disturbances and that you are around in case of an emergency.
Enter the changing room in response to continued disturbances.	Get change in the same room as the students. Adults must always change or shower privately – never in the same space as children.
Make the students aware that you are entering by using a count down.	



Changing Rooms Rules

(to be posted in A3 size inside each changing room)

1. Students should remove all valuables before entering the changing room and store locked them in their personally allocated locker.
2. No running, pushing, playing, throwing items, or fighting is permitted here.
3. Standing on the benches is prohibited.
4. Spraying of deodorant or perfume is prohibited.
5. Any damage to the facilities will be subject to disciplinary action in accordance with the positive behaviour policy.
6. Eating and drinking is prohibited in the changing rooms.
7. Students should remove all changing-related items of their own after completing the activity and leave the changing room tidy. All rubbish should be placed in the rubbish bin.
8. Do not spend unnecessary time without clothes on.
9. Do not make others uncomfortable while changing.
10. Do not make comments on other people changing.
11. Keep eyes to yourself, and do not stare at others.
12. All concerns must be reported to a member of staff.