USE OF CHANGING FACILITIES POLICY

VERSION 1.2 – NOVEMBER 2025

- Updated in relation to transgender people

USE OF CHANGING FACILITIES BRIEFING AND TEMPLATE POLICY

BRIEFING

This document is intended to allow venues to meet the needs of its members, taking into account the facilities that are available to them, the number of people accessing them and the activities they are undertaking.

Whilst changing facilities in venues vary greatly, venues are required to have a policy on the use of changing facilities (unless they have no changing facilities at all). This template may not be suitable or practical for some venues due to their nature (e.g. public access, multi-sport venues, etc) in which case this template can be used as a starting point alongside the CPSU changing rooms guidance (https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/) to develop a policy that meets their needs.

Venues who find it difficult to adhere to some of the procedures in this document and CPSU guidance, or do not have changing facilities at all, may consider that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and go home afterwards to change and shower.

Changing rooms and transgender people: Venues should consult the Equality and Human Rights Commission Guidance on the provision of single-sex spaces in making decisions in relation to changing room provision.

POLICY ON THE USE OF CHANGING ROOMS

OTTC strives to ensure that all children (anyone under 18) are safeguarded from abuse and have an enjoyable tennis experience.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with [name of venue/county].

This document sets out the OTTC policy for the acceptable use of our changing rooms.

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 our 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 prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

Policy adopted by OTTC committee on 1st October 2026

Signed:
Date:

Andy Hollingdale
Welfare officer