

Vale of Leven Academy



Physical Education Department Changing Room Policy



May 2017

Changing Room Policy

Introduction

It is the aim of this policy to ensure the safety of pupils at all times during their teaching and learning experience within the Physical Education department. It is also the aim to clarify the role of class teachers before during and after their pupils have utilised the changing facilities. While it is not reasonably practicable that every pupil will be in a teacher's sight at all times, the ongoing review and reflection on our approaches means that our teachers have a heightened awareness of the need to ensure our procedures ensure no compromise to all pupils' health and safety.

Staff are also aware that for these procedures to be enforced to their maximum efficiency team working and communication with fellow practitioners is vital. Procedures are regularly discussed and reinforced informally and at departmental meetings.

The policy comprises of four sections:

Section 1: Allocation of changing facilities

Section 2: Changing room supervision

Section 3: Security

Section 4: Lunchtime and after school clubs

Section 5: Recording and monitoring

Section 1: Allocation of changing facilities

- 1.1 Changing facilities will be allocated by the Curriculum Leader at the start of each academic session. A timetable will be displayed on the door of each changing room to indicate which room will be used by each class on a lesson by lesson basis. **Note: pupils may use different facilities on different days.**
- 1.2 Where possible only one class will use each changing room at any given time. In the event of mixed sex classes, a male and female changing area will be assigned for the classes to share.
- 1.3 Where possible, pupils using the facilities will share only with pupils from the same year group.
- 1.4 Where pupils have two periods of Physical Education in a row, it may be necessary for pupils to move between changing facilities between lessons.
- 1.5 Occasionally there are exceptional circumstances that require pupils to have alternative changing facilities. In this instance parents or pupils can make a request to Pastoral Care, Depute Head or Curriculum Leader Physical Education where an alternative arrangement will be made.
- 1.6 Pupils should use the changing facility allocated to their class by the Curriculum Leader – pupils should not be in any other changing area unless directed by their class teacher. Sanctions will be applied to pupils who go into the wrong changing room.

Section 2: Changing room supervision

- 2.1 Teachers/coaches must be standing at the door of the changing room to welcome their class.
- 2.2 Teachers should unlock changing rooms and remind pupils to change promptly.
- 2.3 Whilst pupils are changing, the teacher/coach should be taking the register or checking attendance with pupils in the class.
- 2.4 Teachers/coaches must hold the outer changing room door open to ensure continued supervision throughout the time pupils are changing.
- 2.5 After a reasonable time, teachers/coaches should re-enter the changing room and ensure that every pupil leaves before locking the outer door (except rooms 1 and 6 where the inner door only is locked to allow access to the toilets).
- 2.6 An identical process should be carried out at the end of the lesson.
- 2.7 Where necessary negotiate with fellow staff to arrange the locking of changing rooms/supervision of pupils in teaching areas until such time as the changing room is locked and lessons can commence (e.g. staff may be required to bring out or put away equipment prior to or following a lesson).
- 2.8 At the end of each lesson the class teacher will initial a check sheet in the room once they are satisfied the area is tidy and has sustained no damage.

Section 3: Security

3.1 Pupils are encouraged not to leave valuables in changing areas. This includes mobile phones, media players, jewellery, and large sums of cash. Pupils should leave these items in lockers or at home on days when they have Physical Education. **Note: Staff will not keep valuable items for safe keeping during Physical Education lessons.**

3.2 Pupils will not be given access to changing facilities during lessons with the exception of emergency circumstances.

3.3 Pupils should not be given keys to changing facilities under any circumstances.

Section 4: Extra curricular clubs

- 4.1 During lunchtime clubs changing rooms 1 and 6 will be unlocked to allow pupils to change and use toilet facilities. All other changing rooms **must** be locked at the outer door.
- 4.2 During lunchtimes, changing rooms will be locked unless they are supervised by a member of teaching staff. Pupils deemed to have abused the facilities will be banned from participation.
- 4.3 In the event of competitive fixtures, changing rooms should be allocated by the organiser. These should be identified by appropriate signage and PE department should be informed. The organisers must follow the policy in the same way as teaching staff/coaches.

Section 5: Recording and monitoring

- 5.1 All incidents must be recorded on click and go through the referral system.
- 5.2 During lunchtimes, changing rooms will be locked unless they are supervised by a member of teaching staff. Pupils deemed to have abused the facilities will be banned from participation.
- 5.3 Teachers/coaches must communicate to pupils clearly that all incidents of loss must be reported immediately to the class teacher/coach.
- 5.4 All incidents of loss will be investigated fully by the class teacher/curriculum leader.

Policy Development

Date of approval: _____

Date of review: _____

Mr P Darroch – Headteacher _____

Mr. M. Hooper – Curriculum Leader _____