

# ASSUMPTION COLLEGE

## *Changeroom Procedure*

Date Modified: 24<sup>th</sup> October 2023



### OVERVIEW

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To ensure that all risks associated with changerooms are identified and managed.

This procedure is to be followed during all school events at home or away, and other school activities that require the use of changerooms like dance events, but not limited to.

We have a duty of care to our students that extends to them feeling safe whilst getting changed. Being a presence in and around changerooms is required.

### SCOPE

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This procedure applies to all staff, volunteers, and contractors at the school.

We have a duty of care for our students, which includes, but is not limited to, them getting changed. Being a presence in and around the changerooms is required. Having a presence near these facilities is important. It's also important to Inform the students that staff are allowed into the changerooms to monitor the safety of students as they deem to be necessary, under each situation. It is good practice to do this in pairs, particularly in the larger changing rooms.

### DEFINITIONS

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**ACK** - Assumption College Kilmore

**Duty of Care** - A legal obligation to take reasonable steps to not cause foreseeable harm to another person or their property.

**Changerooms** - All cubicles, showers, toilets, and rooms that are established or created for the purpose of enabling ACK students to change in and out of clothing, uniforms, bathers, or costumes for school events.

### GUIDELINES

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Each school event that requires or needs changerooms, will have different conditions in relation to where the changerooms are located and how they are best managed.

The below points are to be used as a guide to ensure that a safe space is available to all our students and visiting students to enable them to change into and out of their clothing in preparation for a school event, or after the event is finished.

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- Outline our behavioural expectations of students relating to the code of conduct extend to all locations in the school including, but not limited to, all changerooms and toilets.
- That under no circumstances are phones or any other video or audio equipment used in or around the changerooms. They must remain in bags whilst students are getting changed.
- If the students have bags, expect the students to bring their bags with them to class, this suggests that these students have back-to-back practical classes and have no need to be in the changing rooms.
- Students who do not need to get changed are under no circumstances to be in the changing rooms.
- It is a 'straight in, get changed, straight out' instruction.
- Be a visible presence near the changing rooms and provide clarity about the time expectations of getting changed, please make a professional judgement on the time it should take.
- Ensure, where possible, that your students from your class are in one (not multiple) changing rooms and there is a separate room for the boys and girls, respectively.

To enable teachers to adequately supervise transition time between classes, it is suggested that for an interim period class length should be reduced.

This can allow:

- Students who have completed class get changed and exit the changeroom **before** the incoming class.
- Reduce the numbers of students in each changing room at any one time.
- Reduce unnecessary mingling of students across multiple classes.

Some changerooms may present difficulties, whilst others should be straight forward. For the changing rooms in the Pavilion there are cubicles and communal spaces. The students can get changed in the cubicles whilst a staff member is in the adjoining communal space. If male and female students are in different changerooms in the Pavilion, ensure that the students are made aware that teachers will be freely moving in and out of the communal areas and they must get changed inside the cubicles.

Suggestions:

- Stagger changing times for students if you believe that this would support our students - ie. the younger students change prior the older students.
- Feel free to use the four (4) changing rooms in the Pavilion.

## RISK ASSESSMENT AND CONTROLS

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Assumption College acknowledges and agrees to comply with the Position Statement and any requirements that are released or directed by the AGSV and APS to ensure the safety of our students in the taking or using of images in or around changing rooms and toilet facilities. We will implement appropriate procedures to ensure our students' privacy.

As per the AGSV Position Statement regarding taking/using images of children states that:

**"To respect people's privacy and reduce the risk of inappropriate or illegal use of images, we do not allow camera phones, videos, or cameras to be used inside changing areas, showers, and toilets which we control, or which are used in connection with our sport."**

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### RELATED DOCUMENTS

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- AGSV Position Statement regarding taking/using images of children
- Child Safeguarding Policy
- Child Safeguarding Codes of Conduct
  - Marist Child Safe Adult Code of Conduct
  - Staff and student Professional Boundaries Policy
  - Student Child Safeguarding Code of Conduct
- Student Duty of Care
  - Photography and Video
- MSA Ltd Policy Module
  - Cyber Safety Policy and Procedure
  - Supervision Policy and Procedures
  - Excursions Policy and Procedures
  - Child Safety Risk Management Policy and Procedures
- Occupational Health and Safety

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Signage:



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### DOCUMENT MANAGEMENT

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Document Management	
File Name:	ACK Changeroom Expectations V1.docx
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