

Crawley Swimming Club: Changing Rooms, Drop-Off, and Athlete Supervision Policy



Document Control: *Approved by Trustees on 4th September 2026*

Compliance Framework: Wavepower 2025 (Version 2.1)

1. Policy Statement & Scope

The safety and well-being of each swimmer is Crawley Swimming Club's (CSC) absolute priority. Maintaining a safe sporting environment requires a working partnership between coaches, team managers, and parents.

This policy applies to both the **Academy and Competitive Squads** sections of the Club across all training sessions and club-sanctioned events.

Shared Public Space Notice

Our club sessions take place within a leisure center facility that remains open to the general public. Because CSC hires the swimming lanes and pool area rather than the entire facility, **members of the public will be present in the changing village and facilities during our training times.** Swimmers must remain aware of this and conduct themselves in a manner that upholds the excellent reputation of the club.

2. Drop-Off Framework & Responsibilities

Coaches' supervision and formal responsibility start strictly **poolside at the published beginning of the session.**

Before the Session Starts:

- **Under 14 Arrival:** Parents of all swimmers under the age of 14 must physically accompany their children into the pool facility to ensure they arrive safely and go straight into the changing rooms. This is particularly critical at early morning training sessions.
- **Sibling Delegation:** The club acknowledges that on occasion, parents may choose to delegate the responsibility for accompanying under-14s to older siblings.
- **Waiting for Staff:** If the coach is not yet poolside, swimmers must wait at the side of the pool with their squad. Parents must not leave the building until the coach is on deck and the swimmers have started training.
- **Swimmers Aged 12 and 13:** If parents of 12- and 13-year-olds choose not to stay to watch the session, they must visually confirm their swimmer is on poolside with a coach present before leaving the complex. Another parent should be knowingly nominated as the trusted adult.

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- **Unsupervised Arrival:** CSC does not assume responsibility for any swimmers who arrive early for training and are left unsupervised in the general public areas of the leisure center.

Late Arrival Rule:

- If a swimmer is late and arrives after a training session has actively started, the coach may use their personal discretion to **deny the swimmer entry** to the pool, and they will not be permitted to join the session.

3. Supervision Responsibilities During Sessions

Swimmers Aged 11 and Under

- **Mandatory Attendance:** Swimmers aged 11 and under are expected to have a parent, guardian, or nominated responsible adult present at the pool facility for the **entire duration** of their session. This ensures immediate support if they become ill or distressed and allows parents to engage with their skill development.

Swimmers Aged 12 and 13

- **Recommendation:** It is highly recommended that parents of swimmers aged 12 to 13 remain present during the session to support their children.
- **Emergency Contact:** If parents are not staying, they **must** remain immediately contactable by phone. It is the parent's absolute responsibility to ensure the Club has up-to-date contact numbers on Swim Manager.

Leaving Poolside Mid-Session:

- Swimmers must always ask for and receive permission from their coach before leaving the pool deck (e.g., to use the bathroom).
- If a swimmer has to leave a session early due to illness or injury, they will be required to **remain on poolside** until their parent arrives to assume care.
- If a training session finishes early, coaches will safeguard and supervise the children on poolside until the officially published session finish time.

4. Collection Framework & Late Protocols

Beyond the poolside deck, the responsibility for a swimmer's safety and welfare immediately reverts to the parents.

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Standard Collection Rules:

- **Inside Collection:** Parents of all swimmers under the age of 14 must physically collect their child from **inside** the leisure centre.
- **Promptness:** Parents are expected to arrive at the facility at the time the session finishes rather than when they think their swimmer will be finished changing. This ensures children are not left unsupervised.
- **Persistent Lateness:** In line with Swim England's national guidance, persistent failure to collect a child on time will be formally referred to the Club's Welfare Officer for review.

Mandatory Late Collection Procedure:

Where a parent is unavoidably delayed and knows they will not arrive on time, they must immediately arrange for an alternative nominated responsible adult to collect the swimmer or wait with them.

If a swimmer remains uncollected and no notice has been given, the club will execute the mandatory Wavepower emergency chain:

1. **Contacting Parents:** Staff will use the emergency contact details provided on Swim Manager. Swimmers under the age of 14 are strictly prohibited from leaving the building unsupervised.
2. **Secondary Options:** If primary contacts fail to answer, staff will ask the child for contact numbers of other local family members.
3. **Statutory Escalation:** If no contact can be established after a reasonable period, or the club is unable to reach anyone to safely secure the child's collection, the club will contact the local Police, Children's Social Care, or the IFD (Integrated Front Door for statutory guidance).
4. **Emergency Transit:** If emergency services direct the club to transport the child to a place of safety, the child **must** be accompanied by **two DBS-checked club adults**, and the swimmer must sit in the back seat of the vehicle. Staff must never leave a child unattended.

5. Changing Room Access & Privacy Guardrails

In strict compliance with Swim England safeguarding guidelines, adult volunteers, coaches, and officials are advised not to supervise changing facilities directly to prevent false allegations.

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- **Age 7 and Under Rule:** Parents/guardians may only enter the changing areas if their child is **aged 7 or under**, or if the child has a documented disability or additional need requiring specific assistance.
- **Gala Restrictions:** Parents are strictly requested not to visit swimmers in the changing areas during galas and open meets.
- **Missing Swimmer Protocol:** If a child fails to return to the pool deck within a reasonable timeframe, the coach will immediately assign a suitable club official to locate them. **A minimum of two people** (which can include a senior swimmer or available parent) must go to check the changing village.
- **Gala Marshals:** During hosted meets, CSC may station a club helper outside the changing room entrance doors. This provides a safe point of contact for swimmers to call for assistance or report behavioural issues like bullying without adults entering private spaces.

6. Standards of Behaviour & Device Ban

While inside changing spaces, all athletes must adhere to the Members' Code of Conduct:

- **Gender Separation:** Male and female swimmers must use separate, designated changing cubicles. Male and female swimmers are strictly prohibited from changing together.
- **Property Security:** Belongings must not be left inside changing cubicles, as this blocks public access. Swimmers must secure their items in the lockers provided or bring their swim bags directly onto the pool deck.

🚫 Absolute Digital Device Ban

To eliminate safeguarding risks, **mobile phones, tablets, and any devices capable of taking images must be switched off and stored securely inside bags or lockers**. They cannot be used in the changing facilities under any circumstances. If an emergency call is required, the swimmer must step completely outside the changing village to poolside or the main lobby.

7. Managing Changing Room Incidents

- **Internal Incidents:** Disagreements, misconduct, or bullying inside changing spaces between CSC members will be investigated and handled under the CSC Behaviour and Disciplinary Policy.
- **Public Incidents:** If an incident occurs involving a member of the general public, staff will notify the duty leisure center manager.

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- **Suspicious Behaviour:** If a swimmer notices any unusual or inappropriate behaviour by a member of the public, they must report it to their coach immediately. Where safe, the swimmer should note the cubicle number or location. The coaching staff will immediately alert facility management and emergency services (999).

Welfare Contact Information

If there are any questions regarding the guidelines above, or to report an incident, please contact the Welfare Officer directly:

- **Club Welfare Officer Email:** welfare@crawleysc.co.uk