

Changing for PE Guidance

Guidance on supervising pupils in changing rooms – Department guidance

The Department for Children, Schools and Families, now the DfE, published guidance on safer working practice for adults who work with children and young people in education settings.

It says:

There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

This means that adults should:

- Avoid any physical contact when children are in a state of undress
- Avoid any visually intrusive behaviour
- Announce their intention of entering changing rooms
- Be in the same room as younger children when changing

This means that adults should not:

- Change in the same place as children
- Be otherwise engaged during the changing of older children (e.g. photocopying, marking)

Eden Park Primary School Specific guidance

At Eden Park Primary School, children from Reception to Year 4 will change together in their classrooms with the teacher / their Physical Education teacher or with the PE assistant to help with any issues or problems as well as to supervise.

Pupils of all ages should be encouraged to be as independent as possible; adults should consider prompting and giving verbal help/encouragement before they offer assistance. Adults should be especially vigilant when helping children with underclothes, tights and swimming costumes. Assistance should take place openly, not out of sight of others.

Some pupils, of all ages, may require support with physical aspect of changing. In these cases, refer to the Intimate Care Policy for assisting children who are disabled or require additional support.

The school should make adequate and sensitive arrangements for changing which take into account the needs of pupils from different religions, beliefs and cultural backgrounds. Particular consideration might need to be given to, and alternative arrangements made (where possible) for, the requirements of individual pupils with needs relating to sexuality.

All pupils should be treated fairly and with respect for their privacy and dignity.

Children in years 5/6 will get changed separately, with either the girls or boys (depending on the children) getting changed in the classroom and corridor/ toilets nearest to the respective classroom. The staff member responsible must be in **immediate proximity** to the changing children i.e. outside the door, in the corridor, between the two changing spaces, possibly making a quick check in every few minutes. Children should be made aware that the adult will enter the room, with a verbal warning allowing time to cover up, if it is deemed necessary. No adult is to stay in the room with these children but may enter if required.

There is no statutory requirement for students to be supervised at all times. For older children changing in the absence of an adult, the adult should appoint one or two responsible pupils who are discreetly asked to report any incidents arising in the changing room, or to alert the member of staff to any situation that requires intervention.

When changing, the children are to be given a time limit to ensure that they change quickly, this could be in the form of a game to see who can change quicker and the time is recorded to see if they are able to beat it each time. Rewards are given in the form of incredipoints in line with the school behaviour policy.

Where possible, adults with Year 5 and 6 children should arrange with another class to change at the same time. For instance, 2 x Year 5 and 6 classes, both with PE in the afternoon, will change in single sex classes at the beginning of the afternoon, even if one class is not immediately due to start PE. This allows both classes to receive strong supervision.

Swimming and public changing spaces

It is not appropriate for school swimmers to share changing facilities with members of the public (unless this is part of a special school programme of community integration which has been carefully risk assessed). If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to get showered and changed.

Allegations about a member of staff, from any source, must be reported promptly to the Child Protection officer or member of the pastoral team, who will act in accordance with the school's procedures.