

# ROYAL ACADEMY OF DANCE

## Changing Room Guidelines

The Royal Academy of Dance (RAD) Safeguarding Policy and Procedures states the RAD has a 'duty of care' to provide a safe environment conducive to promoting the health and well-being of both children and young people under the age of 18 years, and vulnerable adults.

There are no specific legal requirements regarding the use of changing facilities. This document is intended as guidance to visitors including parents and students in their use of RAD changing room facilities at RAD HQ and other RAD venues so that we can provide a safe environment for children and young people in all areas.

1. Whenever possible children and students should arrive wearing dancewear, uniform or a base layer of clothing. No one should feel pressurised to change or shower in the RAD's changing rooms and therefore all are encouraged to come ready to participate.
2. Separate male and female changing rooms are provided. A family changing room is also available for children under 11 years of age who require parental assistance. Any parent/guardian who wants to change a child under the age of 11 must use the family changing room which also has a modesty cubicle. The family changing room can be used by parents of any gender. Kindly restrict use of the toilet in the family changing room for **children only**.
3. Adults (staff or participants) do not use the same changing rooms as children and students.
4. All facilities are clearly marked. Visitors and students should use their designated changing room or refer to staff / reception if they are unsure which room to use or where to change.
5. Parents/guardians/carers must take responsibility for supervising their children in the family changing room.
  - a. Changing rooms past the North Entrance security door are to be used by students under 18 years of age **only**. We will keep these changing rooms strictly **for children's use only**. This means that adults/parents/guardians will **not** be permitted to use these changing facilities.

- b. Children under the age of 11 also need to be supervised by a parent/guardian should they be attending multiple classes with a class break greater than ten minutes. Parents and children attending multiple classes must wait in the Dance School waiting area.
  - c. Parents/guardians/carers of children 4 years and under or children who still require assistance getting out of their uniform for toileting should remain nearby in the Dance School waiting area and contactable during the activity in case their child requires assistance.
6. No one should enter male / female changing rooms whilst they are being used by members of a different gender to them, with the exception of the family changing room.
7. Mobile telephones or other photographic or filming devices must not be used for taking images or filming under any circumstances.
8. FaceTime, WhatsApp or other video calling applications must not be used in the changing rooms under any circumstances.
9. Mobile telephone calls should not be taken/made in changing rooms unless absolutely necessary.
10. The RAD cannot guarantee that children will be supervised by RAD staff while using the changing room facilities (see point 4 above), but younger children will be chaperoned by RAD staff to / from the changing room before and after the RAD exam, activity or class and between activities when they are attending more than one during a day
11. Where possible, facilities for students to safeguard their personal belongings should be available. The RAD takes no responsibility for personal belongings left in changing rooms.
12. If, in exceptional circumstances, the RAD should have concerns about bullying, fighting or other behaviour taking place that needs to be managed, it is possible that the RAD would request for all young people to be supervised, either by parents/guardians/carers or RAD staff, as appropriate when using changing facilities.
13. Any concerns or incidents must be immediately reported to a member of RAD staff or the receptionist.