

# ROYAL ACADEMY OF DANCE

## CHANGING ROOM GUIDELINES

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

While there are no specific legal requirements regarding the use of changing facilities this document provides guidance to visitors, parents, and students in their use of changing room facilities at our headquarters and other RAD venues, so that we can provide a safe environment for children and young people.

1. Children and students should arrive wearing dancewear, uniform, or a base layer of clothing. No one should feel pressurised to change or shower in our changing rooms and everyone is encouraged to come ready to participate.
2. Separate male and female changing rooms are provided. Any parent/ guardian/carer who wants to change a child under the age of 11, must use the family changing room, which also has a modesty cubicle. This room can be used by parents of any gender. Kindly restrict use of the toilet in the family changing room to 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. Adults/parents/ guardians are not 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 break between of longer than ten minutes. Parents and children attending multiple classes must wait in the Dance School waiting area.
  - c. Parents/guardians/carers of children four 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 be contactable during the activity, in case their child needs assistance.

# ROYAL ACADEMY OF DANCE

6. With the exception of the family changing room, no one should enter male or female changing rooms while they are being used by members of a different gender.
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 or made in changing rooms unless urgent.
10. We 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 staff to and 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. We take no responsibility for personal belongings left in changing rooms.
12. If, in exceptional circumstances, we should have concerns about bullying, fighting or other behaviour taking place that needs to be managed, it is possible that we would ask 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 staff or the receptionist.