

YMCA Geelong – Change Room and Toileting Policy

Policy Number	Date Approved	Date Last Amended	Status
YG 211	08/08/2024	08/08/2024	APPROVED

1. PURPOSE

This document outlines the YMCA Geelong’s Policy in relation to the use of changerooms and toilets at sport and recreation facilities.

The Y is committed to providing a safe, fun and inclusive environment for all people, including those of diverse sexualities and genders. Being an inclusive organisation not only reflects our values and strategic pillars it reflects the diversity we celebrate in our communities.

2. SCOPE

This Policy applies to The Young Men’s Christian Association of Geelong Inc and related entities and Geelong and District YMCA Youth Services. For the purposes of this document we refer to these entities as the Y. The Policy specifically deals with the participation in sport and recreation facilities and programs conducted by the Y.

3. POLICY

3.1 Changeroom/Toilet Use

- 3.1.1 Patrons (including members and parents/guardians) may utilise the bathroom or change room which most closely aligns with their gender identity .
- 3.1.2 If a family change room or unisex bathroom is not available, parents/guardians are permitted to take children under the age of six to the bathroom of the parent’s/guardian’s gender.
- 3.1.3 Patrons (individuals) may use bathrooms according to their gender identities.
- 3.1.4 Ensure all participants arrive wearing their appropriate attire ie: Gymnastics-leotards. Shorts, tees, Leggings, Longs. Basketball- shorts/tees if possible
- 3.1.5 Parents need to ensure that there is appropriate supervision at all times where the changing/toilet facility is accessible by adults oif their children
- 3.1.6 Knock or announce yourself and wait for approval before entering change rooms;
- 3.1.7 Parents should have at least one other adult with you when you are in a change room with children;
- 3.1.8 The Y will ensure there is adequate supervision in ‘public’ change rooms;
- 3.1.9 The Y will Implement a ‘buddy system’ in the absence of the availability of a parent or guardian to accompany a child to the bathroom (e.g. children can nominate 1 or more ‘buddies’ of a similar age and gender who can go with them).
- 3.1.10 Adults are not to get changed or undressed in front of children.
- 3.1.11 Y people will not be alone and unsupervised with a child in a change room area unless authorised to do so in accordance with operating requirements (emergency management, medical episodes) every effort must be made to have a second supervising adult/child in the space.
- 3.1.12 Y people will not isolate themselver with a child from others in the change room (e.g. take them into a cubicle with you);
- 3.1.13 Y people will ensure where possible they do not use bathroom facilities at the same time as a child.
- 3.1.14 Parents are allowed into changing rooms to support a child who requires physical help getting changed (e.g. young children or children with disabilities)
- 3.1.15 Parents/ guardians are encouraged to ensure that their child taken to the toilets prior to classes commencing to reduce disruption to class activities.

3.2 Bathroom Use During Class

3.2.1 If the gymnast is in a 1-hour class (or under the age of 10 years), they must always be accompanied by one of the following:

- A parent or guardian (no other gymnast required) A coach or Y Staff member, with another same gender as participant (if known).
- Children under 10 years must be accompanied by a companion to the toilet.
- Children over 10 years are permitted to attend the toilet on their own.

3.3 Photography & Mobile Phone Usage

For the privacy of everyone, the use of audio or visual recording devices, including a mobile phone camera, is PROHIBITED in changing areas, bathrooms or toilets.

3.4 Breach of Policy

Breaches of this policy include but are not limited to:

- Photography or visual recording of any kind.
- Posting of photos and videos on social media platforms which clearly show gymnasts in the Y changing areas, bathrooms or toilets.
- Parents/guardians entering bathrooms/changerooms of the opposite gender.
- Gymnasts under the age of 8 years using the toilets during designated class times without following the outlined policy/procedure.

3.5 Breach of Policy Reporting Process

- 3.5.1 For any breaches or complaints related to this policy please contact the Centre Manager. The Y will follow the complaints procedure, and or member protection Policy , and or Safeguarding Children and Young People Policy and Procedures.
- 3.5.2 The outcome of the complaints process may include Verbal Counselling, Written Warning, Termination as outlined in the YG160- PERFORMANCE MANAGEMENT POLICY (previously known as Disciplinary and Termination Policy or YG 106-G Code of Conduct Policy).
- 3.5.3 Management retains the right to take in to account the severity of a misconduct and use their discretion accordingly in relation to disciplinary proceedings.

3.6 Policy Training and Communication:

- 3.6.1 This policy is available to all Y staff, coaches, volunteers, participants and parents. This policy will be communicated to our people (Coaches, staff, volunteers and participants by the Y Safeguarding Lead and Centre Manager, or in their absence the delegate staff member on enrolment and Club Handbooks.
- 3.6.2 Staff to be trained on the Policy as part of their Induction processes and monitored by the delegated supervisors.

4. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
SLT	Review and Approve the Policy on a 3 year basis
Centre Manager or delegated staff member	Undertake policy consultation Policy draft Policy Implementation with Members, Participants and employees through existing communication channels and targeted communications Monitor compliance and address compliants and breaches immediately Report Breaches via Incident Reporting System
Y People	Employess, volunteers etc- ensure compliance to Policy requirements, attend training and induction programs Report any breaches to Centre Manager
Parents/ Guardians	Ensure Child are supervised in accordance with the Y's terms and conditions and Policies Report Compliants to Centre Manager
People and Culture Team	Provide induction training to employees and volunteers on the Y's Change room and toileting policy for sport and recreation facilities.

5. MONITORING, EVALUATION AND REVIEW

The Changeroom and Toileting Policy will be reviewed every three years or as required based on legislative changes.

6. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YG 104-G Safeguarding Children and Young People Policy

YG 106-G Code of Conduct Policy

YG 160- Performance Management Policy (previously known as Disciplinary and Termination Policy)

Gymnastics Australia- LGBTQ+ Guides for Administrators, Officials, and Coaches August 2023

7. DOCUMENT HISTORY

Meeting Approved: Senior Leadership Team

Meeting Approved Date: 12/12/2024

Policy Effective Date: 12/12/2024

Policy Review Date: 08/08/2027

Policy Owner: Paul Barbagallo, Centre Manager

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Amendments

Version	Date	Author	Change Description
V1		Shona Eland	Document created specifically from the Y Toileting Policy for Children's Services for sport and recreation environments 3.2.1 updated clause Children under 10 years must be accompanied by a companion to the toilet. Children over 10 years are permitted to attend the toilet on their own