

# **The Federation of St John's and St Paul's Whitechapel CE Primary Schools**

## **CHANGING FOR PE POLICY**

### **Introduction**

While specific statutory building regulations for changing facilities apply primarily to secondary education (pupils aged 11 and over), this policy operates in full compliance with the School Premises (England) Regulations 2012, the Equality Act 2010, and Keeping Children Safe in Education (KCSIE 2026) to ensure pupil dignity, privacy, and safeguarding during PE changing.

### **Principles**

To maximise instructional time and reduce changing anxiety for younger children, pupils in Nursery, Reception, Year 1, and Year 2 may arrive at school wearing their PE kit on designated PE days. Pupils in Key Stage 2 (Years 3 to 6) bring their PE kit in a bag and change at school to promote personal hygiene habits. Our schools will treat all pupils fairly and with respect for their privacy and dignity.

Pupils from Nursery to Year 4 should change together in their classrooms with the teacher. Staff should be sensitive to those who physically mature at an earlier or later age than their peers.

In Years 5 and 6, boys and girls must change in strictly separate rooms (e.g., using adjacent classrooms or designated changing areas). Temporary screens or furniture must not be used to divide a single room between boys and girls. If an individual pupil requires additional privacy for body confidence, medical needs, or personal circumstances, a separate private room (such as an accessible toilet facility) will be provided.

### **Staff supervision**

Mobile phones, smartwatches, cameras, and any image-recording devices are strictly prohibited in changing areas for both staff and pupils at all times. Pupil devices brought to school must remain stored in line with the school's Mobile Phone Policy and are not permitted in changing rooms or classrooms during changing times.

- Positioning: Staff must supervise from outside open doorways or adjacent corridors (maintaining line-of-sight and auditory supervision) rather than standing inside changing rooms while pupils are undressed.
- Entry Protocol ("Knock & Announce"): If a member of staff needs to enter a changing room (e.g., to manage a disturbance or assist a child), they must knock loudly and announce their intention to enter (e.g., "*Sir entering in 5 seconds*") to give pupils time to cover up.
- Gender-Matched Supervision: Female staff must supervise girls' changing areas and male staff must supervise boys' changing areas. Where a male staff member is supervising a girls' area or vice versa due to staffing ratios, supervision must remain strictly outside the door with a second staff member aware.
- Staff Changing: Adults must never change clothes, dress, or shower in the presence of pupils.
- Pupils are expected to change quickly and quietly within an agreed time limit (typically 10 minutes).
- Respect for others' personal space and privacy is mandatory at all times.
- Peer-on-peer abuse, phone usage, or horseplay in changing areas will be escalated under the school's Behaviour Policy and Safeguarding Policy.

### **Pupils who need assistance with getting changed**

When organising changing areas for children with additional needs, schools should:

- ensure all staff are aware of any intimate care issues for individual pupils. It is best practice to involve pupils and parents in making decisions which involve intimate care;
- encourage pupils of all ages to be as independent as possible; consider prompting and giving verbal help/ encouragement before offering physical assistance;
- be especially careful when helping children with tights and swimming costumes etc.;
- offer assistance, if it is necessary, openly and in sight of others.

### Using off-site changing rooms

It is not appropriate for children who are swimming to share changing facilities with members of the public. As far as possible, members of staff should only supervise or assist pupils of the same gender. If changing areas are shared with pupils from another school, particularly those who are older or younger, adults from both schools should take this into consideration.

### Useful links

- *Keeping Children Safe in Education (KCSIE 2026)*
- *afPE Safe Practice in PESSPA (2024–2026)*
- *DfE Guidance on Gender Questioning Children*
- *School Intimate Care & Safeguarding Policies*

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