



**WAVERLEY**  
**Gymnastics Centre**

**CHANGEROOM AND TOILET POLICY**  
**October 2025**

## Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
1	Waverley Gymnastics Centre	12.2023	WGC Committee	10.12.2023	10.12.2025

## 1. Purpose

The WGC Changeroom and Toilet Policy (this Policy) aims to ensure all gymnasts, members and spectators (update wording to align with other policy wording), have safe and inclusive access to the changerooms and toilets.

As part of WGC's ongoing commitment to child safeguarding, we ensure all gymnasts during class time, remain supervised by a WGC staff member. This Policy outlines the minimum standards of supervision, and toilet and changeroom usage rules.

## 2. Scope

This Policy applies to all individuals who conduct work for, or are connected to WGC in a paid or unpaid capacity, including:

- Committee Members
- Club CEO
- WGC Staff
- WGC Judges
- Contractors and sub-contractors, including sports medicine physicians and physiotherapists

*(collectively referred to as WGC personnel)*

- Parents and guardians
- Spectators and members

*(collectively referred to as personnel)*

- Gymnasts (under and over 18)

*For the purpose of this policy:*

*Neil R., Carlson (2010). Psychology: The science of behaviour. Fourth Canadian edition differentiates the distinction between sex and gender by a person's biological sex (the anatomy of an individual's reproductive system, and secondary sex characteristics) from that person's gender, which can refer to either social roles based on the sex of the person (gender role) or personal identification of one's own gender based on an internal awareness (gender identity).*

### 3. Changeroom and Toilet Usage Rules

#### *Accessing the Changeroom and Toilets*

1. WGC personnel must only use the labelled staff toilets or family toilet and changeroom if they require a changeroom or the toilet.
2. Personnel must only use the labelled male and female or family toilets and changerooms if they require a changeroom or the toilet. Personnel may also access the Monash bathrooms located externally to the gym.
3. Junior and Educational Gymnasts, Inclusion Gymnasts, Visiting Gymnasts and Competitive Gymnasts under ALP Level 7 cannot access the changeroom and toilets labelled 'staff toilets'.
4. Junior and Educational Gymnasts, Inclusion Gymnasts, Visiting Gymnasts and Competitive Gymnasts must adhere to the following usage rules and 4. Bathroom Use During Class.

#### *Usage Rules*

1. Personnel may use the changeroom and toilet labelled by what most closely aligns with their gender identity.
2. If assisting your own child under the age of 7, personnel may utilise the family changeroom and toilet or the changeroom and toilet of the personnel's gender.
3. Access the changeroom and toilets for appropriate purposes (e.g. toileting, washing hands, assisting your child).
4. Ensure personal belongings are kept in a locker, noting WGC is not responsible for the security of personal belongings. Please keep valuables at home.
5. No photography, filming or mobile phone use is permitted within the toilet and change rooms at any time, unless in an emergency (e.g. calling an ambulance).
6. Keep all areas free from rubbish, and ensure rubbish is disposed of in the appropriate bins.
7. Respect the facility by not damaging or misusing the changerooms and toilets.
8. Report spills, mess or hazards to the front desk immediately. If the front desk is unattended, alert the Educational Coordinator on the floor.
9. Report any behaviour that feels unsafe or inappropriate to the front desk or another WGC staff member immediately. You may also make a report via our online [Child Safety Contact Form](#).

## 4. Bathroom Use During Class

Oakleigh Recreation Centre provides toilet facilities within the gymnasium for gymnasts, and changeroom and toilets located within the hallway.

Gymnasts will be supervised around but not within the changerooms and toilets, to ensure supervision requirements whilst remaining compliant with our [Child Safe Code of Conduct](#).

### *Junior Gym and Educational Program Gymnasts - Oakleigh Campus*

If the gymnast is in the Junior Gym program or participates in a 55-minute or 1-hour and 25-minute Educational Program class, they must use the bathrooms located within the gymnastics space and always be accompanied to the bathroom door by one of the following:

- A coach or WGC staff member, with another gymnast of the same gender (if known).
- Another same-gender gymnast (if known).
- A parent or guardian (Junior Gym)

If the gymnast is in a 1-hour and 55-minute Educational Program class, they must use the bathrooms located within the gymnastics space, however, they do not need to be accompanied.

There may be circumstances where a gymnast requests to use the external hallway changeroom and toilets. In this case, the coach must notify the Educational Coordinator. The gymnast must then be accompanied to the external hallway changeroom and toilet by either the:

- Educational Coordinator
- WGC Coach (e.g. if the class has a second coach allocated)

### *Educational Gymnasts - External Campus*

All gymnasts must always be accompanied to the bathroom door by one of the following:

- A coach or WGC staff member, with another same gender gymnast (if known).
- Another same-gender gymnast (if known).
- A parent or guardian.

### *Squad Gymnasts – Oakleigh Campus*

If the gymnast is in the Foundation area, they must use the bathrooms located within the gym and always be accompanied to the bathroom door by one of the following:

- A coach or WGC staff member, with another same gender gymnast (if known).
- Another same-gender gymnast (if known).

Gymnasts in the Development, National and International areas may use the bathrooms located within the gym and the external hallway toilets and changerooms.

However, gymnasts under 11 years of age in these areas must be accompanied to the external hallway toilets and changerooms by:

- Another same-gender gymnast (if known).
- Parent or Guardian

## 5. Squad Locker Room

Please refer to the [Squad Locker Room Policy](#), for full rules and guidelines.

In summary,

- The squad locker room is armed with a pin code activated lock at all times.
- Only squad gymnasts in ALP 7 or above can access the squad locker room.
- WGC Staff (unless a Committee members, spectators, members or other gymnasts cannot enter the squad locker room.

## 6. Photography

Please refer to the [Media Policy](#), for full rules and guidelines.

In summary,

- The use of audio or visual recording devices, including a mobile phone camera, is prohibited in changing areas, bathrooms or toilets.

## 7. Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

[Child Safety and Wellbeing Policy](#)

[Child Safe Code of Conduct](#)

[Child Safe Complaints Handling Procedure](#)

[Squad Locker Room Policy](#)

[Media Policy](#)

## 8. Version History

Version	Date Amended	Author	Change Details
2	11.09.2024	Olivia Gatsios	<ul style="list-style-type: none"><li>• Formatting updated to 2024 WGC policy template.</li><li>• Document control inserted with relevant information.</li><li>• Relevant policies updated.</li></ul>
3	27.10.2025	Olivia Gatsios	<ul style="list-style-type: none"><li>• Updated policy links</li><li>• Changed Photography Policy to Media Policy and added under Section 6</li><li>• Added Squad Locker Room Policy under section 7</li><li>• Updated Section 3 to distinguish from Access and Usage Rules, updated Usage Rules.</li></ul>