

ASPIRI PRIMARY SCHOOL

STUDENT CHANGING POLICY

PURPOSE

To ensure student privacy, safety and wellbeing during clothing changes before or after events, such as swimming lessons, in alignment with the Department of Education WA Duty of Care Policy, Risk Management Policy, and the Code of Conduct. These policies form the basis and reference point for this procedure.

1. CHANGING LOCATIONS

Years 1–6

- Students will not change in classrooms.
- Students will change in:
 - Toilet cubicles, or
 - Designated disabled toilets, as appropriate.
- Students will be sent in small groups to ensure adequate privacy and supervision.

Kindergarten & Pre-primary

- Students will change in the toilet cubicles located within the classroom area.
- Due to age and developmental needs, some students may require assistance.

2. SUPERVISION REQUIREMENTS

Relief staff will be provided with the Student Changing Policy if involved with swimming lessons.

Years 1–6

- Staff must not be present inside toilet cubicles while students are changing.
- Staff should supervise from outside the changing areas, ensuring student privacy while maintaining duty of care.
- Parents are to indicate on the online consent form if students require assistance with changing and 2 staff to be present if the assistance is required.

Kindergarten, Pre-primary and Students with Additional Needs

- When students require assistance with changing:
 - Parents to indicate on the online consent form.
 - Two staff members must be present.
 - Staff must follow physical contact and supervision expectations from the Code of Conduct & Duty of Care Policy.

3. PRIVACY & SAFETY EXPECTATIONS

- Students should be reminded to:
 - Change independently where possible.
 - Respect the privacy of their peers.
 - Use cubicles appropriately and close doors fully.
- Staff must ensure:
 - Students are sent in small groups to avoid overcrowding.
 - No student is left unsupervised in a way that could compromise safety.
 - Any concerns regarding student behaviour, safety, or disclosures are followed up in line with school processes.

4. RATIONALE & POLICY LINKS

This procedure supports:

- Duty of Care – Ensuring safe and appropriate supervision.
- Risk Management – Reducing risks related to privacy breaches, inappropriate exposure, and supervision challenges.
- Code of Conduct – Upholding professional boundaries, appropriate physical contact, and safeguarding student wellbeing.

These Department of Education policies are the official reference point for this changing procedure.