

The Maelor School



Toilet Policy

Committee	Wellbeing
Policy Author	SCH
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This policy has been informed by Welsh Government Guidance:

<https://www.gov.wales/sites/default/files/publications/2018-03/school-toilets-good-practice-guidance-for-schools-in-wales.pdf>

Aims:

- To maximise access to pupils' toilet facilities during the day to promote the health, wellbeing and learning opportunities of all pupils.
- To provide good quality toilet facilities throughout the school.

Rationale:

The school recognises that well-maintained toilet facilities where pupils feel comfortable and safe and have open access to throughout the school day, are essential for health, wellbeing, and learning.

We value and respect our pupils and want them to be able to benefit from good provision and practice.

Objectives:

- To ensure that this policy is both accepted and upheld by the whole school community - school management, staff, pupils, governors, parents, site manager, cleaning and ancillary staff.
- To keep toilets open and available to pupils throughout the school day. While pupils can use toilet facilities at break and lunchtimes if they need to, we ensure pupils have access at all times. We recognise that toilet needs are highly individual and do not conform to regimental timetables. We recognise that some pupils only feel comfortable going to the toilet when others are not around and will allow children to quietly leave class to use the toilet without adverse comment.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.
- To ensure the toilet and washroom facilities cater for the needs of all pupils from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual and aural privacy for users, ensuring a spare supply of cubicle door locks.
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To ensure sanitary disposal units in all female cubicles, serviced on a regular basis and to provide sanitary dispensers in female toilet blocks (where applicable).
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.
- To locate drinking water supplies and outlets in safe and appropriate locations, and not in toilet areas.
- To actively seek the views of the whole school community in relation to any concerns about toilet provision and access issues (ensuring a child friendly procedure for pupils to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the pupils.
- To actively consult and involve the pupils in managing the toilets (via the School Council or establish a working group).
- To encourage pupils to respect the toilets and each other (via the School Council and through the Health and Wellbeing Curriculum) and for pupils to establish a Pupil Code of Conduct in toilets and washrooms.

- To provide indoor social areas to discourage toilets from being used for such purposes.
- To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.

Access to decent toilets whenever the need arises is a fundamental human right and necessary for good health and well-being.

We will provide:

- ✓ Access to a toilet, whenever or wherever the need arises.
- ✓ Adequate numbers of facilities for both female and male users, which ensure sufficient privacy.
- ✓ Dedicated unisex toilets, or female and male toilet cubicles, properly equipped, for users with special needs.
- ✓ Properly designed toilet and washroom facilities, suitable for the range of anticipated users, with adequate lighting, fixtures and fittings.
- ✓ Hot water, with adequate provision for liquid soap and hand drying facilities.
- ✓ Toilet tissue dispensers provided at a convenient height, replenished as needed throughout normal hours of usage.
- ✓ Sanitary disposal units in female cubicles, serviced on a regular basis.
- ✓ An effective toilet supervision regime to ensure proper standards of provision and management throughout normal hours of usage.
- ✓ An effective toilet cleaning/inspection regime to ensure adequate standards of hygiene, behaviour and cleanliness, throughout normal hours of usage.
- ✓ A published School Toilet Policy approved by school governors and learners and communicated to all learners, parents/guardians and staff.
- ✓ A child friendly comments/complaints procedure, for learners, parents/guardians and staff to communicate toilet concerns or grievances to the Headteacher and/or school governors.

Pupil use of the toilets during lesson time

- Pupils will be allowed to use the toilet during lesson time once their teacher has given permission (some pupils may have been issued with a toilet pass; these pupils can leave straight away)
- Pupils must register with their teacher and ask for permission to use the toilet
- Staff will let one pupil at a time to leave their lesson if they need the toilet, the next pupil can go upon the return of the other
- Pupils should use the toilets responsibly and return to lesson in a timely manner
- Pupils should use the toilet block closest to their classroom
- No more than one pupil at a time should be in the cubicle
- Pupils should treat the toilets with respect
- Pupils should not cause any damage to the toilets

Pupil use of the toilets during break and lunchtime

- Toilets will be monitored by staff during break and lunchtime
- Pupils will be let into the toilets in small groups to avoid poor behaviour
- Pupils can access the toilets at any time during break or lunchtime
- Pupils have been assigned specific toilet blocks (Year 7 - F Block, Year 8 and 9 - C Corridor, and Year 9 and 10 - B Corridor)
- Pupils should only use their designated toilet at these times
- No more than one pupil at a time should be in the cubicle
- Pupils should treat the toilets with respect

Pupils with medical needs associated with toileting

- Pupils will be issued with a toilet/comfort pass.
- They should have the opportunity to visit the toilet in privacy.
- Pupils with a toilet pass should be allowed to leave the class to visit the toilet immediately, without fuss, and without having to wait for permission. Avoid causing embarrassment or making them 'hang on'.
- Consider where the learners sit in class in relation to the door and when regrouping learners for different activities.