

# West Monmouth School



Toilet Policy  
September 2023

## **Aims**

- To facilitate reasonable access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

## **Rationale: Why are we writing this policy?**

- The school recognises that well-maintained toilet facilities where learners feel comfortable and safe and have open access to throughout the school day, are essential for health, well-being, and learning.
- We value and respect our learners and want them to be able to benefit from good provision and practice.

## **Objectives: What do we want to achieve?**

- To ensure that this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents/carers, site manager, cleaning and ancillary staff.
- To keep toilet facilities open and available to learners throughout the school day. While learners can use toilet facilities at break and lunchtimes if they need to, we ensure learners have access at all times. We recognise that toilet needs are highly individual and do not conform to regimental timetables. We recognise that some learners may have a medical issue which requires them to use the toilet at regular intervals. Toilet cards are issued to learners following discussion with the learner and parent/carer, so they are permitted to leave a lesson to use the toilet.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and special needs, with adequate lighting, fixtures and fittings.
- To ensure that the toilet facilities provide visual and aural privacy for users.
- To ensure that pupils who identify as a different gender to that of their birth gender, have access to toilets of their gender choice if they wish. Alternative toilet facilities are also made available. This is discussed and arranged with the Head of Learning and member of SLT.

- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To ensure sanitary disposal units in all female cubicles are serviced on a regular basis and to provide sanitary dispensers in female toilets.
- 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 supervise the toilets at break and lunchtimes.
- 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 learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners
- To actively consult and involve the learners in managing the toilets (via the school council).
- To encourage learners to respect the toilets and each other (via the school council, in PSE lessons, in assemblies and registration periods).
- To regularly include toilet management issues in all appropriate school council, staff, and governor meetings.
- 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.

### **Arrangements for the use of toilets through the day**

- Toilet facilities are open throughout the day. Pupils are encouraged to use the toilet facilities at break and lunch times. However, we recognise that sometimes a pupil will need to use the toilet during a lesson. In this case, a pupil is asked to leave their mobile phone in the classroom, and is given a toilet pass card by the member of staff. Any pupils out of lessons are challenged by members of staff and checks are made to ensure that they have a toilet pass with them.

## **Staff Toilets**

Staff toilet facilities are located in the following areas:

- Haberdashers building
- N Block
- W Block
- Science Block

Toilet facilities are discussed at the staff representatives meeting with the Headteacher.

Pamper boxes are placed in all toilets and include items such as deodorant, tissues, sanitary products, body spray, and hand cream. These are replenished each half term.