

# Toilet Policy



## King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: September 2023  
Approved by Governors: July 2023  
Next Review Due: July 2024

## 1. Introduction

King Henry VIII 3-19 School values and respects our learners and wants them to be able to benefit from excellent provision and practice. We therefore recognise that having safe and open access to well-maintained toilet facilities where they feel comfortable throughout the school day, is essential for their health, wellbeing, and learning.

This policy is based around the **School toilets: Good practice guidance for schools in Wales** as part of Welsh Government guidance for schools and Local Authorities on how to provide and maintain good quality, hygienic toilet facilities for learners. It corresponds with the minimum standards for hygiene in the Welsh Network of Healthy School Schemes (WNHSS) National Quality Award, and supports wider public health work in schools to improve health and wellbeing. It also fulfils interventions recommended by the Health Protection Agency in the Children's Environment and Health Strategy for the United Kingdom.

All guidance makes it clear to schools that they should provide learners with the appropriate facilities to encourage them to use their school toilets and to enable them to wash their hands thoroughly afterwards. This relies upon schools providing the basics of soap, warm water and automatic hand dryers/paper towels to ensure hand-hygiene compliance.

## 2. Legal Responsibility

Section 542 of the Education Act 1996 allows Welsh Ministers to prescribe, by way of secondary legislation, the standards for school premises, including school toilet facilities. The prescribed standards for schools are currently contained in the Education (School Premises) Regulations 1999.

The regulations and the non-statutory guidance are aimed at Local Authorities (LAs) and set out matters such as the number of toilets required in a school dependent on the age and number of learners; the separation and location of facilities depending on age and gender of learners; and the dimensions of facilities within school toilets. Regulation 17(3) of the 1999 Regulations requires the responsible body to ensure the health, safety and welfare of the occupants of a school building. Toilets form part of a school building and good hygiene can therefore be considered in this context.

Governing Bodies are responsible for monitoring the schools' arrangements for health and safety management. This responsibility includes providing a brief statement in the school governors annual report on the provision of toilet facilities for learners registered at the school and arrangements in place to ensure their cleanliness. The Education Act 2002 places responsibility for 'safeguarding and promoting the welfare of children who are pupils at the school' with the LA and the governing body. It also states that LAs and governing bodies are required to consult with learners in connection with these matters, and while not having a statutory responsibility school councils play an important part in delivering good facilities. The governing body and the Headteacher of a school must consider any matter communicated to them by the school council and respond.

The United Nations Convention on the Rights of a Child (UNCRC) is an international convention that sets out the civil, political, economic, social and cultural rights of children. Welsh Government has adopted the UNCRC as the basis of all its work for children and young people. Some of the articles within the UNCRC that can be seen to relate directly to the provision of good toilet facilities include:

- Article 3 – The best interests of the child
- Article 6 – The right to develop healthily
- Article 16 – The right to privacy
- Article 23 – The right to receive special care and support if you have a disability
- Article 24 – The right to good quality health care

### 3. Mandatory minimum standards

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. The regulations set out the number of toilets and washbasins that should be provided according to the number of pupils in all existing and new maintained schools.

#### Toilets

- Pupils over 5 years of age: 1 toilet for every 20 pupils
- Pupils under the age of 5: 1 toilet for every 10 pupils
- In special schools: 1 toilet for every 10 pupils, regardless of age

#### Washbasins

Where the majority of pupils are under 11, there should be as many washbasins as toilets.

Where the majority are over 11:

- Washrooms with 1 toilet must contain at least 1 washbasin
- Washrooms with 2 toilets must contain at least 2 washbasins
- Washrooms with 3 or more toilets must have at least two thirds the number of washbasins as there are toilets

The regulations require toilet areas for male and female learners over the age of eight to be separate unless there are dedicated unisex toilets, properly equipped and for users with special needs.

Girls' toilets should not have urinals. Staff toilets, other than those designed for disabled access, must be separate from learners' toilets. Providing the basic number of sanitary fittings will not, in itself, mean that all the relevant standards have been met. The regulations require washroom facilities (water closets, urinals, washbasins and sinks) to be adequate having regard to the ages, gender and number of learners and any relevant special requirement they may have.

Staff toilets, other than those designed for disabled access, must be separate from learners' toilets.

### 4. School Aims

- To promote the health and wellbeing of all staff and pupils
- To respect the rights of everyone to feel comfortable and safe
- To provide good quality toilet facilities throughout the school site for all pupils, staff and visitors

### 5. Objectives

- All toilet facilities will have:
  - Water Supply for hand washing
  - Liquid Soap dispensers
  - Toilet Tissue Dispensers
  - Hand Drying facilities (Hand Dryers/Towels)
- Toilets and fittings will be the right size and height for the pupils expected to use them (size and height of toilets, basins, toilet tissue dispensers, etc.)
- Support staff will be available to help disabled pupils to access Disability Discrimination Act (DDA) compliant toilet facilities quickly, safely and easily from wherever they are in the school building
- Intimate care plans will be put in place to provide a clear framework for staff who support pupils with personal care, including toileting and continence management
- Close liaison with occupational therapists and LA Officers will occur where specialist toilet and cleaning facilities are required to meet the specific needs of pupils
- The rights of transgender pupils will be respected through the designation of unisex toilet facilities

- The privacy and dignity of those using the toilets will be maintained, including through the use of indicator bolts on all cubicle doors
- Toilets remain clean, fresh and functional throughout the school day achieved through an effective toilet cleaning, supervision and inspection routine
- Sanitary disposal units will be present in all female cubicles and emptied on a regular basis
- Cleaning staff will use appropriate cleaning products and extraction fans will be installed within toilets where access to fresh air is limited
- Pupils within the Middle and Upper Phase of Learning will be issued with a toilet pass by their teacher when using toilets during lesson times
- Caretakers, staff on duty and Lunchtime Supervisors will patrol toilet areas, monitoring their use
- Staff on duty and Lunchtime Supervisors will discourage pupil congregation in WC facilities, reporting any issues immediately
- Pupils will be reminded of school values, including respect for each other and the school building, including facilities such as toilets (e.g. via the School Council, PSE lessons and assemblies)
- Pupils will be reminded of how to effectively keep clean and healthy, including how to wash their hands using guidance issued by Welsh Government (Appendix 1). This will include posters being placed within toilets
- School Council meetings will provide the opportunity for pupils to provide feedback relating to school toilet facilities, including suggestions related to their use and upkeep (Appendix 2)

#### **In the event of a pandemic**

In the event of pandemic, such as the threat caused by Coronavirus (COVID-19), additional measures will be taken to keep all pupils, staff and visitors safe in accordance with any WHO and Public Health Wales guidance that is issued. A full risk assessment will be put into place and assessed regularly by the Headteacher and School Health and Safety Officer.

## **6. Maintenance of toilets and cleaning facilities**

### **Maintenance Requests**

All Maintenance Requests are to be made through the Deputy Headteacher who will inform the Schools Business Manager who will action any works needing to be carried out, including through the procurement of outside services if required.

Further Information:

1. School toilets: Good practice guide for schools in Wales

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

2. ERIC: The children's bowel and bladder charity

<https://eric.org.uk/>

## Appendix 1

### How should we wash our hands?

(Designed by Freepik)

## HOW TO WASH YOUR HAND PROPERLY



WET YOUR HANDS WITH WATER



APPLY ENOUGH SOAP TO COVER  
ALL HAND SURFACES



RUB HANDS PALM TO PALM



LATHER THE BACKS OF YOUR HANDS



SCRUB BETWEEN YOUR FINGERS



RUB THE BACKS OF FINGERS ON THE  
OPPOSING PALMS



CLEAN THUMBS



WASH YOUR FINGERNAILS AND  
FINGERTIPS



RINSE HAND

## Appendix 2

### School Toilet Questionnaire

We would like you to answer the questions below as it's important to know what you think about school toilets. Please tick the correct box. Thank you for answering honestly.			
1. Are you: male? <input type="checkbox"/> female? <input type="checkbox"/> How old are you? ..... What year are you in? .....			
2. What do you think of your school toilets? Nice <input type="checkbox"/> Okay <input type="checkbox"/> Quite bad <input type="checkbox"/> Really horrible <input type="checkbox"/>			
3. Do you use the school toilets? Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Only when I really have to <input type="checkbox"/> Never <input type="checkbox"/>			
4. When do you use the school toilets? Only at break times <input type="checkbox"/> Only during class <input type="checkbox"/> Whenever I need to <input type="checkbox"/>			
5. Do you wash your hands after using the school toilet? Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/>			
6. Have you come across the following problems in your school toilets?	Never	Sometimes	Often
No toilet paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No warm water for washing hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No soap for washing hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No hand towels/dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People can look over/under doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors that don't lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smelly, dirty or messy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets blocked or not working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not enough toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being scared of other learners in the toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not enough time to use the toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not allowed to use the toilet when you need to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Give your school toilets a mark out of 10 .....			
Would you like to say anything else about your school toilets? Can you suggest ways they could be improved?			