

# 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

Reviewed by Governors: October 2024, October 2025

Next Review Due: October 2026

## 1. Introduction

King Henry VIII 3-19 School values and respects our pupils 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 pupils. 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 pupils 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 pupils; the separation and location of facilities depending on age and gender of pupils; 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 pupils 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 pupils 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

In order to ensure that these rights are met and to comply with the Equality Act 2010, all children must be treated as individuals and continence issues should be assessed on an individual basis.

Achieving continence is one of many developmental milestones and should not be considered more significant than any others. Educational establishments are expected to meet the individual needs of children with delayed personal development in the same way they would meet the needs of children with delayed language or any other kind of delayed development. Children should not be excluded purely because of incontinence issues and providers should work in partnership with parents and carers to address this issue in a positive and supportive manner.

### **School Admission**

- No child will be refused admission to school based solely on incontinence issues
- In line with the Equality Act 2010, any reasonable adjustments will be considered in order to meet the needs of an individual child
- If a child has complex continence needs, a continence healthcare plan may be required when they start school and relevant healthcare professionals will be closely involved in this process

### **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 pupils over the age of eight to be separate unless there are dedicated unisex toilets, properly equipped and for users with special needs.

#### **Girls 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, washbasins and sinks) to be adequate having regard to the ages, gender and number of pupils and any relevant special requirement they may have. Girls toilets should not have urinals.

#### **Staff toilets**

Staff toilets, other than those designed for disabled access, must be separate from pupils' toilets. Staff must not use pupil toilets at any time. Pupils are not to use toilets designated for staff.

#### 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 will take place with occupational therapists and LA Officers 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 time
- Staff on duty at break and lunchtime will supervise the use of toilet areas
- Staff on duty at break and lunchtime will discourage pupil congregation in WC facilities, reporting any issues to members of SLT
- 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)

#### Procedures for Personal Care

- In line with the Equality Act 2010, any reasonable adjustments will be considered in order to meet the needs of an individual child
- Children who are in nappies will be checked regularly and changed immediately if required
- Children who are not fully continent will be prompted to use the toilet throughout the day
- Children will have access to toilet facilities at all times. Where appropriate, children's seats, potties, steps are available
- Help and assistance will be given where needed; however, independence is encouraged and privacy is respected at all times
- Children will be accompanied to the toilet as soon as they indicate their need
- Personal care is delivered only by fully checked members of staff
- Children are taught good hygiene practice in relation to their own personal care as they grow to independence

- Warm water, soap and paper towels are available for children to wash their hands
- Water temperature is controlled
- Toilets and potties will be checked regularly and cleaned/disinfected, in line with infection control guidelines.
- Changing mats and related equipment are disinfected after each child

#### **In the event of a toileting accident:**

- A member of staff will inform the teacher, or another member of staff before they take the child to the toilet
- There is no requirement for two adults to be present when changing a child but safeguarding procedures must be adhered to at all times
- The member of staff will ensure that the child's privacy and dignity is maintained throughout
- All necessary equipment such as gloves, wipes, paper towels, nappy sacks/plastic bags, pants, trousers and socks will be stored in the toilet area to enable staff to deal efficiently with the situation
- Wet or soiled clothing will be removed and fresh clothing will be put on
- Clinical waste will be disposed of appropriately
- The changing area will be cleaned and disinfected after use
- If the accident has occurred inside, or if the child had been sat on a piece of equipment, the remaining staff will ensure that the surfaces are cleaned and disinfected
- The parent of the child will be informed discreetly of the occurrence at the end of the session.
- Frequent episodes of soiling and/or wetting will be discussed with parents to establish the best course of action for the child (see Appendix 3 – Continence Pathway)

## **6. Toilet use during the school day**

### **Before School**

- Within the Upper School building, the PE toilets and toilets by the SRB area are available before the school day (from 8.25am). A member of staff is in duty in this position to supervise their use.
- Within the Lower School building toilets are available to pupils before the school day if attending Breakfast Club. A member of staff is present to supervise their use.

### **Form Time**

- Toilets are not available during Form Time for Years 7-11. This is because they are available before the school day.

### **Breaktime and lunchtime**

- Within the Upper School building pupils have access to the PE toilets and the toilets by the SRB. No other toilets are made available at these times.
- Within the Lower School building pupils have access to designated toilets that are supervised by staff.

### **During Lessons**

- Within the Middle Phase (Years 7 and 8), and the Upper Phase, ten minutes has been allocated within each teaching period where pupils may request to go to the toilet. Teachers are asked to issue one toilet pass at a time to ensure that only one pupil is outside of the classroom. It is however accepted that there will be occasions where a pupil may need to visit the toilet at any time during a lesson.
- Within the Middle Phase (Years 5 and 6), pupils ask their teacher when they need to visit the toilet. Teachers are asked to issue one toilet pass at a time to ensure that only one pupil is outside of the classroom. It is however accepted that there will be occasions where a pupil may need to visit the toilet at any time during a lesson.
- Within the Lower Phase pupils ask their teacher when they need to visit the toilet. Pupils are not issued with a toilet pass as toilets are located near to the classrooms, meaning use of these facilities can be closely monitored by teaching and/or support staff (in most cases toilets are accessible directly from classrooms).

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

## **Maintenance Requests**

All Maintenance Requests are to be made through the Deputy Headteacher 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



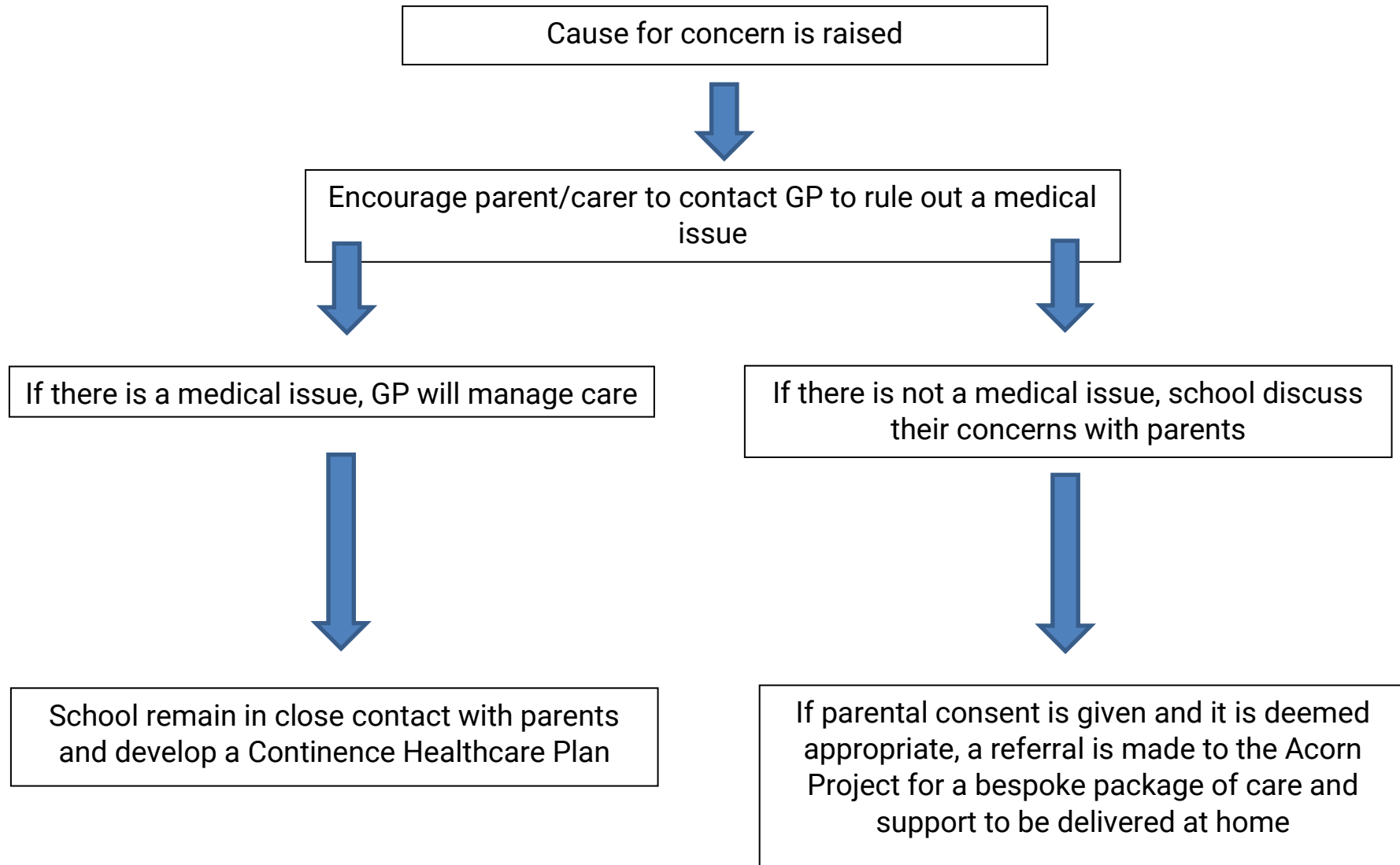
RINSE HAND

## 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			
No warm water for washing hands			
No soap for washing hands			
No hand towels/dryers			
People can look over/under doors			
Doors that don't lock			
Smelly, dirty or messy			
Toilets blocked or not working			
Not enough toilets			
Being scared of other learners in the toilets			
Not enough time to use the toilet			
Not allowed to use the toilet when you need to			
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?			

Appendix 3  
Continence Pathway



## Appendix 4 Continence Healthcare Plan

Child's name \_\_\_\_\_  
 Date of commencement \_\_\_\_\_  
 Date of first review \_\_\_\_\_  
 Date of second review \_\_\_\_\_  
 Name of staff member \_\_\_\_\_

### Other professionals involved:

- Health Visitor
- G.P
- School Health Nurse
- Other \_\_\_\_\_

### Outline of the support needs (informed by Parent Questionnaire)

<b>INDEPENDENCE</b> What is required of the support staff to ensure that the child can be as independent as possible?	
<b>TOILETING TIMES</b> Does the child need to be prompted at regular intervals?	
<b>COMMUNICATION</b> How does the child let you know that they need the toilet?	
<b>TOILET FACILITIES</b> Does the child require more privacy? Does the child require a footstool or insert seat?	

<p><b>MANUAL HANDLING AND LIFTING?</b> Does the child need to be lifted? Can the child be changed standing up? Is any additional training required?</p>	
<p><b>CONSISTENCY</b> Is there consistency required between home and school? How will this be ensured?</p>	
<p><b>LIAISON</b> Are there other issues that may be making toileting difficult?</p>	
<p><b>ADDITIONAL SUPPORT</b> Has a referral been made in agreement with the parents for additional support at home (Acorn Project)</p>	
<p><b>SPECIFIC ADVICE</b> Any specific instructions required for interventions such as catheterisation or stoma care, allergies, risks etc.</p>	

**OUTCOME**

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Completed by:

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Date of completion: