

# SCHOOL TOILET POLICY



2025 - 2026



## School Toilet Policy Ysgol Gynradd Groes-wen Primary School

All children have the right to privacy (Article 16, UNCRC)

You have the right to a clean and safe environment, and information to help you stay well (Article 24, UNCRC)

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

Introduction:

Toilets project an image of a school – good or bad – and have an effect on learner morale, behavior and potentially health. Our policy will enable us to develop and maintain a shared vision and co-ordinated approach to school toilets and how learners are allowed to use them.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we have a duty to provide children with school toilets that are accessible, clean, and safe with high quality sanitary ware by ensuring that we adopt excellent standards of maintenance by providing the basics of liquid soap, warm water, toilet tissue and paper towels.

We recognise that it is essential for the health, well-being and learning of all pupils that the school toilets are well-maintained and are accessible at all times throughout the school day.

We value and respect the children in our care and we want them to be able to understand how to respect the facilities provided and how best to look after their own health.

- We have a duty under the School Premises to provide:
- suitable toilet and washing facilities must be provided for the sole use of pupils;
- separate toilet facilities for boys and girls aged 8 years or over must be provided except where the toilet facilities is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time;
- separate facilities for pupils who are disabled;
- suitable changing accommodation
- sufficient numbers of toilets and washbasins according to the number of pupils on roll.

We will ensure that this policy is accepted and endorsed by all school personnel, pupils, governors, parents and visitors to the school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To provide good quality toilet and washroom facilities throughout the school.
- To ensure that all pupils have access to toilet facilities during the school day to promote the health, well-being and learning opportunities throughout the school.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a Site Manager;
- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for producing a statement in the School Governors Annual Report on the provision of toilet facilities for the pupils of the school and that arrangements are in place to ensure their accessibility, safety and cleanliness;
- the responsibility of involving the School Senedd (when it is established) in the development, approval, implementation and review of this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School SENEDD (when it is established) in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- ensure that good quality toilet facilities are provided and maintained throughout the school and during the school day;
- ensure that all pupils have access to toilet facilities during the school day;
- ensure that all school personnel will always allow pupils to use the toilet whenever they need to;
- discuss with the Site Manager a variety of issues dealing with toilet and washroom facilities such as:
  - management and maintenance
  - toilet hygiene
  - access, security and supervision
  - structural issues
  - washbasins, water and hand hygiene
  - female sanitary products and disposal
- ensure that the toilet and washroom facilities are suitable and cater for the needs of pupils with disabilities and special needs and pupils from ethnic and religious communities;
- ensure that the toilets are supervised at all break and lunchtimes;
- seek the views of the School Senedd (when it is established) in relation to any concerns about toilet provision, access issues and the involvement of pupils in managing the toilets during breaks and lunchtimes;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Site Manager and Cleaning Staff**

The Site Manager will:

- implement and maintain an effective toilet cleaning, supervision and inspection programme to ensure proper standards of provision and cleanliness throughout the school day;
- ensure that supplies of warm and cold water, soap, hand drying facilities and toilet tissue are maintained at all times;
- ensure that sanitary disposal units are serviced and maintained regularly;
- ensure that information posters regarding hand hygiene etc. are provided in all toilets and washroom facilities;
- meet each term with the Headteacher to discuss issues such as:
  - management and maintenance
  - toilet hygiene

- access, security and supervision
  - structural issues
  - washbasins, water and hand hygiene
  - female sanitary products and disposal
- meet with the School Council to discuss issues relating to toilet management issues;
  - provide guidance and support to all cleaning staff;
  - keep up to date with new developments and resources;
  - review and monitor the school toilet facilities every day;
  - annually report to the GB the effectiveness of this policy.

### **Role of the Health and Safety Representative**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

### **Role of School Personnel**

School personnel will promote the health, well-being and learning opportunities throughout the school and will ensure pupils:

- respect the toilet and washroom facilities;
- establish a **Pupil Code of Conduct** in the toilet and washroom facilities;
- highlight toilet management issues;
- have access to toilet facilities during the school day to.

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- understand that they have a right to use the toilet and washroom facilities at any time;
- respect the toilet and washroom facilities;

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Health and Safety - Responsibilities
  - Workplace Environment
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### Linked Policies

Health and Safety  
Health and Safety - Responsibilities

Headteacher's Signature:



Date: 26.09.25

Chair of GB signature:



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