School Toilets Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr Teifion Lewis**
Head teacher	**: Mr Teifion Lewis**
Chair of Governors	**: Mr Michael Cude**

Policy applies to Academic Year 2026 -27

Signed HT: **Date: September 2026**

Signed CoG: **Date: September 2026**

This policy is a:	**School Plan using LA & WG guidelines**
This policy is a:	**Non-Statutory Policy**
Policy / Document Leader:	**Mr Gwillim**
Link Governor:	
Key Personnel in Policy:	**Headteacher,**
Published / located:	**Website/ School Administration Office**
Aims of Policy: • **To outline the policy and provision for school toilet usage at the school.**	
Review date	**September 2026**
Next review date	**September 2028**
Reviewed by	**Policy committee**

This document is freely available to the entire school community. It has been approved by the school governors and pupils, and made available in the school newsletter, website and prospectus.

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: Why we are writing this policy?

- 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: What do we want to achieve?

- 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 all 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. At secondary level, to cut down on the need for pupils to leave lessons, we will provide regular and frequent enough toilet breaks (every 45 – 60 minutes). We recognize that some pupils only feel comfortable going to the toilet when others are not around and will allow children to quietly sign in and out of 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 (for girls aged eight and over), serviced on a regular basis.

- 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, if pupils perceive the need. If pupils assume this role, we will train and supervise them to ensure they carry out their duties correctly and do not restrict fellow pupils from using the toilets as and when they need to.

- 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, in PSE lessons, in class-teacher discussion times, in the Social, Emotional Aspects of Learning and for pupils to establish a Pupil Code of Conduct in toilets and washrooms.

- To regularly include toilet management issues in all appropriate School Council, staff, parent 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.

Please note:
This policy document was produced in consultation with pupils, parents, school staff, governors and the school nurse.