Cardiff West Community High School

School Toilet Policy

2026-28

Created by: Cardiff LA

Approved by:

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This policy is based around the School toilets: Good practice guidance for schools in Wales as part of the 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 well-being. It also fulfils interventions recommended by the Health Protection Agency in the Children's Environment and Health Strategy for the United Kingdom.

We must 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 on all schools providing the basics of soap, warm water and paper towels to ensure hand-hygiene compliance.

Legalities 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.

Aims of Policy

• To promote the health and wellbeing of all staff and pupils.

• To provide good quality toilet facilities throughout the school site for staff, visitors and pupils.

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 all toilet facilities are suitable for users e.g. pupils/staff with disabilities have access to compliant washroom facility (Grab Bars/adequate flooring surfaces/lighting/fixtures and fittings)

• To ensure all toilet facilities remain functional throughout the school day.

• To keep all toilets 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. At secondary level, to cut down on the need for learners to leave lessons, we will provide regular and frequent enough toilet breaks (every 55–60 minutes). We do allow pupils with medical needs to attend the toilet more regularly but in order to provide a pass we do need either a note from the doctor or a photograph of the medication that they use, for example Movacol, with the child's name on the prescription. For pupils using toilets during lesson times, a pupil toilet pass to be provided by the teacher, and a member of staff to escort to children to the toilet for safe guarding reasons.

• To ensure that all toilet facilities have:

- Water Supply for hand washing
- Liquid soap dispensers
- Toilet Tissue Dispensers.

- Temperature of hot/cold water supplies tested regularly.
- Hand Drying facilities (Hand Dryers/Towels) – Dryers tested by the Estates team/Supplies of towels monitored routinely

• To ensure that sanitary disposal units are present in all female cubicles and emptied on a regular basis.

• Consider users privacy in toilet facilities; indicator bolts installed to cubicle doors. Maintained on a regular basis. A supply of bolts/locks carried by the Estates team.

• Ensure an effective toilet cleaning, supervision and inspection routine is in place, to maintain cleanliness/hygiene of Washroom facilities throughout the school day. Cleaning staff using appropriate cleaning products.

• Ensure that Break/Lunchtime duty staff patrol toilet areas; any issues to be reported immediately. • Conservation of energy: Light Sensors and Non-Concussive taps in use throughout facilities.

• Wet Weather areas provided to discourage pupil congregation in WC facilities.

- Any Maintenance Requests are made through the Head or Deputy Head of Resources who informs the Estates team.
- Staff toilets, other than those designed for disabled access, must be separate from learners' toilets.

• School Council meetings regularly held; pupils actively involved in the upkeep/provision of toilet facilities.

• To encourage pupils to respect the toilets and each other (via the School Council, PSE lessons, during Form & Assembly)

• To regularly include toilet management/provision issues in all appropriate School Council, staff, parent and governor meetings.

• The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day.