

# PORTFIELD SCHOOL & SATELLITE CENTRES



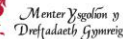
## POLICY DOCUMENT FOR SCHOOL TOILET FACILITIES



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## **Review of Policy**

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

This policy was adopted by:

Signed: ..... Date: .....  
Headteacher

Signed: ..... Date: .....  
Chair of Governors

# Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# **PORTFIELD SCHOOL HAVERFORDWEST & SATELLITE CENTRE YSGOL Y PRESELI**

## **Portfield School - School Toilet Facilities Policy**

**Date of policy implementation: January 2013**

**Date of next review: January 2015**

**The named persons for drawing up and leading the review of this policy are: Deputy Headteacher and School Council co-ordinator.** This document is freely available to the entire school community. It has been approved by the school governors and learners, and made available in the school newsletter, website and prospectus.

### **Aims**

- To maximise access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

### **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 this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents/carers, site manager, cleaning and ancillary staff.
- 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 45–60 minutes).
- To ensure that the toilet facilities are suitable for the range of users and their special needs, with adequate lighting, fixtures and fittings.

- To ensure the toilet and washroom facilities cater for the needs of all learners 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
  - To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
  - To ensure sanitary disposal units in female cubicles (for girls aged eight and over) are serviced on a regular basis and to provide sanitary dispensers in female toilets (where applicable).
  - 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 for those pupils who are not independent and as required at break and lunchtimes, if learners perceive the need.
  - To actively seek the views of the whole-school community in relation to toilet provision and access issues (ensuring a child-friendly procedure for learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners.
  - To actively consult and involve the learners in managing the toilets (via the school council).
  - To encourage learners to respect the toilets and each other (via the school council, in PSE lessons) and for learners to establish a Learner Code of Conduct in toilets and washrooms where appropriate to pupil age and ability.
  - To regularly include toilet management issues in all appropriate school council, staff, parent/carer and governor meetings.
  - To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.

**Notes** • This policy document was produced in consultation with learners, parents/carers, school staff, governors and the school nurse. • The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day.

## **Appendix 1 School Toilet Charter**

Access to decent toilets whenever the need arises is a fundamental human right and necessary for good health and well-being.

### **Portfield School will provide:**

1. Unrestricted access to a toilet, whenever or wherever the need arises.
2. Adequate numbers of facilities for both female and male users which ensure sufficient privacy.
3. Dedicated unisex toilets, or female and male toilet cubicles, properly equipped, for users with special needs.
4. Properly designed toilet and washroom facilities, suitable for the range of anticipated users, with adequate lighting, ventilation, fixtures and fittings.
5. Hot water, ideally from a mixer tap, with adequate provision for liquid soap and hand drying facilities.
6. Toilet tissue dispensers provided at a convenient height, replenished as needed throughout normal hours of usage.
7. Sanitary towel disposal units in female cubicles (where age appropriate in both upper, lower and satellite buildings ), serviced on a regular basis.
8. An effective toilet supervision regime to ensure proper standards of provision and management throughout normal hours of usage.
9. An effective toilet cleaning/inspection regime to ensure adequate standards of hygiene, behaviour and cleanliness, throughout normal hours of usage.
10. A published school toilet management policy approved by school governors and learners, and communicated to all learners, parents/guardians and staff.
11. A child friendly comments/complaints procedure, for learners, parents/guardians and staff to communicate toilet concerns or grievances to the head teacher and/or school governors.

## **Appendix 2 School toilet management**

- Staff and pupil toilets will be cleaned daily by the LA cleaning contractors, any defects will be reported to the Site manager
- Staff toilets will be monitored by the Caretaker on a daily basis and any defects reported to site manager. A routine check will be made after lunch where any cleaning required will be carried out by the caretaker.
- Pupil toilets will be monitored by class staff during the day and where cleaning is required will be carried out by class staff if appropriate or Caretaker. Defects will be reported to the Site manager.