



Policy Name: Toilet Policy

To be reviewed: Oct 2026

Edition/Version Number: 3



Beliefs and Values

At Melin Primary School we believe that the emotional wellbeing of the child, developed through a curriculum based on activity and experience is at the heart of learning.

We aim to provide a safe, caring and stimulating learning environment across the Primary phase in which children are given the best opportunities to develop into literate, numerate, digitally competent, creative life-long learners so that they reach their potential.

We work together with the adults in our children's lives to ensure that they are safe, happy and are empowered to make a change in their lives.

Aims

Our aim is to make school toilets accessible, clean and safe by encouraging the adoption of the highest possible standards. We have a duty to educate learners about how to best look after their own health and to respect the facilities provided to them.

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.

Foundation Phase

Toilet Facilities

There are six toilets and hand basins situated on the ground floor of the Foundation Phase Site. These toilets will be used by Nursery, Reception and Year 1 children and are unisex toilets. These toilets are cleaned by the appropriately trained staff of Melin Primary regularly throughout the day when needed. They are also cleaned thoroughly by the cleaner at the end of every day.

There are 2 toilet blocks situated on the upper level of the Foundation Phase site. One block is for girls only. This toilet block contains 4 toilets and 4 hand basins. The second toilet block is for boys only. This block contains 2 toilets, 4 hand basins and a urinal. The school cleaner cleans these toilets each day.

There are two unisex staff toilets situated in the Foundation Phase Site. The toilets are in individual, locked cubicles, which contain a toilet and hand basin. The school cleaner cleans these toilets each day.

Pupils start half day Nursery at Melin Primary School following their third birthday and we would expect children to be toilet trained when entering the Nursery.

The school accepts that there may be instances where a child has Additional Learning Needs or a Statement of Special Educational Needs (or is in the process of acquiring one) that delays the ability to toilet train (or leaves them incontinent). At Melin Primary School we will make reasonable adjustments for these children to accommodate them.

The ground floor of the Foundation Phase site has a hygiene room consisting of a disabled toilet and a changing bed.

We would be required to discuss the needs of the child with the parents or carers prior to them starting Nursery school and creating a care plan in order to be able to meet the child's needs. We would ensure that the Intimate Care Policy is followed.

The school understands that children of all ages, but particularly in Nursery and Reception are likely to have accidents (especially urine accidents), and ensures children are treated sensitively and without blame in such circumstances.

Children are supported in changing themselves, and the school has a small stock of spare clothes for this purpose. One adult may be present where there is no need for intimate care: i.e. the child simply needs some support with dressing or undressing to put on clean clothes.

The school does *not* have the right to refuse entry to the school, or withhold a place for a child because he or she is not toilet trained.

The school will contact parents in the event of soiling and will expect them to assist with intimate care of their child.

Where a child is not toilet trained, the school would expect parents to disclose this to the class teacher or ALNCo, prior to entry to the school, whether the child has Special Educational Needs *or* is developing within typical parameters.

Children will have access to the toilets throughout the day. Children will need to tell an adult in the school that they need to go to the toilet before leaving the classroom, playground etc.

No child will be refused to go to the toilet.

Teaching and Learning

Throughout the Foundation Phase children will be taught about good hygiene. In Reception the school nurse visits the class and demonstrates how to wash your hands effectively. In Year 2 'Glitter Bugs' come into school to demonstrate how germs can be stay on your hands and spread to others. Children are shown how to clean hands carefully to ensure that they wash away the germs.

Key Stage Two

Toilet Facilities

There are three cloakrooms on the Key Stage Two site. In each cloakroom there are two toilet blocks, one for females and one for males. The female block contains two cubicles with two toilets and two hand basins. The males' block contains one cubicle with a toilet in and a urinal. The male toilet block contains two hand basins.

Therefore, combining all four cloakrooms the Key Stage Two site has ample facilities for boys and girls. In total there are eight girls toilets and hand basins. For the boy's, there are four toilets and four urinals with 8 hand basins.

The school has separate male and female cloakrooms for staff too, consisting of a toilet in a cubicle and a hand basin. The Key stage 2 site also has a unisex disabled toilet.

The school cleaners clean all toilets in the Key Stage 2 site daily to ensure good hygiene and cleanliness. Children in Key Stage 2 are taught about this through the Health and Wellbeing Area of Learning and Experience and Physical Education. They are encouraged to good hygiene at all times.

Children are encouraged to take toilet breaks during break and lunchtime so that they do not miss out on their learning time.

However, if a child needs to go to the toilet then they will always have access to the toilet facilities.

The four cloakrooms within the school are allocated to different age children in order to ensure that children feel comfortable and relaxed when using the toilet facilities.

Children are asked to take a cloak room pass with them when going to the toilet so that the teachers in the class know that someone has left their class to go to the toilet. During lesson time only one girl and one boy should go to the cloak room at one time (unless in exceptional circumstance and the decision will be made by the class teacher).

Teaching and Learning

Children will be taught through the Health and Wellbeing AOLE how to maintain their emotional and physical health and well-being, sustain their growth and development, and know how to keep themselves safe. The physical development of learners depends upon proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices.

Additional Learning Needs and Inclusion

The school except in the instances where a child has Additional Learning Needs or a Statement of Special Educational Needs (or is in the process of acquiring one) that delays the ability to toilet train (or leaves them incontinent). At Melin Primary School we will make reasonable adjustments for these children to accommodate them. We would be required to discuss the needs of the child with the parents or carers prior to them starting Nursery school and creating a care plan in order to be able to meet the child's needs. We would ensure that the Intimate Care Policy is followed.

Monitoring, Evaluation and Review

This policy will be reviewed when fresh guidance is available or changes to statutory Curriculum orders, whichever is sooner.

DH

March 2020

Reviewed and updated October 2023