



CONNAH'S QUAY HIGH SCHOOL

Creu Llwyddiant | Creating Success

Toilet Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed biannually.

Policy Title	Toilet Policy
Date of Publication	April 2024
Approved by & Date	April 24
SLT Lead	DMI

1.0 Introduction:

1.1 Connah's Quay High School is an 11-16 English Medium school located in Wales, proudly serving the communities of Deeside and its surroundings. We strive to create a caring community where every child is encouraged to achieve their full potential academically, morally, and socially. Our commitment to empowering learners with a broad skill set prepares them for success in an ever-changing world. As they journey through our school, we endeavour to nurture their confidence and well-being, ensuring they emerge as confident young adults ready to embrace the future with optimism. These values are encapsulated in our motto, 'Creating Success'.

1.2 At Connah's Quay High School, we acknowledge our responsibilities under the Health and Safety at Work Act 1974 and are dedicated to ensuring safe and healthy working conditions for all individuals within our school community. We believe in providing accessible, clean, and safe toilet facilities to support the well-being and learning of our learners. Upholding excellent standards of maintenance and hygiene, we aim to instil in our students a sense of respect for the facilities provided and the importance of personal health.

1.3 We will ensure 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 learners that the school toilets are well-maintained and are accessible at all times throughout the school day.

1.4 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 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.

2.0 Aims:

- To provide high-quality toilet and washroom facilities throughout the school.
- To ensure all learners have access to toilet facilities during the school day, promoting their health, well-being, and learning opportunities.
- To comply with all relevant legislation pertaining to health and safety in our school environment.

3.0 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 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 do provide learners with access during lesson times, but will ensure that this is monitored to prevent learners from persistently disrupting lessons. We recognise that toilet needs are highly individual and do not conform to regimental timetables. However, at secondary level, to cut down on the need for learners to leave lessons, we will provide regular and frequent enough toilet breaks (60 minutes).
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and 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, 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, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To ensure sanitary disposal units in all female cubicles are serviced on a regular basis and to provide sanitary dispensers in female toilet blocks.
- 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.
- 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 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 PSHE lessons, in form-teacher discussion times) and for learners to establish a Learner Code of Conduct in toilets and washrooms.
- To regularly include toilet management issues in appropriate school meetings.

4.0 Roles and Responsibilities:

Governing Body:

- Delegates authority to the Headteacher to ensure compliance with the health and safety policy.
- Ensures adherence to equalities legislation and allocates necessary funding to support the policy.
- Utilises relevant research and information to continually improve the policy.

Headteacher:

- Appoints designated staff for site management and health and safety responsibilities.
- Ensures all stakeholders are aware of and comply with the policy.
- Provides leadership in promoting equality and oversees the provision and maintenance of toilet facilities.
- Ensures inclusivity and supervision of facilities, seeking input from the School Council.

Site Manager & Cleaning Staff:

- Implements and maintains effective cleaning, supervision, and inspection protocols for toilet facilities (Appendix B – inspection sheet).
- Ensures the availability of essential supplies and proper maintenance of sanitary facilities.
- Displays informative posters on hygiene practices and supports cleaning staff.
- Regularly reviews and monitors the condition of toilet facilities.

Health and Safety Representative:

- Conducts regular inspections and risk assessments.
- Investigates hazards, complaints, accidents, and occurrences.
- Provides guidance and training to staff on health and safety protocols.

School Staff:

- Promote the health, well-being, and learning opportunities of all students.
- Encourage respect for toilet facilities and address management issues.
- Ensure learners have access to facilities during the school day, this will include lesson times however teachers will monitor how many learners are leaving classes and use discretion to ensure that this does not persistently disrupt lessons.

Learners:

- Recognise their right to use toilet facilities.
- Respect and care for toilet facilities.
- Support the school's Code of Conduct and collaborate with the School Council (Appendix A – code of conduct).
- Participate in surveys and discussions regarding improvements to facilities (Appendix C – school toilet questionnaire).

School Council:

- Collaborates with the Governing Body in policy development.
- Engages in discussions and surveys to improve toilet management.
- Facilitates communication between learners and school administration regarding facility concerns.

Summary

At Connah's Quay High School, we are committed to fostering a safe, inclusive, and conducive learning environment where the well-being of all individuals is paramount, reflecting our values and aspirations for our students' success.

Notes:

- This policy document was produced in consultation with learners, school staff and governors using the Welsh Government guidance document:
 - School Toilets Good practice guidance for schools in Wales.
- The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day.

Appendix A

Learner Code of Conduct – Use of school toilets

Ready

- Attempt to use the toilet during appropriate times, such as break or lunch.
- Try to avoid using the toilet between classes, to minimize disruption to lesson time.
- Do not spend too long in the toilet to allow access for other learners.
- Report any damage or problems to a teacher immediately.

Respectful

- Treat the toilets with respect and do not damage or vandalise them.
- Treat all learners using the toilets with respect by queuing before entering.
- Maintain a quiet and calm atmosphere within the toilet area.
- Exit the toilet as soon as you have washed your hands.

Safe

- Only one learner should be in a cubicle at a time.
- Maintain personal hygiene by washing hands thoroughly with soap and water after using the toilet.
 - Flush toilets after use and ensure cleanliness of the toilet seat and surrounding area.
 - Dispose of sanitary products in designated bins and avoid flushing them down the toilet.
 - Follow all school rules and policies related to toilet usage.
 - Do not vape in a toilet cubicle.

Failure to comply with the Learner Code of Conduct may result in disciplinary action in accordance with the school behaviour policy.

Cleanliness			
Please score the relevant areas 1–5 according to cleanliness noted (5 being excellent).			
Toilet bowl	1 2 3 4 5	Floors	1 2 3 4 5
Wash hand basin	1 2 3 4 5	Walls	1 2 3 4 5
Cubicle	1 2 3 4 5	Ceiling	1 2 3 4 5
Contact points (e.g. handles/flush/door knobs/etc.)	1 2 3 4 5	Doors	1 2 3 4 5
Additional notes			
Cleaning			
Are toilets flushed?	Y / N	Is drainage satisfactory?	Y / N
How is ventilation provided: mechanical? natural?	Sat / Unsat	Are all toilets lockable?	Y / N
Is there evidence of limescale: in the toilet bowl? under the toilet seat? around the toilet rim?	Y / N Y / N Y / N		

Structure			
Comments			
Walls			
Ceiling			
Floor			
Toilet bowl/seat/ urinal			
Wash hand basins, etc.			
Lighting			
Windows (if applicable)			
Are waste bins provided?	Y / N	Are waste bins in good working order?	Y / N
Are waste bins foot operated?	Y / N	Are the number of waste bins satisfactory? (e.g. signs of overflowing, etc.)	Y / N
Additional notes (e.g. drainage-related odours, etc.)			

Appendix C

School Toilet Questionnaire

We would like you to answer the questions below as it's important to know what you think about school toilets. Please tick the correct box. Thank you for answering honestly.

<input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>			
<p>1. Are you: male? female? prefer not to say What year are you in?</p>			
<p>2. What do you think of your school toilets? Nice Okay Quite bad Really horrible</p>			
<p>3. Do you use the school toilets? Always Sometimes Only when I really have to Never</p>			
<p>4. When do you use the school toilets? Only at break times Only during class Whenever I need to</p>			
<p>5. Do you wash your hands after using the school toilet? Always Sometimes Never</p>			
6. Have you come across the following problems in your school toilets?	Never	Sometimes	Often
No toilet paper			
No warm water for washing hands			
No soap for washing hands			
No hand towels/dryers			
People can look over/under doors			
Doors that don't lock			
Smelly, dirty or messy			
Toilets blocked or not working			
Not enough toilets			
Being scared of other learners in the toilets			
Not enough time to use the toilet			
Not allowed to use the toilet when you need to			
<p>7. Give your school toilets a mark out of 10</p>			
<p>Would you like to say anything else about your school toilets? Can you suggest ways they could be improved?</p>			