

Cefn Saeson Comprehensive School

Ysgol Gyfun Cefn Saeson

School Toilet Policy

2025-26



Headteacher	Miss C Jones
Chair of Governors	Mr S John
Date of Review	Autumn 2026

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.

Children and Young people's rights

The United Nations Convention on the Rights of a Child (UNCRC) is an international convention that sets out the civil, political, economic, social and cultural rights of children. Welsh Government has adopted the UNCRC as the basis of all our work for children and young people. Welsh Government's seven core aims for children and young people summarise the UNCRC and form the basis for decisions on priorities and objectives nationally. They should also form the basis for decisions on strategy and service provision locally. The seven core aims are that all children and young people:

1. have a flying start in life
2. have a comprehensive range of education and learning opportunities
3. enjoy the best possible health and are free from abuse, victimisation and exploitation
4. have access to play, leisure, sporting and cultural activities
5. are listened to, treated with respect, and have their race and cultural identity recognised
6. have a safe home and a community which supports physical and emotional wellbeing
7. are not disadvantaged by poverty.

The UNCRC generally defines a child as any person under the age of 18; however, since 2004 all policy making for children and young people (0–25) in Wales has been based on the UNCRC and has followed a 'rights-based' approach. This recognises that all children and young people are rights holders and that everyone who provides services and support to them bears a duty to help them to access these rights. It is important to understand which of these rights within the UNCRC are relevant to the service or support being provided. Some of the articles within the UNCRC can be seen to relate directly to this area including:

- Article 3 – The best interests of the child
- Article 6 – The right to develop healthily

- Article 12 – The right to participate in decision making 7 School toilets: Good practice guidance for schools in Wales January 2012 Good hygiene – It's in your hands
- Article 16 – The right to privacy
- Article 23 – The right to receive special care and support if you have a disability
- Article 24 – The right to good quality health care.

This document is freely available to the entire school community. It has been approved by the school governors and learners, and made available on the school website.

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). 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.
- 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 (where applicable). Pupils may collect sanitary products from PAWB, all tampons, pads and sanitary underwear are completely free of charge.
- 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.
- To supervise the toilets at break and lunchtimes, if learners perceive the need. If learners assume this role, we will train and supervise them to ensure they carry out their duties correctly and do not restrict fellow learners 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 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 or establish a working group).
- To encourage learners to respect the toilets and each other (via the school council, in PSE 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 all appropriate school council, staff, parent/carers 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.

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*

Chair of Governors Mr S. John

A handwritten signature in black ink, appearing to read 'Stephen John', with a stylized flourish at the end.