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**Policy on the Acceptable Use of the Toilet Facilities by Pupils**

***Policy Ratified by BOG: 13.06.18***

***Policy Review: June 2019***

**Policy on the Acceptable Use of the Toilets**

* De La Salle College values and respects the health, safety and well-being of its pupils.
* This policy applies to all pupils using the toilet facilities in De La Salle College.
* It enables the College to develop and maintain a shared philosophy and co-ordinated approach to the school toilets and how pupils are encouraged to use them.
* It encourages De La Salle College to audit the toilets properly and to take into account the needs of learners.

**Aims**

**De La Salle College aims:**

* To make the 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. We all have a role in reducing infection and the spread of disease.
* To maximise access to pupils’ toilet facilities during the day to promote health and well-being of all pupils.
* To provide good quality toilet facilities throughout the school.
* To promote thorough hand washing as it is the most effective way of stopping germs from getting into our bodies and causing infection.
* To promote a safe culture for pupils when using the toilet facilities.

**Rationale: Why we are writing this policy**

* The school recognises that well maintained toilet facilities where pupils feel comfortable and safe are essential for health and well-being.
* We value and respect our pupils and having listened to their concerns 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, pupils, governors, parents/carers, building supervisor, cleaning and ancillary staff.
* To keep all toilets open and available to pupils for the majority of the school day (with the exception that toilets are closed immediately after break and after lunch for cleaning). We recognise that toilet needs are highly individual and do not conform to regimental time-tables.
* To ensure that the toilet and handwashing facilities are suitable for the range of anticipated users, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.
* To ensure that the toilet facilities provide visual 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, soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
* 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 ensure that behaviour of pupils when using the toilet facilities is always at the highest standard and will not cause distress or harm to any other pupils in the vicinity. This will include strict adherence to the College’s no smoking policy and this also applies to electronic cigarettes. Any pupil found to be engaging in this behaviour will be dealt with in line with the school’s Positive Behaviour Management Policy.
* To ensure that pupils using the toilet facilities are respectful of self and of other users and to the supervisors during break and lunch. Inappropriate behaviour will not be tolerated. This includes adherence to the anti-bullying policy in the school. Any infringement of this will be dealt with in line with the school’s Positive Behaviour Management Policy.
* To encourage pupils to respect the toilets and each other (via the School Council and in PD lessons) and for pupils to establish a Pupil Code of Conduct of behaviour when using the school toilets.
* To supervise the main 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 the pupils to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the pupils.
* To actively consult and involve the pupils in managing the toilets (via the School Council).
* To locate drinking water supplies in a safe and appropriate location, and not in toilet areas. Drinking water is available from the canteen throughout the school day.
* To provide separate designated toilet blocks for Year 8, 13 & 14 in response to pupil requests. Years 9-12 will continue to have access to the main toilet block. (See Appendices 1 & 2)

**Access to Toilet Facilities for Pupils with Medical Needs**

* Pupils with medical needs that necessitate access to the toilets throughout the school day, due to a long term medical condition, will have access to a Toilet Pass.
* To be eligible for a Toilet Pass the pupil’s parent/carer needs to provide the SENCO with medical evidence of need. This evidence will be kept securely and confidentially on file by the SENCO. Upon receipt of the medical evidence the pupil will be issued with a Toilet Pass issued by the SENCO.
* There is disabled toilet access for pupils on the ground floor beside the main block of toilets and in the Home Economics Department. There is also lift access.
* Pupils who hold a Toilet Pass, agreed by the SENCO, must be permitted to use the toilet facilities when requested. If the main toilet block is closed for cleaning, a pupil with a toilet pass must be redirected to use the disabled toilet facilities.
* The Pupil Welfare Officer and the School Counsellor may also, on occasions, put forward names of pupils who may need access to a Toilet Pass. All requests will be considered on an individual basis by the SENCO.
* Use of Toilet Passes will be discreetly monitored by the SENCO and Head of Year and any concerns will be discussed initially with the Head of Year and Parents/Carers.

**Monitoring of the Toilet Facilities**

* During break and lunch times the main pupil toilet block is supervised. A maximum of 3 pupils are allowed entry to the main toilet block at a time and pupils are requested to leave school bags outside the door of the toilet block.
* If a supervisor has a concern about pupil(s) misuse of the toilets it will be brought to the attention of the Senior member of teaching staff on duty and will be investigated sensitively and promptly and will be dealt with in line with the school Positive Behaviour Management Policy.
* There are monitoring checks of the cleanliness and working order of the main pupil toilet facilities at regular intervals throughout the day led by the Building Supervisor and his team of staff. All other toilet blocks are monitored at least once daily.
* Pupils should report any concerns in relation to the toilet facilities promptly to the members of supervisory staff on duty during breaks or lunches or to their Head of Year. Any concerns with the Year 8 toilets should be reported to the Head of Year, Key Stage 3 Manger or Senco.
* The Building Supervisor or one of his team should be contacted promptly to resolve any concerns eg. Replenishment of consumables or any issues with a broken lock.

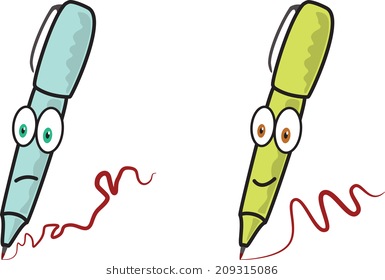
**The policy will go out for consultation with all stakeholders. Once this policy is approved by governors, it will be communicated to the whole College and reviewed annually by the SLT, CP Team, SENCO and Pupil Welfare Officer with the participation of our learners.**

**Appendix 1: Example of the Record Booklet for Year 8 Toilets**

Year 8 Toilets

Record Booklet

Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiL-cG_5NDaAhWDDsAKHYD_AKgQjRx6BAgAEAU&url=https://www.shutterstock.com/search/cartoon%2Bpen&psig=AOvVaw1AMl-uJrfiiPL0uqIJd5bI&ust=1524585938287634)

Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2: Sign In Sheet for Key for Year 8 Toilets**

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| [Image result for pen cartoon](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiL-cG_5NDaAhWDDsAKHYD_AKgQjRx6BAgAEAU&url=https://www.shutterstock.com/search/cartoon%2Bpen&psig=AOvVaw1AMl-uJrfiiPL0uqIJd5bI&ust=1524585938287634)**Name**  ***Sign In Sheet***[Image result for pen cartoon](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiL-cG_5NDaAhWDDsAKHYD_AKgQjRx6BAgAEAU&url=https://www.shutterstock.com/search/cartoon%2Bpen&psig=AOvVaw1AMl-uJrfiiPL0uqIJd5bI&ust=1524585938287634) | **Class** | **Date** | **Time** | **Key Out**  **(Tick)** | [Image result for pen cartoon](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiL-cG_5NDaAhWDDsAKHYD_AKgQjRx6BAgAEAU&url=https://www.shutterstock.com/search/cartoon%2Bpen&psig=AOvVaw1AMl-uJrfiiPL0uqIJd5bI&ust=1524585938287634)**Key In**  **(Tick)** |
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