

Our Lady and St Joseph

Draft School Toilets Policy

Date	Review Date	Coordinator	Nominated Governor
October 2020	October 2021	Daniel Duncalf and Theresa O'Hagan	Dianne Porter

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

We believe we have a duty to provide children with school toilets that are accessible, clean, and safe with high quality sanitary ware by ensuring 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 pupils that the school toilets are well-maintained and are accessible at all times throughout the school day.

We believe it is the duty of all school personnel not to prevent any pupil from using the school toilet facilities for any reason.

Under no circumstances will Closed Circuit Television (CCTV) be installed in pupils' toilets.

Our Lady and St Joseph

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 have a duty under the School Premises (England) Regulations 2012 to provide:

- suitable toilet and washing facilities must be provided for the sole use of pupils;
- separate toilet facilities for boys and girls aged 8 years or over must be provided except where the toilet facilities is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time;
- separate facilities for pupils who are disabled;
- suitable changing accommodation and showers for pupils aged 11 years or over at the start of the school year who receive physical education;
- sufficient numbers of toilets and washbasins according to the number of pupils on roll.

We will ensure that this policy is accepted and endorsed by all school personnel, pupils, governors, parents and visitors to the school.

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.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide good quality toilet and washroom facilities throughout the school.
- To ensure that all pupils have access to toilet facilities during the school day to promote the health, well-being and learning opportunities throughout the school.
- To have in place health and safety control measures. Updated March 2020 and again in June 2020 and for re-opening in September 2020.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Premises Manager;
- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for producing a statement in the School Governors Annual Report on the provision of toilet facilities for the pupils of the school and that arrangements are in place to ensure their accessibility, safety and cleanliness;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:

Our Lady and St Joseph

in place and cover all aspects such as:

- cleaning arrangements;
- flooring;
- hand driers;
- toilets, toilet seats, hand basins and cubicle doors;
- sanitary disposal units;
- soap dispensers.

- accurate and suitable;
- reviewed annually;
- easily available for all school personnel.

▪ have in place the following control measures:

- Toilet facilities maintained to a high standard and emergency cleaning procedures in place.
- Hand driers serviced annually.
- Electrical Safety policy in place.
- Toilet furniture properly maintained and replaced when needed.
- Sanitary disposal units in place.
- Renewal and maintenance contract in place.
- Toilet facilities maintained to a high standard.
- Monitoring and review procedures in place to ensure safe procedures continue.

- ensure that good quality toilet facilities are provided and maintained throughout the school and during the school day;
- ensure that all pupils have access to toilet facilities during the school day;
- ensure that all school personnel will always allow pupils to use the toilet whenever they need to;
- discuss with the Premises Manager and SND Cleaning a variety of issues dealing with toilet and washroom facilities such as:

- management and maintenance
- toilet hygiene
- access, security and supervision
- structural issues
- washbasins, water and hand hygiene
- female sanitary products and disposal

- ensure that the toilet and washroom facilities are suitable and cater for the needs of pupils with disabilities and special needs and pupils from ethnic and religious communities;
- ensure that the toilets are supervised at all break and lunchtimes;
- seek the views of the School Council in relation to any concerns about toilet provision, access issues and the involvement of pupils in managing the toilets during breaks and lunchtimes;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;

Our Lady and St Joseph

- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Premises Manager and SND Cleaning Staff

The Site Manager will:

- implement and maintain an effective toilet cleaning, supervision and inspection programme to ensure proper standards of provision and cleanliness throughout the school day;
- ensure that supplies of warm and cold water, soap, hand drying facilities and toilet tissue are maintained at all times;
- ensure that sanitary disposal units are serviced and maintained regularly;
- ensure that information posters regarding hand hygiene etc. are provided in all toilets and washroom facilities;
- meet each term with the Headteacher to discuss issues such as:
 - management and maintenance
 - toilet hygiene
 - access, security and supervision
 - structural issues
 - washbasins, water and hand hygiene
 - female sanitary products and disposal
- meet with the School Council to discuss issues relating to toilet management issues;
- provide guidance and support to all cleaning staff;
- keep up to date with new developments and resources;
- review and monitor the school toilet facilities every day;
- annually report to the GB the effectiveness of this policy.

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;

Our Lady and St Joseph

- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will promote the health, well-being and learning opportunities throughout the school and will ensure pupils:

- respect the toilet and washroom facilities;
- establish a Pupil Code of Conduct in the toilet and washroom facilities;
- highlight toilet management issues;
- have access to toilet facilities during the school day and are not prevented from using the toilet facilities.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- understand that they have a right to use the toilet and washroom facilities at any time;
- respect the toilet and washroom facilities;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be made aware that pupils will not be denied access to the school toilet facilities throughout the school day;
- be made aware that CCTV will not be installed in pupils' toilets;
- be asked to take part periodic surveys conducted by the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email

Our Lady and St Joseph

as weekly newsletters and of end of half term newsletters;

- Annual report to parents;

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Management and Risk Assessment
 - Medical and First Aid
 - Workplace Environment
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Our Lady and St Joseph

Headteacher:	Sean Flood	Date:	October 14 th 2020
Chair of Governing Body:	Paul Mokwenye	Date:	October 14 th 2021