



*To aspire, endeavour and thrive together*

# Toilet access policy

Revision	Date	Description of Changes
1 <sup>st</sup> draft	June 2025	New policy

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## Key Principles:

- **Respect:** Students' privacy and dignity are respected at all times
- **Health & Safety:** Medical and menstrual needs are prioritised without stigma
- **Fairness:** Access to the toilets is a reasonable expectation for all students
- **Responsibility:** Students are expected to act responsibly when using school facilities
- **Learning:** Students' access to learning is not affected or risked by unreasonable use of toilets
- **Safeguarding:** All students should feel safe in all areas of the school

### 1. Purpose

This policy ensures that students have appropriate access to toilet facilities throughout the school day in a way that supports their health, dignity, and learning.

### 2. General Expectations

- Students are expected to use the toilets at the start of the day, during break and lunchtime where possible.
- Access during lesson time is permitted when necessary, and not unreasonably denied (see procedures below).
- Students with a toilet pass may use the toilet when requested.
- Students must ask for - and be granted - permission before leaving class to use the toilet.

### 3. Access to toilets

- Student toilets are open from 8am every day, including gender neutral and accessible toilets
- At break and lunchtime, students have sets of separate male and female student toilets allocated to each year group
- Staff toilets are exclusively for staff use and students are not permitted to use them

#### **4. Procedure for Lesson-Time Access**

- Students with toilet passes may request the use of the toilet during lesson time
- Only one student at a time should leave the classroom for the toilet.
- A discreet toilet pass will be issued and must be carried while out of class.
- Students will be asked to leave their phone or an item of their belongings with the teacher in exchange for the pass
- Students must return promptly and not misuse the time out of class.
- Use of the toilet will be logged and monitored to ensure that the pass is not misused
- Students without toilet passes are expected to use the toilet at the start of the day, at break and at lunchtime
- Students without a toilet pass will not be denied a reasonable request to use the toilet during lesson time

#### **5. Medical & Menstrual Needs**

- Students with medical conditions requiring urgent or frequent toilet access (e.g., diabetes, IBS) must inform the school with medical documentation
- Students who are menstruating will always be allowed toilet access when needed
- Sanitary products are available for students from year team offices and the First Aid pod
- Students who are menstruating should gain a pass where possible, from their Year Manager at the beginning of the day and use this to discreetly indicate to their teacher when requesting access to the toilet

#### **6. Safeguarding and Supervision**

- Toilets are monitored regularly during school hours, including social times, to prevent bullying, vandalism, or misuse
- Staff may carry out spot checks to ensure toilet areas are being used appropriately
- Only one student is permitted in a toilet cubicle at a time

#### **7. Misuse of Facilities**

- Repeated or deliberate misuse (e.g. truancy, damage, loitering, graffiti, multiple students in a toilet) will result in appropriate disciplinary action
- Students using a toilet request to avoid lessons will be sanctioned for truancy

#### **8. Cleanliness and Accessibility**

- Toilets will be checked regularly for cleanliness and sufficient supplies (toilet paper, soap, sanitary bins)
- Issues with toilet facilities should be reported to staff immediately

#### **Linked policies:**

Behaviour policy

Students with medical needs policy  
Safeguarding policy  
SEND policy