

To aspire, endeavour and thrive together

Toilet access policy

Revision	Date	Description of Changes
1 st draft	June 2025	New policy
July 2026	July 2026	Minor re-wording

Approved by: LGB **Date:**

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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 during a lesson.
- Students must ask for - and be granted - permission before leaving class to use the toilet.

3. Access to toilets

- Student toilets are open from 8.15am 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.
- Permission must be obtained from the teacher before a student leaves the class.
- A discreet toilet pass will be issued and must be carried while out of class.
- 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. Permission must be sought and granted from the teacher.

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; permission must be sought and then granted from the teacher.
- Sanitary products are available for students from year team offices and the First Aid pod.
- Students who are menstruating should gain a pass 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