



Ysgol Gyfun Bryntirion |     
Bryntirion Comprehensive

# TOILET ACCESS AND USE PROCEDURE

|                                 |                           |
|---------------------------------|---------------------------|
| REVIEWED BY                     | T PREECE – HEAD OF RSE    |
| APPROVED BY GOVERNING BODY DATE | 2 <sup>nd</sup> July 2026 |

## Toilet Access and Use Procedure

### 1. Purpose

This procedure has been developed in response to concerns raised by pupils, parents/carers and staff regarding the use of toilet facilities within the school. These concerns are not unique to Bryntirion and include inappropriate behaviour, misuse of facilities, safeguarding issues and the impact of excessive toilet visits on teaching and learning.

This procedure forms part of the school's wider Behaviour, Safeguarding, Health and Safety and Healthcare Needs arrangements. It outlines the day-to-day processes through which pupils access toilet facilities safely, appropriately and with minimal disruption to learning.

The procedure aims to ensure that all pupils have access to clean, safe and hygienic toilet facilities while promoting respectful behaviour and maintaining a positive learning environment.

Examples of inappropriate use include:

- Using facilities for purposes other than intended
- Avoiding lessons
- Socialising with other pupils
- Entering cubicles with others
- Verbal abuse, intimidation or inappropriate physical conduct
- Use of mobile phones or devices
- Use of aerosols
- Use of prohibited substances, including nicotine products, drugs or alcohol
- Improper disposal of sanitary products
- Failure to leave facilities clean and usable
- Consuming food or drink within toilet areas

This procedure should be read alongside the School's:

- Positive Relationships Policy
- Safeguarding/Child Protection Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Healthcare Needs Policy

## **2. General Procedures**

### **2.1 Staff**

All teaching staff will be issued with:

- A toilet pass on a lanyard
- An adhesive hook for storage at their desk
- Anti-bacterial wipes (optional use)

### **2.2 Pupils**

Only one pupil may leave a classroom to use the toilet at any one time. However, staff may exercise their professional judgement and make exceptions where circumstances warrant it.

Pupils **must** carry a toilet pass when accessing toilet facilities during lesson time. Where a pupil has an urgent need but does not have a pass, staff will use professional judgement to determine appropriate access arrangements.

Pupils arriving late to school (during or after registration) should:

- Go directly to their registration group or timetabled lesson
- Obtain a toilet pass from their teacher if required
- Not access toilets before reporting to staff unless there is an urgent need requiring immediate attention

## **3. Access Arrangements**

Pupils are expected to use toilet facilities before school, at break time, at lunchtime and after school wherever possible. Access arrangements during lesson time are designed to balance pupils' needs with safeguarding, supervision and continuity of learning.

### **3.1 Routine Access**

To minimise disruption to learning and reduce congestion, pupils should not normally access toilet facilities between lessons. Staff may exercise professional judgement where a pupil has a genuine or urgent need.

### **3.2 Designated Facilities**

A designated toilet block will operate as the main pupil facility during lesson time. This arrangement supports supervision, safeguarding and the maintenance of high standards of cleanliness and behaviour.

Staff will be informed daily through *Bore Da* briefing notices regarding which facility is in operation. There will also be a sign displayed in the School reception. If there is a change to the designated facilities during the school day, staff will be informed via Teams.

The accessible toilet located in E Block, adjacent to reception, will remain available at all times for authorised use.

#### **4. Medical and Additional Needs**

Pupils with an approved medical toilet pass may access toilet facilities when required.

Where pupils have identified medical needs, additional learning needs, disability-related needs or wellbeing considerations that require adjusted access arrangements, these will be supported in line with individual plans and relevant school procedures.

Deliberate misuse of enhanced toilet access arrangements, where identified, will be addressed in accordance with the School's Behaviour Policy.

#### **5. Monitoring and Recording**

Staff should record toilet requests on ClassCharts either at the time of the request or by the end of the school day.

The school will use this information to:

- Periodically monitor patterns of toilet use
- Identify potential safeguarding or wellbeing concerns and put appropriate measures in place, including liaison with parents/carers
- Support pupils experiencing genuine difficulties
- Inform any necessary interventions or support arrangements

#### **6. Behaviour Expectations and Consequences**

All pupils will receive a fresh start upon implementation of this procedure.

Pupils are expected to use toilet facilities responsibly and in accordance with this procedure.

Where a pupil repeatedly misuses toilet facilities, the school may implement additional supervision and support measures. These may include:

- Access via Duty Call only

- Temporary access to designated facilities, coordinated through a member of SLT or staff on duty, to support safe and appropriate use.

Parents/carers will be informed where such arrangements are introduced.

Any additional measures will be reviewed regularly and removed when no longer required.

## **7. Pupil Acknowledgement**

At the start of each academic year, all pupils will receive and acknowledge this Toilet Access and Use Procedure through signing an electronic behaviour agreement.

For pupils joining the school during the academic year, acknowledgement will form part of the induction process.

Acknowledgements will be collected electronically and managed by Heads of Year.

## **8. Staff Professional Judgement**

Staff will apply this procedure consistently while exercising professional judgement where individual circumstances warrant flexibility.

This may include consideration of:

- Medical needs
- Additional learning needs
- Disability-related requirements
- Wellbeing concerns
- Exceptional or unforeseen circumstances

The welfare and dignity of pupils will remain central to all decisions regarding toilet access.

## **9. Review**

This procedure will be monitored by the school and reviewed annually to ensure that it remains effective, proportionate and responsive to the needs of pupils and staff.