

Aspirational Futures Multi Academy Trust



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Toilet, Washroom and Medical Facilities Policy

Aspirational Futures Multi Academy Trust Wide Policy

April 2024

Document Control

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1. Statement of intent

The trust has a duty to provide appropriate toilet, washing, changing and medical facilities for pupils and staff and ensure they are maintained and kept safe for use at all times. It is essential that all facilities are maintained to a standard that, so far as is reasonably practicable, ensures the health, safety and welfare of all pupils.

The actions mentioned in this policy will enable the schools to:

- Safeguard and protect the welfare of pupils and staff.
- Ensure pupils and staff can maintain hygienic standards.
- Provide dignity, decency and privacy where required for pupils.

2. Legal framework

2.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- 2.1.1. Education Act 2002
- 2.1.2. Health and Safety at Work etc. Act 1974
- 2.1.3. The Management of Health and Safety at Work Regulations 1999
- 2.1.4. Equality Act 2010

2.2. This policy will also have due regard to the following statutory and non- statutory guidance:

- 2.2.1. DfE (2000) 'Guidance on first aid for schools'
- 2.2.2. DfE (2018) 'Health and safety: responsibilities and duties for schools'
- 2.2.3. ESFA (2015) 'Advice on standards for school premises'

2.3. This policy operates in conjunction with the following policies:

- 2.3.1. Behaviour Policy
- 2.3.2. Health and Safety Policy
- 2.3.3. First Aid Policy
- 2.3.4. Child Protection and Safeguarding Policy
- 2.3.5. Accessibility Policy
- 2.3.6. Supporting Pupils with Medical Conditions Policy

3. Roles and responsibilities

3.1. The Board of Trustees is responsible for:

- 3.1.1. The overall implementation of this policy.
- 3.1.2. Ensuring the proper maintenance and repair of the school's facilities.
- 3.1.3. Ensuring the schools' facilities are accessible and suitable for pupils, staff and visitors with SEND.
- 3.1.4. Ensuring that the school complies with the relevant health and safety and premises management legislation.

3.2. The premises/site manager is responsible for:

- 3.2.1. In collaboration with the headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- 3.2.2. Identifying and undertaking any maintenance and repair work.

- 3.2.3. Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- 3.2.4. Ensuring that hygiene is maintained at the school's facilities, including that the appropriate drainage is in place.
- 3.3. The headteacher is responsible for:
 - 3.3.1. Ensuring the safety of the school's staff and pupils.
 - 3.3.2. Reporting any issues with the premises to the premises manager and local governing board as appropriate.
 - 3.3.3. Ensuring that all facilities meet the needs of pupils with SEND, e.g. accessibility.
 - 3.3.4. Managing the relevant staff members who are responsible for the management of the premises, e.g. cleaning staff and the premises manager.
 - 3.3.5. Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- 3.4. The DSL is responsible for ensuring that there are appropriate safeguarding measures in place at all times when school facilities are in use.
- 3.5. Teachers are responsible for:
 - 3.5.1. Ensuring any facilities, e.g. changing rooms, are used appropriately and left in a good condition after they lead a session necessitating their use.
 - 3.5.2. Ensuring pupils are aware of and adhere to the Behaviour Policy when using facilities.
 - 3.5.3. Reporting any issues or damage identified in a facility to the premises/site manager or headteacher as appropriate.

4. Toilet and washing facilities

- 4.1. The local governing body, headteacher and premises/site manager will ensure that the school meets its requirements for providing and maintaining toilet and washing facilities.
- 4.2. Suitable toilet and washing facilities will be provided for the sole use of pupils.
- 4.3. Where unisex provision is provided, the privacy of the occupant will be ensured, e.g. by checking that there is adequate enclosure and a full height door.
- 4.4. Separate toilet facilities provided for pupils who are disabled will be available for use by other pupils, staff, volunteers and visitors, whether or not they are disabled – priority use, however, will go to pupils with disabilities where necessary.
- 4.5. There will be a ratio of at least one toilet per 20 pupils.
- 4.6. Toilet and washing facilities will be planned to ensure that:
 - 4.6.1. Hand washing facilities are provided within the vicinity of every toilet.
 - 4.6.2. Facilities are properly lit and ventilated.
 - 4.6.3. Facilities are located in areas that provide easy access for pupils and allow for supervision by members of staff without compromising the privacy of pupils.
- 4.7. Disabled toilets will have a toilet, washbasin.
- 4.8. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

- 4.9. Gender neutral toilets will have camera facilities within them to ensure the safeguarding of both pupils and staff.
- 4.10. Where possible, shower areas will be separate from toilets to provide adequate privacy.
- 4.11. Shower water mixer valves will be regulated by one control key inaccessible to pupils to reduce the risk of scalding.
- 4.12. To avoid scalding, the temperature of hot water in showers will not exceed 43C.
- 4.13. The site supervisor will regularly inspect shower areas when not in use to identify defects, e.g. broken wall tiles, which will be replaced or repaired as soon as possible.
- 4.14. No more than one pupil will be permitted to use individual toilets at any one time.
- 4.15. The school will ensure that all LGBTQ+ pupils are able to access the gender neutral toilets and washing facilities to correspond with their preferred gender identity. Also the accessible use toilets are available.

5. Medical facilities

- 5.1. The headteacher will ensure that there are appropriate facilities in place to cater for the therapy and medical needs of pupils, including:
 - 5.1.1. A room for medical examination and treatment.
 - 5.1.2. Accommodation for the short-term care of sick and injured pupils, which includes a washing facility and a toilet facility close by.
 - 5.1.3. Pupils with complex needs will be provided with additional medical accommodation which caters to their needs.

6. Changing rooms

- 6.1. The headteacher will ensure changing rooms are designed to provide dignity, decency and privacy when required for all pupils.
- 6.2. Suitable changing rooms will be provided for all pupils aged 11 and over who partake in PE.
- 6.3. Where PE is taken off site, the curriculum leader for PE will ensure access to suitable changing rooms and showers is available.
- 6.4. Changing rooms provided off site will not be used at the same time as members of the public unless a thorough risk assessment has been conducted.
- 6.5. Changing rooms provided offsite that are shared with pupils from another school will be risk assessed by the curriculum leader for PE – where possible, this will be done in collaboration with the other relevant school or schools.
- 6.6. Changing rooms will be gender segregated; however, the school will ensure that there are unisex toilets and changing facilities available on-site that are accessible for all members of the school, should they wish to use them.
- 6.7. The curriculum leader for PE and/or site supervisor will check the changing rooms on a monthly basis to ensure that:
 - 6.7.1. Adequate space is available for pupils to change and store their clothes.
 - 6.7.2. Pegs are not damaged, broken or exposing sharp edges.
 - 6.7.3. Benches and furniture are fixed to prevent overturning.
 - 6.7.4. Floor surfaces do not become slippery when wet.
 - 6.7.5. Hazards are identified and removed.

7. Water supply and drainage

- 7.1. The premises/site manager delegates the duty to a site supervisor who will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:
 - 7.1.1. The school has a clean supply of water for domestic purposes, including an adequate supply of drinking water.
 - 7.1.2. Suitable drinking water facilities are provided that are readily accessible at all times and are in a separate area from the toilet facilities.
 - 7.1.3. Toilet facilities have an adequate supply of cold water.
 - 7.1.4. Washbasins, sinks and showers have an adequate supply of hot and cold water.
 - 7.1.5. The temperature of hot water at the point of use does not pose a scalding risk.
- 7.2. 6.2. The site supervisor will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

8. Lighting

- 8.1. The lighting in all facilities provided will be suitable and have regard to the nature of activities which normally take place therein.
- 8.2. Lighting controls will be easy to use and accessible to pupils where appropriate.
- 8.3. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

9. Pupils with SEND

- 9.1. To be compliant with the Equality Act 2010, the headteacher and SENCO will create an accessibility plan to ensure that all facilities are accessible to pupils with SEND.
- 9.2. The accessibility plan will include the health and safety needs of pupils with SEND.
- 9.3. The school will take account of its Accessibility Policy when managing and maintaining the school's facilities.
- 9.4. All staff have due regard for the schools Special Educational Needs and Disabilities (SEND) Policy at all times.
- 9.5. Pupils with SEND will be escorted to the exterior of the toilet, washroom or medical facility, where required.

10. Cleaning

The premises/site manager will be responsible for ensuring cleaning staff maintain the school's facilities and leave them in a tidy, clean and hygienic state by monitoring standards.

11. Safeguarding

- 11.1. The DSL will ensure adequate safeguarding measures are in place at all times when pupils are using school facilities, in line with the trust's Child Protection and Safeguarding Policy.
- 11.2. Staff will always change or shower privately and never in the same space as pupils.

- 11.3. Adequate and sensitive arrangements will be made to take into account the needs of pupils with SEND, in addition to pupils' religions, beliefs, cultural backgrounds or gender identities.
- 11.4. Supervision of facilities, e.g. changing rooms, to ensure the safety of pupils will be balanced against the need for privacy.
- 11.5. When a staff member needs to enter facilities where a level of privacy is expected, e.g. changing rooms, with pupils present, the staff member will give prior warning of their presence.
- 11.6. Where possible, male staff will supervise male pupils and female staff will supervise female pupils.
- 11.7. Pupils will be made aware of the behaviour expected of them when unsupervised.
- 11.8. Any concerns expressed by a pupil about the behaviour of a member of staff in a facility will be listened to and appropriate enquiries conducted by the headteacher and the DSL.