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Toilet, Washroom & Medical Facilities Policy

#ST7

**Last amended 19th March 2025**

**To be reviewed no later than August 31st 2028**

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**Common abbreviations and acronyms**

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| **AA** | Admissions Authority | **GIAS** | Get Information about Schools |
| **AAI** | Adrenaline Auto-Injector (Epi Pen) | **GPA** | Government Procurement Arrangement |
| **ACM** | Asbestos Containing Materials | **HASH** | Herefordshire Association of Secondary Heads |
| **AFH** | Academies Financial Handbook | **HBV** | Honour Based Violence |
| **AHT** | Assistant Headteacher | **HR** | Human Resources |
| **AIR** | Attendance Intervention Reviews | **H&S** | Health and Safety |
| **APIs** | Application Programme Interfaces | **HoS** | Head of School |
| **BAME** | Black, Asian and Minority Ethnic Backgrounds | **HSE** | Health and Safety Executive |
| **BCP** | Business Continuity Plan | **ICO** | Information Commissioners Office |
| **BFR** | Budget Forecast Return | **IHP** | Individual Healthcare Plan |
| **CAMHS** | Child and Adolescent Mental Health Services | **IRMS** | Information and Records Management Society |
| **CEO** | Chief Executive Officer | **IWF** | Internet Watch Foundation |
| **CFO** | Chief Financial Officer | **KCSIE** | Keeping Children Safe in Education |
| **CIF** | Condition Improvement Fund | **KS1/2/3/4** | Key Stage 1/2/3/4 |
| **CIN** | Child in Need | **LAC** | Looked After Child |
| **CLA** | Children Looked After | **LADO** | Local Authority Designated Officer |
| **CMIE** | Child Missing in Education | **LGB** | Local Governing Body |
| **COO** | Chief Operating Officer | **LLC** | Low-Level Concerns |
| **COSHH** | Control and Substances Hazardous to Health | **LSA** | Learning Support Assistants |
| **CP** | Child Protection | **MASH** | Multi-Agency Safeguarding Hub |
| **CPD** | Continuing Professional Development | **MAT** | Multi-Academy Trust |
| **CSCS** | Children’s Social Care Services | **MFA** | Multi-Factor Authentication |
| **CSE** | Child Sexual Exploitation | **MFL** | Modern Foreign Language |
| **CTIRU** | Counter-Terrorism Internet Referral Unit | **NCSC’s** | National Cyber Security Centres |
| **CWD** | Children with Disabilities | **NPQEL** | National Professional Qualification in Executive Leadership |
| **DBS** | Disclosure and Barring Service | **PA** | Persistent Absence |
| **DDSL** | Deputy Designated Safeguarding Lead | **PAN** | Published Admission Number |
| **DfE** | Department for Education | **PECR** | Privacy and Electronic Communications Regulations |
| **DHT** | Deputy Headteacher | **PEP** | Personal Education Plan |
| **DSE** | Display Screen Equipment | **PEEP** | Personal Emergency Evacuation Plan |
| **DSL** | Designated Safeguarding Lead | **PEx** | Permanent Exclusion |
| **DPO** | Data Protection Officer | **PLAC** | Previously Looked After Child |
| **EAL** | English as an Additional Language | **PP** | Pupil Premium |
| **ECT** | Early Career Teacher | **PSHE** | Personal, Social and Health Education |
| **EHA** | Early Help Assessment | **PSED** | Public Sector Equality Duty |
| **EHCNA** | Education, Health and Care Needs Assessment | **PTFA** | Parent, Teacher and Friends Association |
| **EHCP** | Education, Health and Care Plan | **RHE** | Relationships and Health Education |
| **EHE** | Elective Home Education | **RSHE** | Relationships, Sex and Health Education |
| **ELSA** | Emotional, Literacy and Support Assistant | **SALT** | Speech and Language Therapist |
| **ELSI** | Executive Leader for Safeguarding and Inclusion | **SARC** | Sexual Assault Referral Centre |
| **ESFA** | Education and Skills Funding Agency | **SBM** | School Business Manager |
| **EVC** | Educational Visit Coordinator | **SCCs** | Standard Contractual Clauses |
| **EWO** | Education Welfare Officer | **SDQ** | Strengths and Difficulties Questionnaire |
| **EYFS** | Early Years Foundation Stage | **SEMH** | Social, Emotional, and Mental Health |
| **FBV** | Fundamental British Values | **SENCO** | Special Educational Needs Coordinator |
| **FGM** | Female Genital Mutilation | **SEND** | Special Educational Needs and Disabilities |
| **FOI** | Freedom of Information | **SLA’s** | Service Level Agreements |
| **FSM** | Free School Meals | **STEM** | Science, Technology, Engineering and Maths |
| **FTS** | Find a Tender Service | **TA** | Teaching Assistant |
| **GAG** | General Annual Grant | **TCAT** | Three Counties Academy Trust |
| **GDPR** | General Data Protection Regulation | **VSH** | Virtual School Headteacher |
| **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |  |  |

**Statement of intent**

Three Counties Academy Trust (TCAT) has a duty to provide appropriate toilet, washing, changing and medical facilities for pupils 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 policy will enable each TCAT school 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.

# Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

* The School Premises (England) Regulations 2012
* Education Act 2002
* Health and Safety at Work etc. Act 1974
* The Management of Health and Safety at Work Regulations 1999
* Equality Act 2010

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

* Health and Safety Policy (HS1)
* Behaviour Policy
* First Aid Policy (HS2)
* Intimate Care Policy (SD4)
* School Cleaning Policy (ST3)
* Child Protection and Safeguarding Policy and Procedures (SG1)
* Fire Safety Policy (HS11)
* Trust and School Security Policy (SG34)
* Accessibility Policy (SD1)
* Supporting Pupils with Medical Conditions Policy (SG4)

And the following internal documents:

* Accessibility Plan (SD2)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

# Roles and responsibilities

The Trust Board is responsible for:

* The overall implementation of this policy
* Ensuring the proper maintenance and repair of each school’s facilities
* Providing strategic oversight to ensure each school’s facilities are accessible and suitable for pupils, staff and visitors with SEND
* Ensuring that each school complies with the relevant health and safety and premises management legislation

The Chief Financial Officer is responsible for:

* Reviewing this policy in liaison with the Trust Estate Manager
* Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary

The Headteacher/Head of School is responsible for:

* Ensuring the safety of their school’s staff and pupils
* Reporting any issues with their premises to the Trust Estate Manager
* Ensuring that all facilities are accessible to, and meet the needs of, pupils with SEND

The Trust Estate Manager is responsible for:

* The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the CFO and Headteachers/Heads of School
* Identifying and undertaking any maintenance and repair work
* Checking each school’s compliance with the relevant health and safety and premises management legislation and reporting any issues to the Trust Board
* Ensuring that hygiene is maintained at each school’s facilities, including that the appropriate drainage is in place
* Managing the relevant staff members who are responsible for the management of the premises, e.g. cleaning staff and the site staff

The DSL is responsible for:

* Ensuring that there are appropriate safeguarding measures in place at all times when TCAT school facilities are in use

The SENCO is responsible for:

* Providing advice and guidance to their Headteacher/Head of School and Trust Estate Manager regarding the needs of pupils with SEND to ensure all planning of toilet and facilities takes their needs into account
* Ensuring that adequate support for pupils with SEND is provided to help them access all toilet and washing facilities

Staff are responsible for:

* Ensuring any facilities, e.g. changing rooms, are used appropriately and left in a good condition after they lead a session necessitating their use
* Ensuring pupils are aware of and adhere to their school’s Behaviour Policy when using facilities
* Reporting any issues or damage identified in a facility to their Headteacher/Head of School

# Toilet and washing facilities

The Trust Board, Chief Financial Officer and Executive Headteacher/CEO will ensure that each TCAT school meets its requirements for providing and maintaining toilet and washing facilities.

Suitable toilet and washing facilities will be provided for the sole use of pupils.

TCAT school’s offer separate toilet facilities for male and female pupils. Each school will work with pupils to ensure that they can always access toilet facilities in a way that makes them feel comfortable, e.g. in relation to their gender identity.

Suitable toilet facilities will be provided for pupils who are disabled, in line with the ‘Pupils with SEND’ section of this policy. Although these facilities may be used by pupils and staff who are not disabled, these pupils and staff will avoid using the disabled toilet provision wherever possible to ensure that accessible facilities are always available for disabled pupils.

There will be a ratio of at least one toilet per 20 pupils.

Toilet and washing facilities will be planned to ensure that:

* Hand washing facilities are provided within the vicinity of every toilet
* Facilities are properly lit and ventilated
* 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
* All individuals have adequate privacy when using the toilet facilities

Each school will ensure that, wherever possible, individuals are never an unreasonable travel distance away from toilet and washing facilities and that there are adequate toilet facilities on each floor and in each area of the school.

In our secondary provision, shower facilities will be available for all pupils for use after PE or other forms of physical exercise. Shower areas will be separate from toilets to provide adequate privacy. Shower facilities will be separated on the basis of sex. Shower water mixer valves will be regulated by one control key inaccessible to pupils to reduce the risk of scalding. To avoid scalding, the temperature of hot water in showers will not exceed 43°C. The Trust Estate Manager or members of the site team 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.

No more than one pupil will be permitted to use individual washing facilities at any one time. Each school will ensure that all pupils are able to access the washing facilities that correspond with their gender identity.

# Medical facilities

The Trust Estate Manager will ensure that there are appropriate facilities in place to cater for the medical needs of pupils in each TCAT school, including:

* A room for medical examination and treatment
* Accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility

Pupils with complex needs will be provided with additional medical accommodation which caters to their needs.

Arrangements to support pupils with medical conditions will be implemented in line with the Supporting Pupils with Medical Conditions Policy.

# Changing rooms

The Trust Estate Manager will ensure changing rooms are designed to provide dignity, decency and privacy when required for all pupils.

Suitable changing rooms will be provided for all pupils aged 11 and over who partake in PE.

Where PE is taken off site, the Headteacher/Head of Schoolwill ensure access to suitable changing rooms and showers is available.

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.

Changing rooms provided off site that are shared with pupils from another school will be risk assessed by the Headteacher/Head of School – where possible, this will be done in collaboration with the other relevant school or schools.

Changing rooms will be separated on the basis of sex; however, the school will ensure that there is access to unisex toilets and changing facilities available on-site that are accessible for all members of the school, should they wish to use them.

The Trust Estate Manager or a designated member of the site team will check the changing rooms on a monthly basis to ensure that all pupils have adequate space to change and store their belongings and will work with the Headteacher/Head of School to ensure that all hazards or risks to the health and safety of pupils are mitigated as far as possible.

# Water supply and drainage

The Trust Estate Manager will ensure that each school’s water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

* Each school has a clean supply of water for domestic purposes, including an adequate supply of drinking water
* Suitable drinking water facilities are provided that are readily accessible at all times and are in a separate area from the toilet facilities
* Cold water supplies that are not suitable for drinking are clearly labelled as such
* Toilet facilities have an adequate supply of cold water
* Washbasins, sinks and showers have an adequate supply of hot and cold water
* The temperature of hot water at the point of use does not pose a scalding risk

The Trust Estate Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

# Lighting

The lighting in all facilities provided will be suitable and have regard to the nature of activities which normally take place therein.

Lighting controls will be easy to use and accessible to pupils where appropriate.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

# Pupils with SEND

Headteachers/Heads of School will work with their SENCO to ensure that the needs of pupils with SEND with regard to toilet, washing and medical facilities are taken into account in the Accessibility Plan, and that the facilities in their school adhere to this plan in practice.

Each school will take account of the principles outlined in the Accessibility Policy when managing and maintaining the school’s facilities. All staff will have due regard for the Special Educational Needs and Disabilities (SEND) Policy at all times.

All pupils with SEND will have adequate access to disabled toilet and washing facilities where necessary.

Disabled toilets will have a toilet, washbasin and, where possible, a shower or wash-down fitting. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Disabled shower facilities will be fitted with accessibility aids, including a rail and supports to aid pupils with standing.

Disabled toilet and shower facilities will be equipped with a cord which allows pupils using the facilities to call for help if they become ill or injured, or if they are unable to use the facilities without assistance.

Pupils with SEND who have additional support needs with regards to using the toilet, washing or changing will be supported in line with TCAT’s Intimate Care Policy and Special Educational Needs and Disabilities (SEND) Policy where required.

# Cleaning

The Trust Estate Manager will be responsible for managing cleaning staff and will ensure that each school’s facilities are maintained in a tidy, clean, and hygienic state by monitoring standards, including the implementation of a cleaning schedule.

The School Cleaning Policy will be adhered to at all times.

#  Safeguarding

Each DSL will ensure adequate safeguarding measures are in place at all times when pupils are using their school facilities, in line with TCAT’s Child Protection and Safeguarding Policy and Procedures.

Staff will always change or shower privately and never in the same space as pupils.

Adequate and sensitive arrangements will be made to take into account the needs of pupils who share certain protected characteristics, including pupils with SEND and pupils whose religions, beliefs, cultural backgrounds, or gender identities pose potential risks to them being able to use toilet or washing facilities in a way that is safe, appropriate for their circumstances and does not cause them any preventable emotional distress.

Supervision of facilities, e.g. changing rooms, to ensure the safety of pupils will be balanced against the need for privacy. 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.

Where possible, male staff will supervise male pupils, and female staff will supervise female pupils.

Pupils will be made aware of the behaviour expected of them when unsupervised.

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/Head of School and their DSL.

# Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 31st August 2028.

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| Signed by: |
|  | Executive Headteacher/CEO | Date: |  |
|  | Board appointed Trustee | Date: |  |