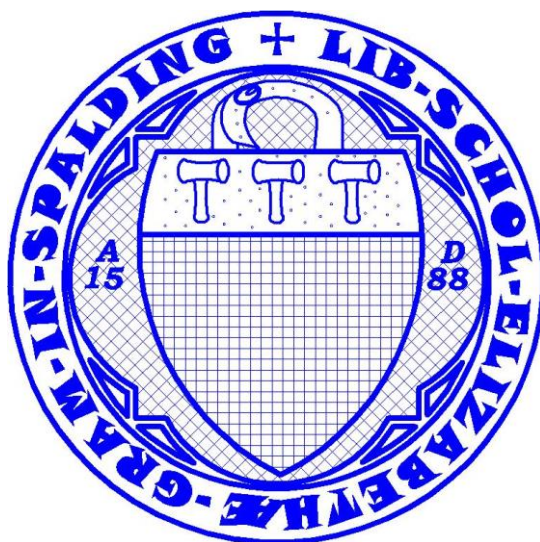


Spalding Grammar School



Student Toilet Use Policy

Author:	Executive Headteacher
Approval:	Governors
Review Cycle:	Bi-annual
Next Review Date:	September 2028

1. Purpose

The school is committed to safeguarding student wellbeing, maintaining dignity, and ensuring that learning time is protected. This policy sets out clear expectations for when and how students may use the toilet during the school day.

2. Principles

- Students must have **reasonable access** to toilet facilities throughout the day.
- Staff must balance **student welfare** with the need to minimise unnecessary disruption to lessons.
- No student should be prevented from using the toilet if there is a **medical need**, a **menstrual need**, or a **genuine emergency**.
- The policy must be applied **fairly, consistently, and without discrimination**.

3. Expectations During Lessons

- Students are expected to use the toilet **before school, during break, at lunchtime and after school** whenever possible.
- Students may use the toilet between lessons, but they must be prompt to their next lesson
- During lessons, students may request to use the toilet by raising their hand and asking discreetly.
- Teachers may allow **one student at a time** to leave the classroom, unless medical or safeguarding concerns require a different arrangement.
- Staff may ask students to wait a short time if:
 - a key part of the lesson is underway
 - another student is already out
 - the request appears to be part of a pattern of avoidance. However, students must not be made to wait for an unreasonable length of time.

4. Emergencies and Medical Needs

- Students with diagnosed medical conditions (e.g., diabetes, IBS, UTIs, continence issues) must be given **unrestricted access**.
- Parents/carers should inform the school of any medical needs so that a **toilet pass** can be issued.
- Students experiencing **period pain, heavy bleeding, or menstrual emergencies** must be allowed to go immediately.
- Staff should not question students publicly about personal or medical matters.

5. Safeguarding and Behaviour

- Toilets may be monitored at intervals by staff to ensure safety and prevent misuse (e.g., vaping, bullying, vandalism).
- Misuse of toilet breaks (e.g. wandering, repeated avoidance of learning) will be addressed through pastoral support by the teacher if it is subject specific or the Head of Year if there is a general pattern rather than punitive measures.

6. Facilities and Hygiene

- Toilets must be kept **clean, stocked, and accessible** throughout the day.
- Students should report any issues immediately to a member of staff.
- The school will ensure that **menstrual products** are freely available in designated toilets.

7. Communication

- This policy will be shared with students, staff, and parents at the start of each academic year.
- Staff will receive guidance on applying the policy consistently and sensitively.

8. Review

The policy will be reviewed bi-annually, with input from staff and students, to ensure it remains fair, effective, and aligned with safeguarding requirements.

Appendix 1. Staff Guidance Sheet: Managing Student Toilet Requests

1. Purpose of This Guidance

This sheet supports staff in applying the school's Toilet Use Policy **consistently, fairly, and safely**. It focuses on practical classroom routines, safeguarding expectations, and how to respond to common scenarios.

2. Key Principles for Staff

- Students should have **reasonable access** to toilets.
- No student should be prevented from going in a **medical, menstrual, or genuine emergency** situation.
- Staff should aim to **minimise disruption** while maintaining student dignity.
- Consistency across departments is essential for fairness and safeguarding.

3. What Staff Should Do in Lessons

- Allow students to request to go **discreetly** (hand raise, quiet ask).
- Permit **one student at a time** out of the room unless otherwise agreed.
- If appropriate, ask a student to wait briefly (e.g., during key instruction), but not for an unreasonable time.

When you *must* allow a student to go immediately

- They show a **medical pass**.
- They indicate a **menstrual need**.
- They express a **genuine emergency** (e.g., “I’m going to be sick”, “I can’t wait”).

No public questioning. No embarrassment. No debate.

4. When You Can Ask a Student to Wait

You may ask a student to wait a short time if:

- another student is already out
- you are giving essential instructions
- the request appears to be part of a pattern of avoidance

However:

- Waiting should be **minutes**, not the whole lesson.
- If the student insists they cannot wait, let them go.

5. Safeguarding Expectations

- Always know **who is out of your classroom** and when.
- Report concerns about:

- repeated requests from the same student
- students returning distressed
- suspected vaping, bullying, or vandalism in toilets
- Never challenge students publicly about medical or menstrual needs.

6. Behaviour and Misuse

If a student repeatedly misuses toilet breaks (e.g., wandering, meeting friends, avoiding work):

- Do **not** deny future access as punishment.
- Log the pattern on Cpoms and pass it to the **pastoral team**.
- Either the teacher or pastoral staff will follow up with:
 - a conversation with the student
 - contact with home if needed
 - possible adjustments (e.g., monitored breaks, check-ins, SEND support)

7. Students with Medical or SEND Needs

Some students will have:

- **Medical toilet passes**
- **SEND profiles** requiring flexible access
- **Anxiety-related needs** that make rigid rules inappropriate

Staff must follow these adjustments without exception.

If unsure, check with the pastoral or SEND team.

8. Corridor and Breaktime Expectations

- Toilets are open and supervised during break and lunch.
- Students should be encouraged to use them then.
- Staff on duty should monitor for:
 - vaping
 - unsafe behaviour
 - students lingering or distressed

9. Professional Conduct

- Respond calmly and neutrally.
- Avoid sarcasm, public questioning, or comments that may embarrass a student.
- Maintain a consistent approach across your department.

10. Quick Responses You Can Use

These help maintain dignity and clarity:

- **“I need you to wait two minutes while I finish these instructions.”**
- **“If it’s urgent, you can go now. If not please can you try and wait”**
- **“If you have a medical pass, you may go immediately.”**
- **“Please return promptly.”**

11. When to Escalate

Contact the pastoral or safeguarding team if:

- a student frequently asks to leave lessons
- a student returns upset or reports unsafe behaviour
- you suspect bullying or vaping in toilets
- a student refuses to return or goes missing

12. Staff Consistency Checklist

- Do I apply the same rules to all students?
- Do I avoid embarrassing or questioning students publicly?
- Do I know who is out of my room at any time?
- Do I follow medical/SEND adjustments?
- Do I log patterns of concern?

Appendix 2: Newsletter Summary: Student Toilet Use Policy Summary for Parents

To support student wellbeing and maintain a calm learning environment, we have updated our **Toilet Use Policy** which can be found on the School's Website. Below is a brief summary:

- Students should use the toilet **before school, at break, at lunch and after school** whenever possible.
- During lessons, students may go if needed. Teachers allow **one student at a time**.
- Students with **medical needs** or **menstrual emergencies** will always be allowed immediate access.
- Toilets are checked regularly to ensure they remain **safe, clean, and well-supervised**.
- Repeated misuse of toilet breaks will be followed up by the **pastoral team**, not through denying access.

If your child has a medical condition requiring flexible toilet access, please contact the school so we can support them appropriately.

Appendix 3: Student message for Teams

Need the Toilet? Here's What You Need to Know

We want you to feel comfortable, safe, and supported in school.

You CAN use the toilet when you need to.

- Try to go **before school, at break, at lunch or after school.**
- If you need to go in a lesson, **ask your teacher quietly.**
- Only **one student at a time** can leave the room.

Sometimes you may be asked to wait a moment

Your teacher might ask you to wait briefly if:

- they're giving important instructions
- another student is already out

If it's **urgent**, tell your teacher and you can go.

If you have a medical or menstrual need

- You will be allowed to go **straight away.**
- If you have a medical pass, show it and go.
- Free period products are available in appropriate school toilets.

Stay safe

- Go straight to the toilet and straight back.
- Tell a member of staff if you see anything unsafe.

Our goal

To make sure everyone feels:

- respected
- safe
- comfortable
- ready to learn

Lesson time is learning time.