

Testwood School Toilet Access Policy

Key Responsibility	PW
Last Review:	September 2025
Next Review:	September 2026

Revision History

Version	Date	Amendments	Initials
V1.0	24.09.25	New Policy	PW

Purpose

At Testwood School, we recognise the importance of ensuring all students have safe and appropriate access to toilet facilities throughout the school day. It is important that all students feel comfortable at school. We also seek to minimise the disruption caused to lessons and to student learning by students leaving the classroom during the lesson.

Principles

- Toilets are a basic necessity and must be available to all students at all times
- Teaching and learning are prioritised by encouraging toilet use before school, during social times, and after school
- Medical and individual needs are accommodated with sensitivity and fairness
- Procedures are in place to safeguard students and maintain high standards of behaviour

Toilet Access Protocols

1. General Access

- All toilets are open and accessible **before school, during social times (break/lunch), and after school**
- There are toilets available to students at all times
- Student toilets are supervised by staff during breaktime and lunchtime
- Students are encouraged to use the toilets during these times to avoid disruption to lessons

2. Medical Access

- Students with a diagnosed medical condition requiring frequent or urgent toilet use may be issued a **Medical Toilet Pass**
- Medical passes are only granted following submission of appropriate medical evidence
- Students with a medical pass are permitted to use the toilets at any time during the school day

3. Access During Lessons (Non-Medical)

- Students who request to use the toilet during lessons, without a medical pass, will be escorted by a member of duty staff
- Where duty staff are delayed, teachers may issue their **classroom toilet pass** for use

4. Staff Responsibilities

- Teachers should encourage students to use toilets at the designated times (before school, break, lunch, after school)
- All teachers hold a **toilet pass for their classroom** to be used if duty staff are unavailable
- Duty staff are responsible for escorting students who need to use the toilet during lesson time (without a medical pass)

Review of Policy

This policy will be **reviewed annually** to ensure it continues to meet the needs of students and staff.

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