Testwood School
Toilet Access Policy

Key Responsibility	PW
Last Review:	September 2026
Next Review:	September 2027

Revision History

Version	Date	Amendments	Initials
V1.0	24.09.25	New Policy	PW
V1.1	06.10.26	Item 3 and 4 amended and revision dates updated	TW

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 given a permission slip by their teacher if they believe the reason is valid and urgent.
- Students then hand this slip to the member of staff who is supervising the toilets. This is recorded on our MIS.

4. **Staff Responsibilities**

- Teachers should encourage students to use toilets at the designated times (before school, break, lunch, after school)
- Teachers should allow students with a medical pass to leave the lesson at any time to go to the toilet.
- Teachers should issue a permission slip to the students to access the toilets providing they believe the request to be valid and urgent.

Review of Policy

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