



# Toilet Policy & Procedures

LEARNING BEYOND BORDERS



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# School Vision, Mission & Core Values

## Our Vision

Fostering a sustainable and inclusive future

## Our Mission

Creating a new generation of innovative minds

## Core Values

- ^ Respect
- ^ Justice
- ^ Innovation
- ^ Transparency
- ^ Kindness
- ^ Responsibility



## Distribution List

- ^ Managing Director/ Board
- ^ Principal
- ^ SLT (Head of Primary/MOE)
- ^ Academic Staff
- ^ Parents

## Expectations

North Gate British School (NGBS) actively supports the provision of free access to well-maintained, clean, private, and safe toilet facilities throughout the school day. The school also recognises that 'accidents,' both urinary and faecal incontinence, as well as vomiting do occur at times and our aim is to minimise any embarrassment or trauma in any way to the child.

All children must be fully toilet trained (both urinary and faecal) to start the school in August. As per the parent agreement signed prior to admittance which confirms: All children must be toilet trained before they commence at NGBS, including informing an adult when they need to go, wiping themselves and dressing afterwards.

## Responsibility of the School

- To ensure that this policy is both accepted and upheld by the whole school Community - Management, Teaching staff, Administration staff, Students, Parents, Support staff, Cleaning and Ancillary staff.
- All toilets must remain open and available for children and staff throughout the school day.
- Always allow children access to toilet facilities with permission from an adult. We recognise that toilet needs are highly individual and do not conform to regimental timetables.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including children with disabilities and special needs.

- To ensure the toilet and washroom facilities cater for the needs of all children to ensure their needs are met in a sensitive, informed, and appropriate manner.
- To ensure that the toilet facilities provide visual privacy for users.
- To ensure that all toilet areas have properly maintained supplies, at all times, of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.
- To encourage children to respect the policy laid down.
- Students must leave toilets clean after use thus showing respect for others.

## Responsibility of Students

- Students must use the toilet facility only when genuinely needed and must not spend extra, unnecessary time in the washrooms.
- Students are not permitted to use electronic devices in the washroom for any purpose: calling, photography, and videography.
- Students must not vandalise the toilets by damaging facilities or writing graffiti anywhere in the toilet premises.
- Students must respect the support staff and not speak rudely to them.

Students must respect other students using the toilets and not bully, intimidate, or hurt anybody.

### Early Years Students (FS1/FS2)

\*Please note that all key points listed below are for those parents who have children in FS1/2

## Expectation of Toilet Training

### Readiness Requirement:

All FS1/2 children are expected to be toilet trained by the time they start school. This means they should be able to use the toilet independently, including managing their clothing, wiping, flushing, and washing their hands afterward

## Definition of Toilet Trained

**Independent Use:** Children should be able to recognize when they need to use the toilet and do so without needing adult assistance.

**Hygiene Practices:** Children are expected to wash their hands after using the toilet.

## Support for Parents

- **Preparation Guidance:** NGBS can provide information and or workshops for parents on how to toilet train their children before school starts. This will include tips on establishing a routine, encouraging independence, and handling setbacks.
- **Resources:** NGBS will support parents with resources such as books, online guides, or local services to help with toilet training

## Exceptions

- **Special Circumstances:** Some children may have medical conditions, developmental delays, or other circumstances that make toilet training difficult. In these cases, parents must inform the school in order outline and develop an individualized plan.
- **Temporary Challenges:** If a child is not fully toilet trained due to recent changes (e.g., moving homes, family stress), the school may offer temporary support or a grace period.

## Accident Management

- **Discreet Assistance:** The school will ensure that any accidents that may happen will be handled in a sensitive and discreet manner to ensure the child's dignity is maintained.
- **Spare Clothing:** Parents are required to provide a set of spare clothes in case of any accidents, and the school will also have emergency supplies available.
- **Procedure For Support:** If a child has an accident which involves urine only while at school, a teaching assistant / teacher will direct and assist the child into a set of dry clothes.

- ✓ All children (FS1, FS2) should keep a change of clothes in their cubbies. Some spare clothes are kept in school in case a child does not have his/her own. These should be returned to school, washed.
- ✓ If a child is soiled on the first occasion, they will be escorted to the toilet and assisted to change by a Teacher/Teaching Assistant. The teacher will inform the parent. Soiled clothes will be sealed into a bag, then taken home for washing.
- ✓ Parents will be asked to come in and change any children who soil on more than one occasion.

## Communication with Parents

- **Open Communication:** NGBS encourages parents to inform the school if their child has any ongoing toileting issues or concerns. This allows the school to provide the necessary support.
- **Updates:** Regular updates on the child's progress in managing toileting independently will be shared with parents daily by the HR teacher especially during the initial weeks of school.

## Inclusion of Toilet Training

- **School Support:** Toilet training will be included as a key component, helping children become familiar with the school's expectations during the initial stages of schooling.

## Deadline

- **Timeframe for Readiness:** All children must be toilet trained before starting school by the first day of the school year in August.

## Support for New Entrants

- **Transition Support:** For those children starting mid-year who may not be fully toilet trained, the school will provide additional support during their transition, including a short-term plan to achieve full toilet training.

## Confidentiality and Respect

- **Privacy Assurance:** Any information about a child's toileting needs will be treated confidentially, ensuring the child's privacy and dignity are protected.

## Access to Toilets

- **Flexible Access:** Children will have access to toilets as needed throughout the day, rather than being restricted to specific times like breaks or lunch. This helps prevent accidents and supports the child's comfort.
- **Permission to Leave Class:** Children are allowed to ask to use the toilet whenever they feel the need, with staff ensuring they are aware that it's okay to leave the classroom for this purpose.

## Inclusion and Accessibility

- **Adapted Facilities:** For those children with additional needs, fully functional toilets are available in the school.

If the class teacher is concerned with the frequency of accidents, the class teacher will consult with the parents. A suggestion can be made for the child to remain at home until all parties are confident that the child can return to school fully toilet trained.



## Parent Declaration of Agreement

### Parent Declaration of Toilet Training and Authorization for Assistance

I hereby declare that my child is fully toilet trained and independent in managing their toileting needs while at school.

However, I understand that there may be situations where my child might require assistance. In such cases, I authorize the school staff to provide appropriate support if needed.

I confirm that I trust the school staff to handle such matters professionally and respectfully, while maintaining my child's dignity and well-being at all times.

Signed :

Parent's Full Name :

Date :

School Signed :

Date :