

Polisi Ty bach

Toilet Policy



Dyddiad: Medi 2024

Date: *September 2024*

Cadeirydd y Llywodraethwyr:

Name	Position	Date
Julia Sas	Chair of YGC Estates, Buildings and Health & Safety Committee	26-09-24
Sian-Eleri Fudge	Pennaeth / Headteacher	26-09-24

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School toilets: Good practice guidance for schools in Wales

Cymraeg

Mae'r ddogfen hon ar gael i'r gymuned ysgol gyfan. Mae wedi'i chymeradwyo gan lywodraethwyr a dysgwyr yr ysgol, ac mae ar gael ar wefan yr ysgol.

Nodau

- Galluogi dysgwyr i ddefnyddio'r cyfleusterau toiled drwy gydol y dydd er mwyn hybu iechyd, lles a chyfleoedd dysgu pob dysgwr.
- Darparu cyfleusterau toiled o ansawdd da drwy'r ysgol gyfan.

Rhesymeg

- Mae'r ysgol yn cydnabod bod cyfleusterau toiled sydd wedi'u cynnal a'u cadw'n dda, lle mae dysgwyr yn teimlo'n gyfforddus ac yn ddiogel, ac sydd ar gael iddyn nhw drwy gydol y diwrnod ysgol, yn hanfodol ar gyfer iechyd, lles a dysgu.
- Rydyn ni'n gwerthfawrogi ac yn parchu ein dysgwyr ac rydyn ni am iddyn nhw allu manteisio ar ddarpariaeth dda ac arfer da.

Amcanion

- Sicrhau bod y polisi hwn yn cael ei dderbyn a'i gynnal gan – rheolwyr yr ysgol, staff, dysgwyr, llywodraethwyr, , rheolwr y safle, staff glanhau a staff ategol.
- Sicrhau bod yr holl doiledau ar agor ac ar gael i ddysgwyr drwy gydol y diwrnod ysgol. Rydyn ni am sicrhau gall dysgwyr eu defnyddio unrhyw bryd.
- Sicrhau bod y toiledau a'r ystafelloedd ymolchi yn addas ar gyfer yr amrywiaeth o ddefnyddwyr disgwylidig, gan gynnwys dysgwyr ag anableddau ac anghenion arbennig, gyda goleuadau, gosodiadau a ffitiadau digonol.

- Sicrhau bod y toiledau a'r ystafelloedd ymolchi yn diwallu anghenion pob dysgwr o gymunedau ethnig a chrefyddol, a sicrhau bod yr anghenion hyn yn cael eu diwallu mewn ffordd sensitif, hyddysg a phriodol.
- Sicrhau bod y toiledau'n darparu preifatrwydd i ddefnyddwyr o ran yr hyn gellir ei weld a'i glywed, gan sicrhau bod cyflenwad wrth gefn ar gael o gloeon ar gyfer drysau'r ciwbiclau.
- Sicrhau bod bob amser gan bob ardal doiledau gyflenwad a gynhelir yn briodol o ddwr poeth ac oer, sebon hylif, cyfleusterau sychu dwylo a phapur toiled mewn peiriannau ym mhob ciwbicl, sydd wedi'u gosod ar uchder cyfleus.
- Sicrhau bod unedau gwaredu cynhyrchion misglwyf yn nhai bach y merched yn cael eu gwasanaethu'n rheolaidd. Mae cynnyrch ieuchydol ar gael yn yr ysgol.
- Gweithredu a chynnal system effeithiol o lanhau, goruchwyllo ac arolygu toiledau er mwyn sicrhau safon briodol o ran y ddarpariaeth a glendid drwy gydol y diwrnod ysgol.
- Gosod cyflenwadau dwr yfed mewn lleoliadau diogel a phriodol, ac nid mewn ardaloedd toiled.
- Ceisio barn y gymuned ysgol gyfan mewn perthynas ag unrhyw bryderon ynglyn â'r ddarpariaeth doiledau a materion o ran mynediad (gan sicrhau gweithdrefn sy'n hawdd i'r dysgwyr ei defnyddio er mwyn rhoi gwybod am wendidau neu broblemau) ac ymateb o ddifrif i'r rhain a delio ag unrhyw broblemau a amlygir gan y dysgwyr yn brydlon.
- Mynd ati'n weithredol i ymgynghori â'r dysgwyr a'u cynnwys yn y gwaith o reoli'r toiledau (drwy gyngor yr ysgol neu sefydlu gweithgor).
- Annog dysgwyr i barchu'r toiledau a'i gilydd (drwy gyngor yr ysgol, mewn gwersi ABCh, yn ystod cyfnodau trafod â'r athro/athrawes dosbarth, ac annog dysgwyr i sefydlu Cod Ymddygiad Dysgwyr ar gyfer toiledau ac ystafelloedd ymolchi.
- Cynnwys materion yn ymwneud â rheoli toiledau yn rheolaidd ym mhob un o gyfarfodydd priodol cyngor yr ysgol, staff, rhieni/gofalwyr a llywodraethwyr.

- Darparu ardaloedd cymdeithasol dan do er mwyn atal yr arfer o ddefnyddio toiledau at ddibenion o'r fath.
- Gweithredu a chynnal adolygiadau blynyddol o'r polisi i fonitro p'un a yw'n cael ei ddilyn a ph'un a yw'n parhau yn berthnasol.
- Mae'r ysgol yn cefnogi'r nod o ddarparu mynediad agored i gyfleusterau toiled glân, preifat a diogel, sydd mewn cyflwr da, drwy gydol y diwrnod ysgol.

English

This document is freely available to the entire school community. It has been approved by the school governors and learners, and made available on the school website.

Aims

- To maximise access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

Rationale

- The school recognises that well-maintained toilet facilities where learners feel comfortable and safe and have open access to throughout the school day, are essential for health, well-being, and learning.
- We value and respect our learners and want them to be able to benefit from good provision and practice.

Objectives

- To ensure that this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, site manager, cleaning and ancillary staff.
- To keep all toilets open and available to learners throughout the school day. We ensure learners have access at all times.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and additional needs, with adequate lighting, fixtures and fittings.
- To ensure the toilet and washroom facilities cater for the needs of all learners from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual and aural privacy for users, ensuring a spare supply of cubicle door locks.

- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers in each cubicle, provided at a convenient height.
- To ensure sanitary disposal units in female toilets are serviced on a regular basis. Sanitary products are available at any time.
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.
- To locate drinking water supplies and outlets in safe and appropriate locations, and not in toilet areas.
- To actively seek the views of the whole-school community in relation to any concerns about toilet provision and access issues (ensuring a child-friendly procedure for learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners.
- To actively consult and involve the learners in managing the toilets (via the school council or establish a working group).
- To encourage learners to respect the toilets and each other (via the school council, in class-teacher discussion times, for learners to establish a Learner Code of Conduct in toilets and washrooms.
- To regularly include toilet management issues in all appropriate school council, staff, parent/carer and governor meetings.
- To provide indoor social areas to discourage toilets from being used for such purposes.
- To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.
- The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day.