



Toilet Use Policy

1. Purpose

This policy outlines safe and consistent procedures for children using toilet facilities during Just Play Sports sessions. It supports safeguarding, smooth session management, and the wellbeing of all children.

2. General Principles

- The safety and welfare of all children at Just Play Sports are the highest priority.
- All staff and volunteers must follow this policy during coaching sessions, camps, and events.
- Parents/carers will be informed of these procedures at registration.

3. Toilet Locations

3.1 Toilets In Sight

- If toilet facilities are **clearly visible** from the coaching area, children may **go on their own**.
- Staff should note when a child leaves and monitor their return.
- Coaches should be aware that during the winter when light is reduced visibility of the toilets may not be as clear so children may need to be escorted closer.

3.2 Toilets Out of Sight

- If toilet facilities are **not within sight**, children must be **escorted until the toilet entrance is in sight** by a designated staff member.
- For younger children, escort them to the toilet door
- Staff **do not enter the toilets** under any circumstances.
- Staff wait outside the toilet area and ensure the child returns safely.

4. Timing and Check-Ins

- A **3-minute timer** is set when a child goes to the toilet.
- If the child has **not returned within 3 minutes**, a staff member will check on them by going to the toilet entrance.
- Any unusual delays or concerns must be recorded and, if necessary, reported to the Just Play Sports Safeguarding Lead.

5. Hygiene and Footwear

- Children must remove **muddy shoes, boots, and studs** before entering indoor toilet facilities.
- Staff should remind children and support as appropriate outside the toilet area.

6. Planned Toilet Breaks

- Staff should encourage toilet use at designated break times—especially when toilets are out of sight—to minimise disruption.
These include:
 - Before warm-ups
 - Before main activity blocks
 - Before matches or scrimmages
 - During water/rest breaks

7. Safeguarding and Conduct

- Staff must **never enter toilet cubicles** or shared toilet areas.
- If an incident occurs in the toilet area (e.g., a child needs assistance, a safeguarding concern is raised, or a welfare issue is identified), **staff must refer to and follow the Just Play Sports Intimate Care Policy**.
- All concerns must be reported to the Safeguarding Lead in line with club procedures.
- All staff will receive appropriate safeguarding training.

8. Communication

- Parents/carers will be informed of this policy and encouraged to ensure children have used the toilet before arriving.

- Any toilet-related incidents or concerns must be logged and shared with the Safeguarding Lead.

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Position: Director

Signed: Jack Dillon