

## TOILETS & CUBICLE SHARING – QUICK REFERENCE

**Safe and equitable access to toilet facilities is a basic right for all students.**

**Students are not permitted to enter a toilet cubicle while it is occupied by another student under any circumstance.**

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### Safe and equitable access to facilities

- Unless an alternative plan has been devised with families, students are generally permitted to use toilet facilities when they need to.
- During class, all students are expected to notify staff and seek permission to leave the classroom, via an out of class pass.
- Limits may apply to which facilities are accessible during different times of day. These restrictions on access may be imposed to support the following:
  1. Supervision and safety (particularly to support primary student perception of safety during shared activities and breaks)
  2. Management and cleanliness of facilities
  3. Effective use of break times to maximise time in classroom instruction
- All toilets have lockable cubicle doors to provide privacy for users.
- If used for their intended purpose, there is no reason for more than one student to enter a cubicle.
- A range of cubicle designs are available at Altona College, they include:
  - Single cubicles with floor to ceiling walls, with both gender neutral and gender specific signage
  - Blocks of cubicles in gender allocations, with lockable partitions
  - Gender neutral, accessible and/or ambulant spaces with toilet and wash facilities – all with lockable doors
- Education is provided to all students about safe and appropriate use of toilet facilities.

### Enforcement

- Students of all ages are provided with explicit teaching and induction to ensure they understand that cubicle sharing is not allowed onsite.
- Additional instruction is provided for students who need further support to access and understand these expectations.

- Any student who feels unsafe while in a cubicle, or has another student interfere with their cubicle should report the incident to a staff member as soon as possible.
- Students who fail to report a cubicle sharing incident may be subject to consequences, regardless of consent.
- Students found to be cubicle sharing will be assessed against the following suspension criteria:
  - *fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person*

### **Reporting an incident**

If another person enters or interrupts an occupied cubicle without permission, students should do the following:

1. Ask them to leave/stop immediately
2. If the intruder does not leave/stop, the student should leave as soon as it is safe and appropriate to do so
3. If feeling unsafe and unable to leave, make noise and call for help
4. Report the incident to staff immediately.

If a staff member or parent becomes aware of cubicle sharing that has not been reported, they should:

1. Ensure the child(ren) are safe
2. If possible, collect basic information including approximate time, location and names of students/staff present if possible. *Staff will follow child safety procedures if they form a reasonable belief that the threshold for mandatory reporting applies.*
3. Report the incident to middle or senior leadership for support.

### **Managing an incident**

When notified of a cubicle sharing incident, school leaders will assess whether a notifiable incident or other PROTECT procedure is required. Alternatively, or in addition, they may:

1. Separate the students and assess if immediate health and wellbeing supports are needed.
2. Assess if it is safe and appropriate to collect further information about the incident.
3. Refer the students to school leaders to attend to steps 1-2.
4. Contact families to notify them of a cubicle sharing incident
5. Consider the perspective and needs of the student(s) and their families
6. Consider relevant policies and procedures that apply to the incident

7. Discuss potential consequences, support and intervention that may be required to avoid recurrence of the incident and improve safety, wellbeing and engagement for all students, including victim(s) and perpetrator(s)
8. Evaluate the effectiveness of existing controls to seek opportunities for continuous improvement

### **Raising a concern or complaint**

Altona College encourages parents, carers or members of the community who may wish to submit a complaint to do so in accordance with our complaints policy (located in the College Policies menu, within the [Information tab of the College Website](#)).

In preparing to raise a concern or complaint, we encourage families to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Altona College (see “Further Information and Resources” section below).

*For further information, please contact College reception or email*

[altona.co@education.vic.gov.au](mailto:altona.co@education.vic.gov.au)