

## Statement on Arrangements for the Pilot for Provision of Free Period Products

### Details of Specified Public Service Body (Mandatory)

<b>Name of Specified Public Service Body</b>	Probation Board for NI
<b>Main Address of Specified Public Service Body</b>	80/90 North Street, Belfast, BT1 1LD
<b>Reference to Annex/hyperlink to full list of sites where free period products are available</b>	See Annex A below

### Publication Details (Mandatory)

<b>Date first of publication</b> <b>Dates of subsequent publication</b>	May 2024
<b>Where will this Statement be published?</b> <i>SPSBs may publish this statement in such a way as they think appropriate, such as publication on their websites.</i>	On Intranet On Website <a href="http://pbni.org.uk">pbni.org.uk</a>

### Details of Consultation Carried Out (Mandatory)

<b>WHEN</b> was the consultation carried out?  <i>Enter start and finish date. Consultation must last at least 8 weeks.</i>	27/2/24-16/4/24
<b>WHO</b> was consulted? <i>As a minimum, this should be product users who are likely to be on the premises, as the SPSB thinks appropriate.</i>	All Staff Female service users
<b>HOW</b> did the consultation <i>process</i> establish: i. the ways in which products users ought to be able to obtain free period products? ii. the locations in the SPSBs premises in which period products ought to be obtainable free of charge? iii. the types of period products which ought to be available?	Questionnaire gave opportunity to recommend a way to obtain items  Questionnaire gave opportunity to choose a location or recommend other  Questionnaire gave opportunity to choose products or recommend other
<b>HOW</b> did the consultation have regard to: i. the dignity, privacy and confidentiality of product users; and ii. articles which are reusable.	Survey was conducted privately with discreet options as part of questionnaire  Questionnaire offered a number of products including reusable items

## The Arrangements (Mandatory Section)

### What arrangements are being put in place as a result of the consultation?

The arrangements in place are based on the findings from the consultation and in compliance with the Departmental Guidance.

The products that will be provided are pads, applicator tampons, non-applicator tampons and represent a reasonable choice to meet staff, su, visitors needs while on the premises.

Products will be available in a way that respects individuals' dignity, privacy and confidentiality.

The Departmental Guidance advises that products do not need to be in more than one location at each site and that the full range of products do not need provided in a single or every location.

In PBNI premises products will be obtainable reasonably easily as they will be accessible in female/disabled/unisex toilets within PBNI buildings.

In premises where there are PBNI offices in co-located sites where PBNI is not responsible for the shared toilet facilities staff have been consulted on where these products can be accessed.

Products will be checked and replenished as necessary with attention paid to expiry dates.

The free period products can be obtained whilst PBNI offices are open and are available for use when working/visiting PBNI offices.

PBNI has paid due regard to Departmental Guidance in developing the arrangements, including ensuring respecting dignity, privacy and confidentiality.

PBNI will publicise to persons the arrangements for obtaining free period products in a way that respects their dignity, privacy and confidentiality – this shall be done through posters, information on the internet (website) and Intranet and signage in toilets.

## The Arrangements – other details (non-mandatory)

### Procurement Arrangements

To commence provision of these products BSMs shall order the items from Banner. Finance shall advise of any changes to these arrangements regarding tenders, suppliers, etc and these arrangements shall be updated.

PBNI shall reduce risk of Toxic Shock Syndrome by ensuring:

- Suitable storage of products so that they don't become damaged;
- Good stock management and rotation so products (in particular tampons) do not exceed their expiry date;

### **Environmental Impact**

- For single use products the environmental impact can be reduced through:
  - Opting for plastic free options
  - Making fewer orders per year (reducing transport emissions)
  - Providing information to product users on correct disposal of period products eg refer to Annex B sign

### **Toxic Shock Syndrome**

Refer to Annex C regarding information staff shall be provided on Toxic Shock Syndrome

## **Publicising the Arrangements (Mandatory Section)**

### ***How will the SPSB publicise the availability of free products-***

Signage shall be displayed in PBNI offices advising period products are available free of charge and where these can be accessed and that the products can be obtained whilst PBNI offices are open and are available for use when working/visiting PBNI offices.

Signage shall also be provided with the free period products advising to please take if needed.

## **Annex A – Full list of PBNI sites where free period products are available**

HQ, 80-90 North Street, Belfast, BT1 1LD  
Glenshane House, 202a Andersonstown Road, Belfast, BT11 9EB  
297 Newtownards Rd, Belfast, BT4 1AG  
330 Ormeau Rd, Belfast, BT7 2GE  
171 – 179 Duncairn Gardens, Belfast BT15 2GE  
25 College Street, Armagh, BT61 9BT  
3 Wellington Court, Ballymena, BT43 6EQ  
19-20 The Diamond, Coleraine, BT52 2DN  
14 Dublin Rd, Cathcart Square, Enniskillen, BT74 6HH  
Unit 4, Wallace Studios, 27 Wallace Avenue, Lisburn, BT27 4AE  
9 Kirk Avenue, Magherafelt, BT45 6BT  
1d Monaghan Street, Newry, BT35 6BB  
15 Castle Street, Newtownards, BT23 3PA  
Sperrin Centre, 1 Market Street, Omagh, BT78 1EE  
12 Church Street, Portadown, BT62 3LQ  
25 Shipquay St, Londonderry BT48 6DL  
Richmond Chambers, The Diamond, Londonderry, BT48 6QP  
PPT – provided by PSNI  
Prisons – Maghaberry, Hydebank, Magilligan  
PBNI offices within Courts eg Laganside  
PBNI offices within Downpatrick Council

## **Annex B – Sign template**

*‘To help the environment, remember to dispose of tampons, applicators tubes and wrappers in the correct waste bin. Please do not flush tampons, applicator tubes or wrappers.’*

## **Annex C - Toxic Shock Syndrome**

SPSBs choosing to make free tampons available on their premises should be aware of their association with Toxic Shock Syndrome (TSS). TSS is a rare but very serious illness that can develop rapidly.

Symptoms of TSS include a sudden high fever, vomiting, diarrhoea, muscle aches, a sunburn-like rash, a sore throat, dizziness and/or fainting, and a severe flu-like feeling. Not all symptoms of TSS may occur simultaneously.

In the unlikely event that symptoms of TSS occur, remove the tampon, consult a doctor urgently and inform them that a tampon has been used. If left untreated, TSS can be fatal.

The following actions will help reduce the very small risk of TSS occurring:

- At night, insert a fresh tampon before going to sleep and replace it first thing in the morning. Change your tampon every 4 to 8 hours or more often if needed.
- Think about switching between tampons and towels, pads/liners from time to time during your period.
- Always wash your hands before and after inserting a tampon.
- Only use tampons during menstruation. Use only one tampon at any time and ensure the removal of the last tampon once menstruation has finished.

If you decide to make tampons available in your setting, you should ensure good stock rotation, that instructions for use are available and visible, and that tampons are kept in their original packaging, for protection against damage.

Further information is available at [www.tssis.com](http://www.tssis.com).