



# Information for Queensland schools

Prior to completing the online 'Share the Dignity in Queensland schools' Expression of Interest (EOI) application, please read and consider the information in this document.

It is essential that schools wishing to apply for a Dignity Vending Machine (DVM) are aware of the:

- essential space and location requirements;
- requirement for a school staff member to physically restock the DVM;
- requirement for a school staff member to participate in online evaluation surveys; and
- installation requirements for successful schools.

## Background

In October 2020 the Queensland Government committed to partnering with Share the Dignity to install DVMs in 120 Queensland schools (state and non-state). DVMs will provide free sanitary products for students in need, over a three-year period (commencing in 2021-22 financial year).

The initiative aims to foster positive educational outcomes and alleviate emotional distress for students in need by allowing them to focus on their education rather than on accessing supplies to manage their period.

DVMs will be installed in Queensland schools through successive EOI rounds.

All Queensland schools are invited to apply for a DVM to be installed. Schools will be selected based on the availability and identification of an appropriate location for the DVM and the priority to reach students of highest need.

## Dignity Vending Machines

Each DVM holds 59 period packs, and each period pack contains two pads and six tampons. A timer on the DVM enables period packs to be dispensed once every three minutes.

Two cartons of period packs (400 packs) will be provided when the DVM is installed.

The DVM and all stock is provided by Share the Dignity and ownership of the DVM remains with Share the Dignity.

All period packs **MUST** be dispensed through the DVM. If your school requires supplies to distribute other than via the DVM, a request for donations can be made through Share the Dignity.

### DVM location

The DVM is mounted on a wall in an appropriate location such as a private room or bathroom that is accessible to students for the majority of the school day. To maintain dignity for all, the DVM will not be installed in a hallway, waiting room or locked room.

Your school may wish to consider placing the DVM in an area that can be accessed by students of any gender.

Share the Dignity will arrange for the DVM to be installed at successful schools.

### Physical requirements for a DVM

Prior to responding to the EOI and submitting an application, schools must ensure there is a suitable space for installation of the DVM, including:

- Available wall space of 910mm (H) x 600mm (W) in a suitable location
- The wall must be free from asbestos
- Permanent access to an electrical plug socket within 1.5m (preferably above machine location)
- The machine must be installed so the bottom of the machine is between 900mm and 920mm from the floor

- The machine door is hinged to the RIGHT-HAND SIDE of the machine and must be able to be opened without obstruction for restocking.

Additional DVM specifications and information:

- Machine Height: 910mm (plus 75mm aerial), Width: 595mm, Depth: 195mm
- Machine Weight: 30kg
- Wall mounted (under shelter) in a private, discreet area
- Three-minute delay between release of packs to deter exploitation
- Equipped with telemetry, which records the number of packs dispensed.

## Monitoring and restocking the DVM

A staff member at your school will be required to re-order and physically restock the DVM as required. Instructions will be provided at the time of installation, as well as the contact details for a Share the Dignity local representative.

If maintenance or repair is required, the DVM is equipped with a QR code, which can be scanned to alert Share the Dignity.

## Evaluation

To help assess the impact of the initiative, it is important that all products are distributed through the DVM. Telemetry within the machine provides data on the number of packs dispensed.

If your school is successful through this EOI process, Share the Dignity reserves the right to request data relating to the DVM and its usage, such as the number of period packs dispensed. Share the Dignity will also request that your school responds annually to a short satisfaction survey.

## Next steps

If your school is interested in applying for a DVM and can meet the essential requirements, the next step is **to complete an online application by the closing date (25 February 2022)**. You **must** ensure all sections are completed and photos of the

proposed site are attached. The online application must be signed/approved by the school principal.

Share the Dignity will assess applications received by the closing date and evaluate these based on criteria, including level of student need.

All schools will be notified in writing of the outcome of the EOI process.

***If your school is successful:***

A DVM Operational Agreement with Share the Dignity must be signed, prior to the machine being installed. The term of the initial agreement will be until 30 June 2022 (extensions can be negotiated up until 30 June 2024).

The Share the Dignity local representative may request additional information prior to organising installation of the DVM. This may include additional photographs or a physical inspection of the proposed installation site to ensure due diligence obligations are met.

If an electrical power point needs to be installed this must occur and photos supplied prior to dispatching the DVM.

All costs associated with the DVM will be met as part of the Share the Dignity in Queensland schools initiative. It is anticipated this initiative will end on 30 June 2024. Share the Dignity will work with your school to discuss options prior to the end of the final Agreement. This may include removing the DVM, continuing to house the DVM (in which case an additional agreement with Share the Dignity would be required and some costs may apply), or other options to distribute products and support students in need.

***If your school is unsuccessful:***

Share the Dignity may be able to support your school in other ways, such as the provision of sanitary items for manual distribution.

Schools that are unsuccessful in this EOI can re-submit an EOI in future rounds.

Thank you for your interest in providing a DVM at your school.

If you have any further questions, please do not hesitate to email [dvm@sharethedignity.org.au](mailto:dvm@sharethedignity.org.au).