

Dignity Vending Machine Misuse Guide

Share The Dignity is committed to maximising the effectiveness of Dignity Vending Machines in Queensland Schools, to benefit as many students as possible, ensuring that no student misses a day of school due to their period. If your school is experiencing challenges or misuse, including product wastage and vandalism, please refer to the checklist below to help address these issues:

- **Hold an Assembly / Classroom Education**
 - You can find some useful resources on OnePortal by searching 'Share the Dignity', including assembly talking points and tips on how to integrate the DVM in your school community.
 - Emphasise that these products are a necessity for some students and misusing them can impact those who need them.
 - Utilise Period Talk (you will have received a USB containing Period Talk, along with a Period Talk Program information sheet with your machine) and our Education Hub to encourage more conversations around menstruation: <https://www.sharethedignity.org.au/end-period-poverty/education-hub>
- **Engage the Student Council / Leaders**
 - Explain the issues of machine misuse to the student council / leaders.
 - Discuss the potential benefits of having them assist in monitoring the machine.
 - Assign responsibility for checking in on the machine each day. This could involve alternating morning and afternoon shifts, or rotating responsibilities on a weekly basis.
- **Ensure Adequate Storage is Available for Excess / Unwanted Products**
 - Provide a designated drawer, shelf, or box in the bathroom where students can leave unwanted products.
 - Confirm that sufficient sanitary and general waste disposal options are available near the machine.
 - If students prefer pads over tampons, encourage them to take tampons home to share with family members who may need them. This ensures products are used effectively and not wasted.
- **Change to Pad-Only Stock**
 - If tampons are consistently underutilised / wasted, you may switch to our pad-only packs which contain 3 x UltraThin pads.
 - Order pad-only stock via the QR code on the side of your machine and complete a 'Stock Order' form.
 - Use up any opened mixed stock by distributing it within your school community at your discretion.
 - Do not combine pad-only and mixed packs in the machine. Ensure only one type of stock is available at a time, so students know exactly what they're receiving.
- **Relocation of the Machine**
 - As a last resort, if the Dignity Vending Machine is being misused despite trying the above strategies, you may consider relocating the machine to a different location within the school.
 - If you wish to explore a relocation, please email dvm@sharethedignity.org.au in the first instance. Do not relocate the machine without first contacting Share the Dignity.

Should you have any questions, or require any further assistance, please email us at dvm@sharethedignity.org.au.
Thank you for supporting this great initiative to ensure students have access to essential period products.