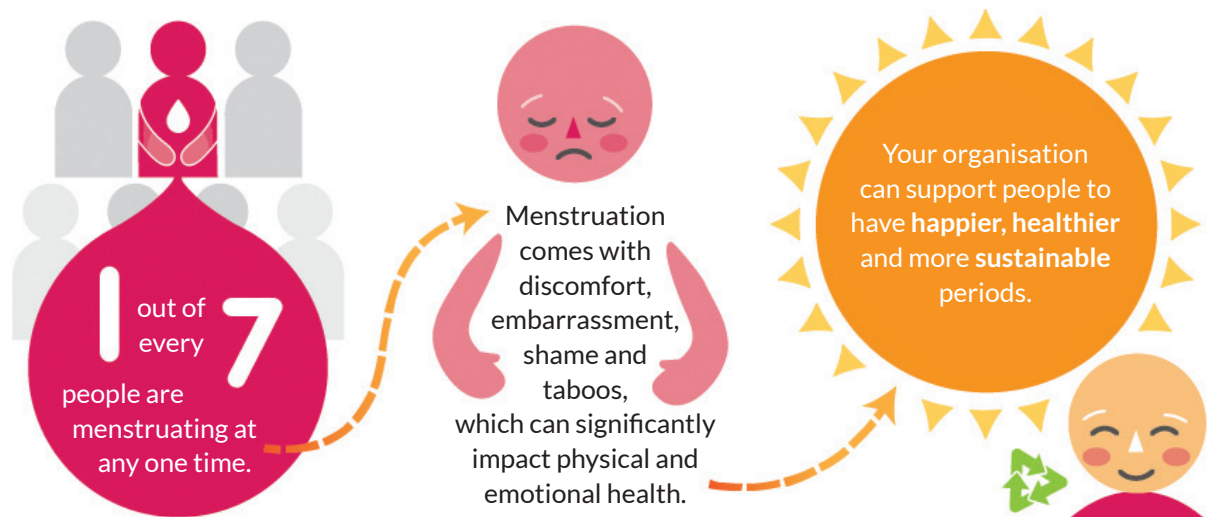


PERIOD- FRIENDLY SCALE

ASSESSMENT
QUESTIONNAIRE

no
more
taboos.

GETTING STARTED



This is a scale to help you assess how period-friendly your organisation is, and supports you to make simple improvements.



Why should I bother doing this?

You may think that periods don't have a big impact on your organisation, but did you know that half of women in poverty in the UK simply cannot afford sanitary products? Participants of our interviews and surveys told us that they've had to rely on food banks, tissue paper and cut up nappies, amongst other materials, to manage their menstruation. As an organisation that works first-hand with vulnerable people who menstruate, you have the power to make a big difference in the lives of your service users.

This is an easy way for you to get an impartial review of how well you are providing menstruation services for your users. Your **Period-Friendly Scale** certificate can be displayed proudly in your organisation. It can also be used to help show donors and grant funders that you are actively reviewing and improving your service provision.

GETTING STARTED CONT.



Who should fill it out?

The first step is for you as staff in the organisation to print out and start filling out the assessment, but why not take it a step further? We are all about empowering people to make change happen so why not get your service users to help fill it out and get feedback? Most importantly, ask them what they think and what they would like to see changed.

How long will it take?

The assessment will take 30 minutes to an hour. However, it can be done in sections over a few days if needed.

What's actually involved?

The assessment is split into six steps:

- STEP 1** Answer some questions about your organisation's facilities
- STEP 2** Answer some questions about what products you have available
- STEP 3** Answer some questions about your organisation's culture
- STEP 4** Tally up and complete the online survey with your answers
- STEP 5** Proudly display your certificate, review the tips and tricks sheet
- STEP 6** Make any improvements and repeat the assessment each year

What happens once I've filled it out?

Once you have filled it out, complete the online survey at:
www.nomoretaboo.org/periodfriendlyorgscale

GETTING STARTED CONT.

Each time you complete the Period Friendly Assessment you'll be given a score which puts you in one of four grades:



Basic: You might provide help for your users' basic menstruation needs but there's still a lot more you could do.



Bronze: You are starting to get there but there's room for improvement. Go back through your notes and star 3 things you can improve straight away.



Silver: Not bad! You're clearly thinking about the issues that surround periods and supporting your users. However, there is still some room for improvement, so check out where you scored lower points and push yourselves up to gold standard!



Gold: You are top of the period-friendly scale! Well done. Keep repeating the review regularly to check that you are staying at this level and look at what you could do to reach top marks!

Every 6 months, we will have a **Period Friendly Organisations virtual graduation**, announcing the latest Period Friendly Organisations and send you your Bronze, Silver or Gold certificate and information packs.

Don't worry if you think it looks like there's a lot to improve on! Talking about the situation and recognising that you want to make some changes already puts you ahead of the game and there is plenty you can do to help your organisation move up the scale.

Once you have received your score check out our **Hints and Tips** for becoming more Period Friendly. It's available on our website to download as a PDF and start making some small, manageable and yet significant changes to your organisation's approach to menstruation.

This is not a one-off assessment – the review should be done again in the future. We recommend at least once a year, to check you are still meeting your users' needs and to see the progress made.

Who do I talk to if I need help?

Remember there are no stupid questions and we are here to help you. If you want to chat about how to fill out the assessment form or anything related to the topic just send us an email. Contact us at chloe@nomoret taboo.org

PERIOD-FRIENDLY SCALE

Please have the below information ready, as we will ask for it as part of the online survey.

Name of organisation	
Name, email, phone number of preferred contact	
Who completed the assessment? Eg. 2 staff members and 2 service users.	
What date did you complete the assessment?	
Is this the first time you've done the Period-Friendly Scale?	Yes No
If no, what date(s) did you complete the Period Friendly Assessment before?	

STEP 1 LET'S TALK TOILETS AND FACILITIES

It's time to take a trip down to the toilets (or a few trips, this part CAN'T be done whilst sitting at your desk!) We know it's easy to think you know the answers, but we want you to actually go to the toilets (all of them), have a look and put yourselves in the shoes of your service users, or ask some of your service users to answer these questions themselves.

	Never	Rarely	Sometimes	Often	Usually	Always
Points	0	1	2	3	4	5
Are there good working order toilets available? (ie. a good flush)						
Is there toilet roll available?						
Is there hot water and soap available in all toilets?						
Is there hygienic hand drying available? (Paper towel, a hand dryer or a clean, regularly washed towel)						
Are there sanitary bins available in female toilets?						
Are all the toilets clean?						
Are the sanitary bins cleaned and emptied regularly?						
Do all the toilets have locks?						
Is there a mirror available in the toilets? (so people can check for stains if they want)						
Is there a toilet brush available in all the cubicles?						

Bonus points – An extra 5 points for each of the following:

	Bonus points
Gender neutral toilets with sanitary bins (or all toilets, male and female, have bins available)	+5
Sinks available inside the cubicles	
Shower facilities available on-site	
Laundry facilities available on-site	
Spare clothes available on-site	

Step 1 Score! Add up what you got for your toilets/facilities:

(Maximum possible points = 75)

STEP 1

LET'S TALK TOILETS AND FACILITIES

Why not use this space to make some notes on how you could improve...?



STEP 2 ACCESSIBLE PRODUCTS

At the moment, menstrual products are still classed as a luxury item and are an expense many can't afford, that's not fair! Why should we have to pay for something natural that happens every month? Especially if you are in a situation where that cost can be difficult to bear each month.

Think about the people who access your organisation and the ways in which they could be managing their menstruation. Step 2 is all about how well your organisation does on the accessibility of menstrual products.

	Never/ Don't know	Not often	Sometimes	Usually	Nearly always	Always
Points	0	1	2	3	4	5
How often will service users bring their own preferred sanitary product from home/buy them externally, nothing to do with your organisation?						
How often will service users ask their friends or family for a pad or tampon if they need them and don't have them?						
How often will service users approach someone at your organisation, perhaps a staff member- known as the go-to person, if they need a pad or tampon? (but this is an unofficial role and this provision is out of the staff members' own money)						
How often can service users access pads or tampons needed at a cost on-site from your organisation eg. a vending machine in the toilets, or a 'shop' at reception?						
How often can service users access a free pads or tampons in an emergency by asking a member of staff (provided/paid for by the organisation)?						
How often can service users access a selection of pads and tampons provided by your organisation (for a cost or free) including different styles and types?						
How often can service users access free sanitary products in your toilets with no need to request them from a staff member?						
How often can users access free sanitary products in a gender-neutral area? eg. a basket placed at reception with no need to request them from a staff member						
How often can service users access information on different types of sanitary products including menstrual cups, washable pads and biodegradable products? eg. posters, leaflets and stickers at your organisation						
How often are service users encouraged to have an open dialogue about what products they feel are needed, what is most useful to them or to make requests related to sanitary products? eg. a suggestion box, an invitation for feedback (like a survey)						

STEP 2 ACCESSIBLE PRODUCTS

Bonus points – An extra 5 points for each of the following:

	Bonus points
Staff members are trained and encouraged to point out where products are available in the organisation and regularly ask people if they need them and what they want.	+5
A selection of free sanitary products is available in all bathrooms (both genders if segregated).	
Service users who don't menstruate (including boys and men) are encouraged to take some sanitary products to keep with them in case they know someone who needs them.	
Staff members are trained to talk about how to use reusable products (menstrual cups and washable pads) and the pros and cons.	
Reusable sanitary products are offered as an option for those that may want them either free or if applicable financially supporting them to buy them.	

Step 2 Score! Add up what you got for accessible products:

(Maximum possible points = 75)

How often did you answer “don't know” or answered but weren't very sure?

Re-read the questions from your user's point of view: would they have the same answers?

If you haven't considered if you should be offering free menstrual products, why not ask your service users about their situation and if they would benefit from it? Here are some questions you can use to lead the conversation and get some direct insight on what they need.

Have you ever had to use something other than a pad or tampon to manage your period?

If yes, what did you use?

How often has this happened to you?

Have you ever not had money to buy sanitary products?

If yes, how often has this happened to you?

Who would you go to for help if you didn't have a sanitary product?

No-one? Someone I trusted eg. a friend? A staff member? Anyone eg. a stranger? Other?

If sanitary products were available at our organisation for free would you use them?

If yes, how would it make a difference to you?

Do you know what products we have available already and how to get them?

Have you ever used these products, and if not, why not?

STEP 2

ACCESSIBLE PRODUCTS

Why not use this space to make some notes on how you could improve...?



STEP 3

KNOWLEDGEABLE. INCLUSIVE AND OPEN CULTURE

One of our key goals is to stop periods being a taboo subject. This means being able to talk openly and confidently about menstruation and not feeling ashamed or embarrassed to bring it up with others. This step is all about the culture in your organisation and if people feel able to talk honestly and act freely with regards to how their period is affecting them, this includes service users, staff and visitors.

	No-one	Hardly anyone	A select few	Some	Most	Everyone
Points	0	1	2	3	4	5
Who receives an induction about menstrual waste when they join the organisation? eg. "Recycling goes here, menstrual waste goes here..."						
Who can see signs and information up in your organisation about menstrual waste, which uses clear, non-euphemistic language? eg. "Put tampons in the bin and not down the toilet"						
Who can use your toilet facilities whenever they need to and without being questioned for their action? eg. not questioning someone taking their bag to the toilet						
Who feels comfortable enough to ask your organisation for products if they need them? eg. "I don't have any tampons could I get some please" *						
Who feels comfortable enough to say they feel unwell due to their period? eg. not pretending it is a headache or stomach ache *						
Who feels comfortable enough to talk openly about periods (their own or others) in your organisation? eg. "I started my period this morning so I'm finding it hard to concentrate" *						
Who calls out others for using derogatory language around periods? eg. "It's not acceptable to say I must be a bit emotional because I'm on my period" *						
Who feels able to choose if they participate in an activity or not due to where they are in their menstrual cycle? eg. "Can we reschedule that, I don't think I'll be my most productive as I'm due my period then" *						
Who is happy for others to see their chosen unused sanitary product within your organisation? eg. not hiding a tampon up their sleeve on the way to the toilet, or being embarrassed if a pad falls out of their bag *						
Who feels comfortable to come and talk to someone within your organisation about periods, gynaecological health or any questions they have? eg. a staff member identified as the go-to period person *						

*There is only one way to definitely know the answer to this – asking your service users!

STEP 3

KNOWLEDGEABLE. INCLUSIVE AND OPEN CULTURE

Bonus points – An extra 5 points for each of the following:

	Bonus points	+5
Staff are trained on how to talk about periods confidently and answer questions.		
Staff are trained on how to identify period poverty, be a sympathetic ear and know where to go for extra support.		
Gender-neutral terms are used by staff and encouraged eg. instead of 'feminine or women's health' use 'menstrual health' and use 'people who menstruate' over 'women'.		
People who don't menstruate (including men and boys) recognised as allies and provided with information and support to make themselves and others feel more comfortable		
Space is provided to learn about periods, health issues and share experiences eg. in the form of workshops, 'period clinics' or even just information leaflets.		

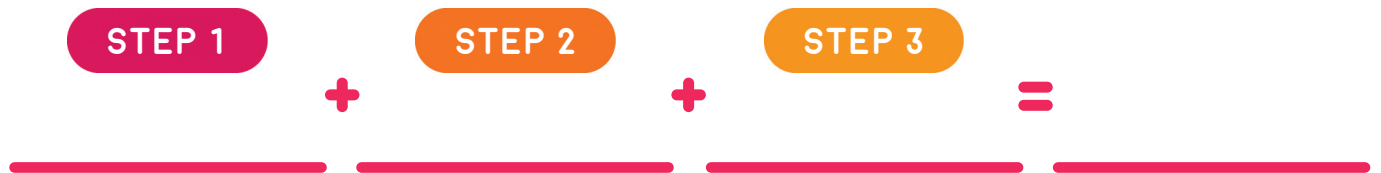
Step 3 Score! Add up what you got for knowledge and culture:

(Maximum possible points = 75)

Why not use this space to make some notes on how you could improve...?

STEP 4 TOTAL SCORE AND FILL OUT THE SURVEY

Tally up your scores from steps 1,2 & 3 and see where you are on the **Period-Friendly Scale**:



Now please go online to: www.nomoretaboo.org/periodfriendlyorgscale

And complete the online survey so we know what level you are at.

What did you get?



0 - 70 = Basic: You might provide help for your users' basic menstruation needs but there's still a lot more you could do.



70 - 110 = Bronze: You are starting to get there but there's room for improvement. Go back through your notes and star 3 things you can improve straight away.



110 - 170 = Silver: Not bad! You're clearly thinking about the issues that surround periods and supporting your users. However, there is still some room for improvement, so check out where you scored lower points and push yourselves up to gold standard!



170 - 225 and at least 30 points from bonus points = Gold: You are top of the Period-Friendly Scale! Well done. Keep repeating the review regularly to check that you are staying at this level, and look at what you could do to reach top marks, 225 points!

STEP 5

LET PEOPLE KNOW. DISPLAY YOUR CERTIFICATE AND TAKE A LOOK AT OUR HINTS AND TIPS SHEET!

Once you have completed the online survey with your results you will be given a download link for the different certificates in PDF alongside a hints and tips sheet. Once every 6 months we will do a virtual graduation, where we announce who are the latest **period friendly organisations** on our social media and website and send you a certificate and display pack in the post (please tick the option to opt in for this in the survey).

Your **Period-Friendly Scale certificate** can be displayed proudly in your organisation and shows that you are considering the needs of your users around menstruation and tackling period poverty. It can also be used to help show donors and grant funders that you are actively reviewing and improving your service provision. **Make sure to put it somewhere visible so service users and others can ask about it. This shows them that they can ask about menstruation issues and keeps the conversation going!**

STEP 6

MAKE SOME IMPROVEMENTS AND REPEAT!

Repeat! Repeat! Repeat! It's really important that you continue to keep the topic active and repeat this review on a regular basis to check your progress. We recommend you assess your period-friendliness at least once a year to make sure your score hasn't dropped or to see how much you've improved.

The most important thing is to promote open conversation with your staff and service users around menstruation, if you haven't already you could use this assessment as a tool to open that discussion on how your organisation can help support them more and what ideas they have for changes.