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The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207

[www.glasgowkelvin.ac.uk](http://www.glasgowkelvin.ac.uk)

DHD: 0060823

28 August 2023

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

- 1. How many period products has the education provider bought since 15 August 2022 and how much has this cost?*
- 2. Could this be broken down into the type of period product, i.e. sanitary pads, tampon, and the locations they were distributed to?*

Please refer to the accompanying enclosures.

- 3. Could the education provider also provide any details of complaints regarding a lack of availability of products, internal and external.*

None received.

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you may seek a review, by writing to Derek Smeall, Principal. Your grounds for seeking a review should be included in your request.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

[www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal).

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Thank you for your interest in the College.

Yours sincerely



# Corporate Support and Administration Manager

Encs



Accounting		Transaction			Quantity	Amount of		
Period	Month	Cost	Date	Description	Type of product	ordered	boxes	Each box
2023/001	August 2022	893.80	24/08/2022	Always Sensitive Normal Sanitary Towel	Always Sensitive Normal Sanitary Towe	82	16	8
2023/001	August 2022	196.20	16/08/2022	Always Sensitive Normal Sanitary Towel	Always Sensitive Normal Sanitary Towel	18	16	8
2023/004	November 2022	9.51	22/11/2022	Hey girls will deliver sanitary products to studen	Day Pads	0.167	24	10
					Night Pads	0.167	24	8
2023/004	November 2022	9.52	30/06/2022	Hey girls will deliver sanitary products to studen	Day Pads	0.167	24	10
					Night Pads	0.167	24	8
2023/007	February 2023	10.12	23/11/2022	SANITARY PRODUCTS	Day pads	0.167	24	10
			23/11/2022		Night pads	0.167	24	8
2023/008	March 2023	1,635.00	10/03/2023	Always Sensitive Normal Sanitary Towel	Always Sensitive Normal Sanitary Towel	150	16	8
2023/008	March 2023	635.00	10/03/2023	Always Maxi Long Plus Sanitary Towel	Always Maxi Long Plus Sanitary Towel	50	12	8
<b>Total</b>		<b>3,389.15</b>				<b>301</b>	<b>204</b>	<b>86</b>

**Total boxes**

**61404**



Period Product Provision:  
Statement on Exercise of  
Functions

## Introduction

**The Period Products (Free Provision) (Scotland) Act 2021** was enacted in November 2020 by the Scottish Government, and received Royal assent on 12 January 2021. It is the world's first legislation to make it mandatory for all public institutions to provide sanitary products for menstruation including tampons and pads.

The Act states: -

- **“Everyone in Scotland who menstruates should have reasonably convenient access to period products, free of charge, as and when required. “**
- **We must make products reasonably easy to obtain, we must try to ensure dignity is preserved and respected and offer a reasonable choice of types of products (1 type of tampon, 1 type of sanitary pad and 1 reusable product).**
- **Recipients should not be required to ask for products, justify why they need them, or any limit placed on the number of products recipients can receive.**

Colleges have a duty to make period products available free of charge for anyone who needs them, and in their role as education providers, make period products available at no cost in college buildings.

Colleges are also required to publish a Statement on how they will exercise their functions under the Act. The statement must be prepared in consultation with relevant individuals, groups, and organisations.

## Current Provision

With the funding made available by Scottish Government, Glasgow Kelvin College provides free period products to all those who need them.

GKC ensures that:

- all period products are provided free of charge and reasonably easy to obtain, and a reasonable choice of single use and reusable products offered;
- products are available in all college campus buildings and through partnership arrangements with our local outreach community venues;
- consideration is given to respect and dignity in our approach;
- consideration is given to those who may face additional barriers;
- consideration is given to sustainability and environmental impact;
- student consultation and engagement has been carried out to inform our provision;
- information on the scheme is communicated effectively; and
- provision is regularly monitored and reviewed.

In considering provision the college ensured that there is no judgements as to the need and no limits to the number of products an individual can access. We ensured that respect and dignity was maintained by having no requirement to ask for products.

Within each main campus, products are available within a main female and gender neutral accessible toilet on the ground floor. Posters and information on where products are available are placed around college and in toilet on each floor. Cleaning staff monitor and refresh stock daily.

A process was introduced to ensure that products could also be accessed in toilets in community outreach venues used by the college, products in these venues are monitored and refreshed by partner agency staff.

As the products are provided individually, information on product use and posters regarding Toxic Shock Syndrome Signs are displayed with the products.

A facility for students to order products online direct from supplier with delivery to their home address was introduced during the Covid Pandemic to ensure students still had access to free period products, this will continue to allow students this flexible approach. The supplier invoices the college for these products.

The college remains open during main student holiday periods and has products available in campus or through online delivery from external supplier, however in the run up to student holiday periods we would ensure stocks of available products are increased for those requiring to take home additional supplies, especially in the run up to winter break when the college closes for 2 weeks.

Products provided include, tampons, pads, menstruation cups and reusable pads, the college introduced reusable products in line with our sustainability goals.

## Consultation

The distribution of free sanitary products was implemented within Glasgow Kelvin College in August 2018 as part of the Scottish government Pilot. Student were involved in consultation at that time on:

- Ways in which people could obtain period products free of charge
- Dignity and ease of access
- The required choice of period products that should be available

Since the introduction of free products focus groups are conducted with learners each session to review provision and methods of delivery.

Feedback from recent focus includes learners highlighting their awareness that free sanitary products are available in campus and for online ordering and that the poster campaign was successful in relaying this message. All learners were pleased to see that the College was providing access to free sanitary products without the need for student to ask someone for these.

## Future Provision

In line with the Period Products (Free Products) (Scotland) Act 2021 and our current arrangements we will continue to:

- provide easy access to products at point of need.
- consider and respect dignity and privacy in accessing products
- offer product availability with no need to ask for products or justify need or the amount required.
- provide a reasonable choice of product available in both campus and to order online
- promote reusable products, while ensuring that people do not feel under pressure to opt for these.
- be inclusive and recognise that not everyone requiring products will identify as female.

We will review our arrangements regularly and will be open to suggestions raised through further focus groups and consultations on product choice and delivery of provision.