

Three Counties Academy Trust



Supporting Pupils with Periods and Menstrual Health Policy

#SG46

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Policy lifespan: 3 years. Subject to annual compliance check. Next full review 17th September 2029.

Version history

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Policy abbreviations and acronyms

CFO	Chief Financial Officer
DBS	Disclosure and Barring Service
EAL	English as an Additional Language
IHCP	Individual Health Care Plan
PE	Physical Education
PMS	Premenstrual Syndrome
RHE	Relationships and Health Education
RSHE	Relationships, Sex and Health Education
SEND	Special Educational Needs and Disabilities
TCAT	Three Counties Academy Trust
TSS	Toxic Shock Syndrome

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

NB. Staff roles noted within this policy may also include those staff performing that role in an ‘Acting’ capacity.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to ensuring that menstruation does not create a barrier to pupils' education, participation, dignity, wellbeing or inclusion. This policy establishes a consistent and supportive approach across TCAT schools for pupils who menstruate or who require access to period products, menstrual health information, facilities, reasonable adjustments or other appropriate support.

TCAT recognises that menstruation is a normal part of life and should be treated openly, sensitively and without embarrassment or stigma. Pupils will be able to access appropriate support and period products discreetly, promptly and with dignity. Staff will respond sensitively to individual circumstances and will not make assumptions about who may menstruate or the nature of the support a pupil may require.

For some pupils, menstruation can affect their physical comfort, emotional wellbeing, participation and attendance. Barriers may include pain or other menstrual symptoms, unexpected periods, difficulty accessing period products, concerns about leakage, inadequate opportunity to use toilet or changing facilities, embarrassment, stigma, bullying or harassment, and difficulties associated with disability, SEND, medical conditions or individual circumstances.

TCAT schools will seek to remove or minimise these barriers so that pupils who menstruate have the same opportunity as their peers to attend school, participate fully in education and school life, and feel safe, comfortable and supported. No pupil should be disadvantaged because they are menstruating or because they need to access period products or appropriate support.

Schools will ensure that period products provided for pupils are readily and discreetly accessible and that pupils understand how and where they can obtain them. Access to products will be managed in a way that protects pupils' privacy and dignity and avoids unnecessary barriers, embarrassment or stigma.

TCAT also recognises the importance of high-quality, age-appropriate education about menstruation. Our schools will promote understanding of menstrual health and challenge stigma, misconceptions, bullying and discriminatory attitudes. Staff will be equipped to respond appropriately and sensitively when a pupil seeks help or when menstrual health may be affecting a pupil's education, wellbeing or participation.

Where menstruation interacts with a disability, medical condition, SEND or another protected characteristic, TCAT schools will consider their duties under the Equality Act 2010 and other relevant legislation and will make reasonable adjustments where required. Where symptoms are significant, persistent or unusual, staff will encourage appropriate discussion with parents and/or healthcare professionals, taking account of the pupil's age, circumstances and safeguarding needs.

The aims of this policy are to:

- Promote a school culture in which menstruation can be discussed appropriately, respectfully and without stigma
- Ensure pupils can access period products promptly, discreetly and with dignity when they need them
- Ensure pupils know where products and support are available and are not subjected to unnecessary barriers when accessing them
- Ensure staff have an appropriate understanding of menstruation, menstrual health and the ways in which symptoms may affect individual pupils
- Support pupils experiencing menstrual symptoms so that menstruation does not unnecessarily restrict their attendance, learning, participation or involvement in school life
- Ensure appropriate reasonable adjustments and individual arrangements are considered for pupils with disabilities, SEND, medical conditions or other additional needs
- Recognise that younger pupils, including those experiencing their first periods, may require additional reassurance, information and practical support
- Prevent and respond appropriately to bullying, harassment, humiliation or discriminatory behaviour associated with menstruation
- Ensure suitable arrangements are available for pupils to manage menstruation safely and hygienically during the school day
- Promote appropriate menstrual health education so that pupils develop accurate knowledge and understanding
- Ensure period products provided by TCAT schools are appropriately managed, readily available to pupils who need them and not unnecessarily restricted, withheld or subject to stigma
- Support attendance and educational participation by identifying and addressing menstruation-related barriers at an early stage
- Ensure safeguarding concerns identified through conversations about menstruation or menstrual health are recognised and responded to in accordance with TCAT safeguarding procedures

Member, Trustee, Local Governor and Staff Summary

Purpose

- Ensures menstruation does not become a barrier to education, attendance, participation, wellbeing, dignity or inclusion
- Establishes a consistent TCAT approach to supporting pupils with periods and menstrual health needs
- Promotes a culture where menstruation is understood, supported and free from stigma

Governance and Leadership

- Trust Board and Local Governing Bodies oversee arrangements, training and policy compliance
- Headteachers and Heads of School ensure effective implementation, individual support and access to period products
- Staff must understand their responsibilities, maintain confidentiality and respond sensitively to pupils requiring support

Support for Pupils

- Schools will consider reasonable adjustments where menstruation affects learning, attendance, participation or wellbeing
- Support may include flexible toilet access, access to period products, uniform adjustments, pastoral support and temporary activity adaptations
- Individual needs, disabilities, medical conditions and SEND will be considered when planning support

Access to Products and Facilities

- Period products will be available discreetly, promptly and without stigma
- Schools will maintain suitable stocks and, where possible, offer a range of products
- Appropriate toilet, washing, changing and disposal facilities will be provided to support privacy and dignity

Attendance, Health and Wellbeing

- Menstruation should not unnecessarily restrict attendance or educational participation
- Pupils experiencing significant symptoms may receive additional support and reasonable adjustments

- Schools will promote menstrual health awareness and recognise risks such as Toxic Shock Syndrome
- Concerns about a pupil's wellbeing, symptoms or attendance will be addressed promptly and appropriately

Safeguarding and Confidentiality

- Information relating to menstrual health will normally be treated confidentially
- Safeguarding concerns must be managed in line with safeguarding procedures
- Intimate care arrangements must follow agreed policies and authorised procedures

Inclusion and Culture

- Bullying, harassment and discrimination linked to menstruation will not be tolerated
- Support will be accessible, inclusive and sensitive to individual circumstances
- Schools will promote understanding, challenge stigma and ensure pupils feel respected and supported

Educational Visits

- Pupils who menstruate will be supported to participate fully in trips, residential visits and sporting activities
- Appropriate adjustments, products and support arrangements will be available where needed

Parent and Pupil Summary

TCAT's Commitment to Pupils

- Every pupil should feel comfortable, respected and supported when managing periods
- Periods should never be a reason for feeling embarrassed, excluded or unable to take part in school life
- Schools within TCAT are committed to creating an environment where menstrual health can be discussed openly and sensitively
- Support will be provided in a way that protects privacy, dignity and wellbeing

What Pupils Can Expect

- To be treated with understanding, respect and sensitivity
- To have access to support without fear of embarrassment or stigma
- To be listened to if periods are affecting wellbeing, learning or attendance
- To have personal information handled appropriately and confidentially where possible
- To receive support that takes account of individual needs and circumstances

Accessing Support

- Pupils can speak to a trusted member of staff if they need help
- Support may be accessed through pastoral staff, class teachers, tutors, first aid staff or other nominated adults in school
- Pupils do not need to struggle alone if they are experiencing pain, heavy bleeding, anxiety or other menstrual health concerns
- Parents are encouraged to contact the school if additional support may be required
- Schools will work with families to identify appropriate support arrangements where needed

Access to Period Products

- Period products will be available within school
- Products should be available discreetly and without judgement
- Pupils should know where products can be obtained and who can help if they require them

- No pupil should feel unable to attend school because they do not have access to period products
- Support will be provided in a way that protects pupils' dignity and privacy

Supporting Attendance

- Regular attendance remains important for learning, achievement and wellbeing
- Periods should not routinely prevent pupils from attending school
- Pupils experiencing period-related difficulties should seek support as early as possible
- Schools will work with pupils and parents to help remove barriers to attendance where appropriate
- Individual arrangements may be considered where symptoms significantly affect a pupil's ability to participate in normal school activities
- Early conversations between home and school can help identify practical solutions and prevent unnecessary absence

Learning and Participation

- Pupils should continue to participate in lessons and school activities wherever possible
- Schools will consider appropriate support where menstruation affects learning or participation
- Temporary adjustments may be considered based on individual needs
- Pupils should feel confident asking for help if they are finding participation difficult
- Support arrangements will aim to balance educational participation with comfort, health and wellbeing

Privacy, Dignity and Respect

- Pupils should be able to manage periods safely, hygienically and with dignity
- Suitable toilet and washing facilities will be available
- Staff will seek to protect pupils' privacy whenever support is required
- Information will only be shared where necessary and appropriate
- No pupil should be subjected to teasing, bullying, harassment or discrimination because of periods

Health and Wellbeing

- Pupils are encouraged to seek support if they experience significant period pain, heavy bleeding or other menstrual health concerns
- Staff can help pupils access appropriate support and advice
- Schools will promote awareness of menstrual health and wellbeing
- Pupils should seek medical advice through their family doctor where symptoms are persistent, severe or causing ongoing difficulties
- Education about menstrual health helps pupils understand what is normal and when further help may be needed

Inclusion and Equality

- Support will be available to all pupils who menstruate
- Individual needs will be considered, including SEND, medical needs, disabilities, communication needs and personal circumstances
- Schools are committed to ensuring no pupil is disadvantaged because of menstruation
- Every pupil should be able to access education, activities and opportunities on an equal basis

Educational Visits, Trips and Activities

- Pupils should be able to participate fully in visits, trips, residential experiences and extracurricular activities
- Appropriate support and access to products should continue during off-site activities
- Pupils should discuss any concerns before activities take place so suitable arrangements can be made
- Schools will work to ensure pupils feel confident, safe and supported when taking part

Key Messages for Pupils

- Periods are a normal part of life
- You should never feel embarrassed about asking for help
- Support is available if periods affect your comfort, wellbeing, attendance or learning
- The school will work with you to help you remain engaged in education while protecting your dignity and wellbeing
- Speaking to someone early is the best way to access support and prevent small issues becoming bigger problems

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 1996](#)
- [Equality Act 2010](#)
- [Children and Families Act 2014](#)
- [Data Protection Act 2018](#)
- [The UK General Data Protection Regulation \(UK GDPR\)](#)
- [DfE 'Arranging education for children who cannot attend school because of health needs'](#)
- [DfE 'Supporting pupils at school with medical conditions'](#)
- [DfE 'Working together to improve school attendance'](#)
- [DfE 'Keeping children safe in education'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- RHE Policy
- RSHE Policy
- Bodily Fluids Risk Assessment
- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- Intimate Care Policy (SD4)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Supporting Pupils with Medical Conditions Policy (SG4)
- Anti-Bullying Policy (SG19)

- Administering Medication Policy (SG20)
- Pupils with Additional Health Needs Attendance Policy (SG22)
- Attendance Policy (Primary) (SG29(B))
- Attendance Policy (Secondary) (SG29(A))
- Toilet, Washroom and Medical Facilities Policy (ST7)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website

2. Definitions

For the purpose of this policy, we have used the term “**pupils who need support with menstruation**” to include all pupils who menstruate. TCAT schools will ensure that any pupil who needs period products or menstruation-related support can access it appropriately and discreetly. This may include pupils with relevant medical, developmental, or individual circumstances who may also experience menstruation or menstruation-like symptoms.

In this policy, the term “**period**” is used to refer to menstruation, including menstrual bleeding and associated symptoms. We use this term because it is commonly understood by pupils, parents and staff. As periods are not always monthly, regular or predictable, for some people, symptoms and support needs must not be dismissed solely because they do not align with an assumed or expected menstrual cycle. Support needs should therefore be considered sensitively and should not be dismissed because a pupil’s experience does not match an expected pattern.

“**Premenstrual syndrome**” (**PMS**) is a collective term for the symptoms experienced before menstruation starts. This can range from very mild to severe symptoms and affects each person differently. Symptoms can include, but are not limited to, the following:

- Mood swings
- Low moods and feeling anxious or irritable
- Tiredness or insomnia
- Abdominal discomfort or pain
- Breast tenderness
- Headaches and migraines

- Changes in appetite
- Problems with concentration

“Toxic shock syndrome” (TSS) is a rare but life-threatening condition caused by bacterial toxins that enter the bloodstream. It is often associated with tampon use. The risk of TSS increases the longer a tampon is in place during menstruation. It is recommended that tampons are changed every few hours and left in place no longer than eight hours. The symptoms of TSS include:

- A high temperature
- Flu-like symptoms
- Nausea
- Vomiting
- Diarrhoea
- A sunburn-like rash
- Red discolouration of the lips, tongue and eyes
- Dizziness and fainting
- Difficulty breathing
- Confusion

3. Roles and responsibility

The Trust Board and where delegated, Local Governing Bodies will be responsible for:

- Ensuring arrangements for pupils who cannot attend school while they are managing their period are in place and are effectively implemented
- Ensuring the regular review of the arrangements made for pupils who cannot attend school while managing their period
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils who menstruate are clear and understood by all
- Ensuring robust systems are in place for managing the safety, security and wellbeing of pupils who experience menstruation while in school
- Ensuring staff with responsibility for supporting pupils with their periods are appropriately trained

- Approving and reviewing this policy

Headteachers and Heads of School will be responsible for:

- Working with their Local Governing Body to ensure compliance with the relevant statutory duties when supporting and protecting pupils who experience menstruation during school
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of pupils who experience menstruation
- Ensuring any arrangements put in place to meet individual pupils' needs are fully understood by all those involved and acted upon
- Ensuring any support put in place focusses on and meets the needs of individual pupils
- Arranging appropriate training for staff to allow them to effectively support and protect pupils who experience menstruation
- Ensuring that there is fair, consistent, and reliable access to period products for pupils who are menstruating during the school day

All staff will be responsible for:

- Understanding confidentiality in respect of pupils' health and privacy needs
- Ensuring all pupils have equal access to education and balancing this with their individual needs regarding managing their period while in school
- Understanding their role in supporting pupils who experience menstruation and ensuring they attend the required staff training
- Ensuring they are aware of the needs of pupils through the appropriate and lawful sharing of individual pupils' needs
- Ensuring they are aware of the signs and symptoms that pupils who menstruate need support, assistance, or are struggling with their symptoms

Parents will be expected to:

- Ensure the regular and punctual attendance of their child at their school where possible
- Work in partnership with their school to ensure the best possible outcomes for their child
- Notify their school of the reason for any of their child's absences without delay
- Provide their school with sufficient and up-to-date information about their child's health and support needs

4. Informing the school

Parents will be encouraged to inform their school if their child has had their first period and of any support needs or arrangements they deem appropriate.

Parents will also be encouraged to inform the school if there any changes to their child's needs with regards to them managing their period or any symptoms during the school day.

Where required, the Headteacher/Head of School will arrange a meeting with the pupil's parents to discuss their child's support needs. An individual risk assessment will be produced and completed where necessary, and the outcome of this used to inform the introduction of any further actions or measures.

The Headteacher/Head of School will ensure that any reasonable adjustments discussed or identified are recorded.

5. Reasonable adjustments

Recommendations for reasonable adjustments from the pupil's parents or, where appropriate, the pupil themselves, will be implemented as far as reasonably practicable, e.g. allowing the pupil to use the toilet facilities more regularly during the school day.

Where the pupil's menstrual symptoms are severe, their health needs and attendance will be managed in line with TCAT's Supporting Pupils with Medical Conditions Policy and Pupils with Additional Health Needs Attendance Policy.

When implementing reasonable adjustments for the pupil to be able to manage their periods at school, the Headteacher/Head of School will balance the requirement to ensure the pupil is provided with a complete education and ensuring their safety, security, comfort and wellbeing.

Where a proposed reasonable adjustment cannot be implemented, the Headteacher/Head of School will provide a reason for this and propose alternatives where possible.

The Headteacher/Head of School will arrange for regular assessments of any reasonable adjustments in place, to establish their effectiveness and whether they are still required by the pupil. The pupil and their parents will be notified of any changes.

To support pupils who menstruate, all TCAT schools will consider implementing the following reasonable adjustments:

- Adaptations to the school uniform to ensure pupils can remain comfortable, confident and able to concentrate properly on their education
- Permitting pupils who menstruate additional access to toilet and changing facilities, as required, including access to toilet and changing facilities that are more private
- Considering adjustments to PE or other physical activities where a pupil's symptoms mean participation would be difficult or inappropriate
- Ensuring there are period products readily available for them to use
- Allowing the pupil to store a spare change of clothing and underwear, as necessary, and providing space to store any spare or soiled articles of clothing during the school day
- Where necessary, allow pupils to ask for pain-reducing medication to be administered to help them manage any adverse symptoms, e.g. headaches and abdominal pains
- Taking menstrual symptoms into account when considering behaviour that is unusual for the pupil, while continuing to apply the school's Behaviour Policy fairly and proportionately
- Putting in place a named member of staff that the pupil feels comfortable and confident talking to should they need support while on their period at school
- Establishing, with the pupil's parents, an agreed timeframe for the pupil to catch up on any class work and/or homework as a result of absence, where appropriate
- Allow the pupil to retreat to a comfortable, quiet place on the school premises should they be experiencing low moods, anxiety or irritability as a result of PMS

6. Self-management

Pupils who are able to manage their own menstrual needs and any pain medication will be encouraged to take responsibility for self-managing their periods and symptoms while at school.

Where there is uncertainty surrounding whether the pupil will be able to self-manage their own symptoms and/or menstrual hygiene, the Headteacher/Head of School will discuss this with the pupil's parents prior to setting any expectations of self-management.

Where possible and appropriate, pupils will be allowed to carry their own period products. Medication will be stored, controlled, and administered in line with TCAT's Administering Medication Policy.

If a pupil refuses any medication to help manage their symptoms or carry out necessary menstrual hygiene care in school, staff will not force them to do so. Following this, the pupil's parents will be informed of any incidents so that alternative options can be considered in future.

7. Toilet, washroom and changing facilities

TCAT schools will ensure that all pupils have access to appropriate toilet, washing and changing facilities and that these are maintained and safe for use at all times.

The maintenance and provision of toilet, washroom and changing facilities will be carried out in line with TCAT's Toilet, Washroom and Medical Facilities Policy.

Toilet and washing facilities will have:

- Hand washing facilities that are provided within the vicinity of every toilet
- Adequate lighting and ventilation
- Easy access for pupils and allow for supervision by members of staff without compromising the privacy of pupils
- Adequate privacy when using the toilet facilities

Each school will ensure that, wherever possible, individuals are never an unreasonable travel distance away from toilet and washing facilities and that there are adequate toilet facilities on each floor and in each area of the school.

Headteachers/Heads of School in consultation with the Trust Estate Manager and CFO will ensure any changing rooms are designed to provide dignity, decency and privacy when required for all pupils.

Where possible, the placement of stocks of period products in toilet facilities or alternate locations will be sufficiently private to allow pupils who menstruate to access period products privately and away from their peers should they need to.

Where agreed, pupils who menstruate will have access to toilet and washroom facilities that provide additional privacy during their period, e.g. a disabled toilet or designated staff toilet.

Period disposal facilities will be provided in female toilets and, where appropriate, in accessible or single-user toilet facilities, in line with TCAT's duty to provide separate toilet facilities for boys and girls and with current legal and statutory requirements relating to sex-separated facilities. Our schools will consider individual needs sensitively and make discreet alternative arrangements where appropriate.

In our secondary settings, period product disposal bins will be available in suitable locations within toilet facilities and signs displayed to remind pupils not to flush period products down the toilet.

In our primary settings, period product disposal bins will be available in suitable locations within toilet facilities for Key Stage 2 pupils or as appropriate dependent on the facilities within the school, and signs displayed to remind pupils not to flush period products down the toilet.

8. Attendance

Unless alternative arrangements have been agreed, the attendance of pupils who menstruate will be managed and monitored in line with TCAT's Attendance Policy (Primary or Secondary).

Where it is established between the Headteacher/Head of School, the pupil's parents and, where appropriate, the pupil, that the pupil's symptoms are severe and can therefore be considered a medical condition, the pupil's attendance is instead managed and monitored in line with the Pupils with Additional Health Needs Attendance Policy.

Parents will be required to contact the school on the first day their child is unable to attend due to menstrual symptoms that cause illness and/or cannot be reasonably managed at school, e.g. migraines.

Absences due to menstrual symptoms that cause illness and/or cannot reasonably be managed at school will normally be authorised, unless the school has genuine cause for concern about the reason given or the level/pattern of absence.

Where appropriate, the school will provide educational support to pupils who are absent from school because of adverse menstrual symptoms in the form of remote education.

9. Exams and assessment

Where reasonable adjustments are in place for a pupil who menstruates, the Headteacher/Head of School will liaise with the pupil's parents about their child's requirements during examinations and assessments, where appropriate.

TCAT maintains that certain reasonable adjustments that ordinarily apply to day-to-day school life and attendance may need to be amended to account for exam or assessment schedules and the locations for these. Where changes to reasonable adjustments need to be proposed, the Headteacher/Head of School will liaise with the pupil's parents and, where appropriate, the pupil.

10. Access to period products

School staff will avoid making assumptions or rules about what period products the school provides to pupils who menstruate.

The Headteacher/Head of School will ensure that all staff are aware that individual pupils will have their own preferences for which period products they choose to use and varying levels of familiarity. Period products will not be withheld solely based on assumptions, e.g. assumptions about age. Staff will provide age-appropriate information about safe and suitable use where needed.

The Headteacher/Head of School, or a delegated member of staff will check, on a monthly basis, that there is an adequate amount of period products available in school for pupils who menstruate.

Each TCAT school will hold a variety of sizes, types and brands of period products, including both reusable and single-use products, so that pupils who menstruate are afforded the opportunity to use a period product that is comfortable and familiar to them. In addition, the school will take into consideration the needs of pupils with allergies to certain materials, sensory difficulties and cultural or religious requirements.

Where reusable products are provided to a pupil, this will be on the basis that the product is brand new and does not have to be returned, i.e. the product is given to the pupil to keep.

Period products kept on a TCAT school site will always be new, unused, undamaged, available in their original packaging, properly labelled, and will not have passed their expiry date.

Each school will ensure that additional stocks of period products are kept where staff can access them, in the event that communal stocks of period products available to pupils has been depleted, or a pupil cannot access a period product that is comfortable and familiar to them. Pupils who menstruate will be encouraged to ask a member of staff for access to additional stock.

11. Health and wellbeing

TCAT schools will ensure that staff are adequately trained on the signs and symptoms of TSS. Any instances of TSS will be managed immediately and in line with TCAT's First Aid Policy.

While our schools will endeavour to stock a range of period products, high-absorbency tampons are most associated with developing TSS and staff will, therefore, be vigilant when providing this type of tampon to a pupil. If in doubt, the member of staff will contact medical professionals.

In our secondary settings, pupils who need support with menstruation will be taught via the delivery of the RSHE curriculum the safe way to use tampons, how long they can be kept in for, and how to choose which product is right for them. Pupils who need support with menstruation will be made aware that they should notify a member of staff if they feel unwell while using a tampon.

In our primary settings, pupils will be taught about periods and menstrual health through the school's RHE curriculum, where this forms part of age and development-appropriate teaching about puberty, health and the changing adolescent body. Teaching may include practical information about period products, including the safe use of products such as tampons, how often they should be changed, and how pupils can seek advice about choosing a suitable product. Pupils who use tampons will be advised to tell a trusted member of staff if they feel unwell, experience discomfort, or have any concerns while using one.

Pupils who experience severe symptoms during their period will have access to additional support and pastoral care, as necessary.

Pupils who have their first period while on the school site will have access to support, advice and will be permitted to choose a period product that is right for them.

Pupils who menstruate and are experiencing particularly distressing, painful or uncomfortable symptoms during their period may be sent home to manage their symptoms, at the discretion of the Headteacher/Head of School. This will not be a behavioural sanction but will protect the medical needs of the pupil whilst also maintaining their dignity.

Where a member of staff is concerned about the severity of a pupil's menstrual symptoms, the method by which they are or are not managing their menstrual hygiene, or the amount of time a pupil is missing school due to managing their symptoms, they will raise this with the Headteacher/Head of School as soon as possible.

12. Confidentiality

Advice and support provided to pupils regarding their periods, the products they use and the symptoms they experience will be kept confidential at all times; however, where safeguarding concerns arise, these will be managed in line with TCAT's Child Protection and Safeguarding Policy and Procedures and information may be shared on a need-to-know basis.

13. Intimate care

All instances of intimate care will be undertaken in line with TCAT's Intimate Care Policy and Child Protection and Safeguarding Policy and Procedures.

TCAT schools will ensure staff are aware that some pupils may experience their first period while on the school site and/or may not have adequate knowledge of, or access to, period products; however, staff will never be permitted to change, apply or insert pupils' period products unless it is specified in a pupils IHCP (Individual Health Care Plan). Members of staff will instruct the pupil as necessary and perform a demonstration, e.g. on a model, prior to the pupil using the period product for themselves.

Where the changing, application or insertion of a period product is outlined in a pupil's IHCP, this will only be carried out by an authorised member of staff who is suitably trained, has the relevant DBS checks, and it is listed in their job description and/or contract of employment.

14. Ethos and training

TCAT will introduce and maintain an ethos and understanding that menstruation is a natural biological cycle and that pupils who need support with menstruation should not feel ashamed, embarrassed or targeted because they menstruate.

Our schools will, however, apply sensitivity that not all pupils who need support with menstruation may be comfortable talking about their periods and will endeavour to accommodate for them and support them as much as the individual pupil will allow.

The Headteacher/Head of School will ensure that members of staff across the school are appropriately trained and supported to respond sensitively and professionally to pupils who need help with periods or period products. Pupils will be able to seek support from a trusted member of staff, and staff will provide reassurance, practical assistance and signposting in line with their role and the school's safeguarding procedures.

Our schools will not place a disproportionate expectation on members of staff who menstruate to support pupils with periods or period products; this responsibility will sit with all appropriately trained staff.

15. Inclusivity

Support, advice and period products will be made available to any pupil who needs support with periods or menstrual health. All staff will receive appropriate training and guidance so they can respond sensitively and confidently to pupils who require assistance.

Period products will not be withheld from pupils based on assumptions about their age, culture, religion, disability, additional needs, or personal circumstances. Staff will recognise that the period products a pupil uses may depend on individual need, comfort, suitability and preference.

Information used to support pupils with periods or menstrual health will be provided in an accessible and age-appropriate way, including for younger pupils, pupils with EAL, and pupils with SEND.

Where pupils may find it difficult to ask for support or period products, including because of anxiety, communication needs, or SEND, reasonable and discreet arrangements will be put in place. This may include agreeing in advance how the pupil can ask a trusted member of staff for help, e.g. through a simple agreed phrase, a card, or other communication method.

Information and policies relating to periods and period products will use clear, age-appropriate and respectful language. The school will ensure any pupil who needs period products or support with periods can access help sensitively and discreetly.

Period products and disposal facilities will be made available in female and, where appropriate, in accessible or single-user toilet facilities, in line with TCAT's provision of sex-separated toilet facilities. Where a pupil needs access to period products or disposal arrangements but cannot comfortably access these facilities, our schools will consider appropriate, discreet alternative arrangements on an individual basis, while ensuring that toilet facilities remain compliant with current legal and statutory requirements.

16. Behaviour

Deliberate misuse of period products supplied by TCAT or our schools will be managed in line with the individual school's Behaviour Policy.

Instances of bullying, discrimination and harassment towards any pupil because they menstruate will not be tolerated, and sanctions will be managed in line with the individual school's Behaviour Policy and TCAT's Anti-Bullying Policy.

Each school understands that being on their period while at school can be a distressing and uncomfortable event for some pupils, particularly if their symptoms are severe, and this may lead to some behaviour that is unusual for the pupil. Each school will apply sensitivity and understanding where unusual behaviour is a result of a pupil's menstrual symptoms and will discuss with the pupil and, where necessary, their parents, any behaviour management strategies that may be beneficial, e.g. being able to retreat to a calm, quiet place when their emotions run high.

17. Educational trips and visits

Pupils who menstruate will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the Headteacher/Head of School will consider whether any reasonable adjustments should be put in place to enable pupils who menstruate to participate equally to pupils who do not menstruate. Where required, the school nurse will be asked for recommendations and advice.

Each school will arrange for any adjustments to be made for all pupils to participate in off-site activities.

Period products will be made available to pupils on educational trips and visits. Any medication required to manage menstrual symptoms will be stored, administered and recorded in line with TCAT's Administering Medication Policy and agreed parental consent arrangements.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 17th September 2029.

Date approved by the Board Appointed Trustee: 18th September 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 18th September 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher