

Intimate Care Policy

A. PURPOSE

The Thomas Jefferson Institute expects all employees in our school to recognize the actions to be taken when a student has a need for intimate care.

We recognize that the protection of our students is very important in our school; they are in the best position to identify risky situations and be able to ask for help for themselves or other students.

1. Scopes and Objectives

The Thomas Jefferson Institute aims to:

- Provide a safe and happy environment that encourages growth and learning in our students.
- Outline the system and procedures that we have to ensure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to Intimate Care.
- Ensure effective communication between employees and parents in relation to Intimate Care situations.
- Establish effective procedures for employees who are in any situation related to Intimate Care.
- Be clear with everyone involved, including students, parents or guardians, about the Intimate Care Policy.

Student: any student of the Thomas Jefferson Institute, regardless of age, as well as visitors who are minors, are considered as students.

Collaborator: Every member hired by the Thomas Jefferson Institute, regardless of their position.

A. SCOPE

The Intimate Care policy will be endorsed and signed by the General Director. This policy will be adopted by all levels of the organization.

B. DEFINITIONS

Intimate care refers to:

any activity necessary for the personal care and intimate hygiene of a minor, including:

- Washing and grooming
- Dressing - undressing
- Supervision of a minor while washing or grooming
- Supervision of a minor in pain or discomfort in an intimate area

C. Responsibilities

- Safeguard the rights of the minor.
- Ensure that all minors who need intimate care are treated with respect and sensitivity, in such a way that the care offered promotes their well-being.
- Protect the personal privacy of the minor.

- Protect adults who must attend to the intimate care needs of minors.
- Raise awareness and provide clear guidelines for action when it is necessary to help a student in their intimate care.
- Inform parents about how intimate care is provided at school.
- Report any concerns about intimate care practices to the Designated Safeguarding Lead.

D. Procedures

All employees who participate in some form of intimate care must be aware of the potential danger of being accused of bad practices, so it is necessary to take all possible precautions to avoid this risk. These protection measures are:

- Verbally inform a member of the Personalized Education team, or Director that they are going to proceed to attend to the intimate care of a minor.
- Whenever intimate care is given, a second collaborator must be nearby and the door of the place where it is carried out must remain unsecured.
- As far as possible, allow the minor to give their verbal consent to the person assisting him.
- To the extent possible, allow the child to choose the sequence of care.
- Be attentive to the reactions of the students and inform a member of the Personalized Education team and / or the Designated Safeguarding Lead of any behavior, symptom or body sign that in the intimate care process is strange to us.
- When a student needs to change clothes or wash, in case they have gotten wet in the bathroom, dirty, vomited or suffered an incontinence, the responsible collaborator will ask the minor to undress and dress alone, in a place that respects their privacy, supervising that the student is dressed and groomed correctly.
- When the student does not know or cannot wash and / or change himself, the responsible collaborator will notify a colleague that he will proceed to help the minor to undress, dress and / or wash.
- When finished, he will ensure that the dirty clothes are stored in a bag and given to the parents, informing them of the reason for the change of clothes.
- At the moment in which a situation arises where a student requires to wash and / or change clothes, the Project Leader and / or a member of Personalized Education will inform the parents by means of a phone call and / or e-mail.

These guidelines to be followed will vary depending on the age and reaction of the minor, since, in older students, they must also be comforted and reassured, ensuring their privacy as much as possible. At all times and regardless of age you must:

- Treat the minor with dignity and respect and guarantee their privacy at all times.

- Protect the minor's self-esteem and bodily self-concept. Self-esteem and positive self-concept are protective factors against possible situations of child abuse. No negative comments will be made about the physical appearance of the child.
- If the minor is totally dependent, it is convenient to talk to him about what is going to be done and, as far as possible, offer him options.
- Make sure you know your own limitations, carrying out those activities that you understand, feel competent and safe doing them. Feel free to ask any questions or seek help when you don't know how to do something.
- Inform a member of the Personalized Education Department and / or Designated Safeguarding Lead, and parents, of any concerns that may arise in the intimate care process of a minor.
- If accidentally during the process of providing intimate care to a minor, he / she hurts himself or a situation that can be misinterpreted occurs, reassure the minor, ensure his / her safety and report the incident in writing to the Designated Safeguarding Lead.

Prepared by:	Reviewed by:	Authorized by:
<p>Lucia Chavero Vallejo Designated Safeguard Leader</p> <p>Gabriela Galván Gutiérrez Safeguard Delegate</p>	<p>Ms. Hiliana Herrera Ms. Ana Rivas Ms. Alejandra Medina Ms. Selma Urroz Section Director</p>	<p>Nieves García Mainou General Director</p>