Intimate Care Policy

A. PURPOSE

Instituto Thomas Jefferson campus Guadalajara expects all staff at our school to recognize the actions to follow when a student has any intimate care need. We recognize that the protection of our students is very important at our school; they are in a place that favors the early identification of risk situations and the ability to ask for help for themselves or for other students.

1. Scope and Objectives

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

Instituto Thomas Jefferson campus Guadalajara aims to:

- Provide a safe and happy environment that fosters growth and learning in our students.
- Outline the system and procedures we have in place to ensure students are safe within the school.
- Raise awareness among all staff and parents about issues related to Intimate Care.
- Ensure effective communication between staff and parents regarding Intimate Care situations.
- Inform parents about how intimate care is provided at the school.
- Protect the adults/staff who must attend to minors' intimate care needs.
- Establish effective procedures for staff who find themselves in any situation related to Intimate Care.
- Be clear with everyone involved, including students, parents, or guardians, about the Intimate Care Policy.
- Raise awareness and provide clear guidelines for action for when it is necessary to assist a student with their intimate care.

Student: any student of Instituto Thomas Jefferson campus Guadalajara is considered a student, regardless of age, as well as visitors who are minors.

Staff member: any member hired by Instituto Thomas Jefferson campus Guadalajara, regardless of their position or role.

B. DEFINITIONS

Intimate care refers to:

Any activity necessary for the personal care and intimate hygiene of a minor, including among others:

- Washing and grooming, e.g., diaper changing.
- Dressing – undressing.
- Supervision of a minor while they wash or groom themselves.
- Supervision of a minor presenting pain or discomfort in an intimate area and/or in any other part of their body that requires undressing, e.g., checking legs, checking the back, stomach, etc. Or when a physical examination by medical personnel is necessary.

C. RESPONSIBILITIES

Every Instituto Thomas Jefferson staff member must:

1. Safeguard the minor's rights.
2. Ensure that all minors who need intimate care are treated with respect and sensitivity, in such a way that the care provided promotes their well-being.
3. Protect the minor's personal privacy.
4. Inform the Designated Safeguarding Team of any concern regarding intimate care practices.

Section Directors must:

- Ensure that staff who take part in providing intimate care are trained for the tasks they perform in these roles.

D. PROCEDURES

All staff who take part in any form of intimate care must be aware of the potential danger of being accused of malpractice, and it is therefore necessary to take all possible precautions to avoid this risk. These protective measures are:

- Intimate care procedures may vary according to the needs of the student's developmental stage.
- Verbally inform a team member (present in the space where this procedure takes place) that a minor's intimate care is about to be attended to.
- Whenever intimate care is provided, a second staff member must be nearby.
- In the event that the minor is changing and/or washing themselves alone, the door may be closed without locking it if their level of independence allows it. If a staff member needs to help them, the door must remain open.
- There must be no mobile phones during intimate care procedures.
- If the minor is fully dependent, it is advisable to talk to them about what is going to be done and, as far as possible, offer them choices.
- As far as possible, allow the minor to give verbal consent to the person assisting them.
- As far as possible, allow the minor to choose the sequence of care.
- Stay alert to the student's reactions and inform a member of the corresponding team following the chain of command, or, in the event of detecting any significant vulnerability, inform the Designated Safeguarding Team of any behavior, symptom, or physical sign that seems unusual during the intimate care process.
- When a student needs to change clothes, wash, or groom themselves, in the event that they have gotten wet in the bathroom, gotten dirty, vomited, or experienced incontinence, etc.:
    - The responsible staff member will ask the minor to undress and dress themselves alone (if their level of independence allows it) in a place that respects their privacy, supervising that the student dresses and grooms themselves correctly.
    - If the student requires the support of a staff member and the door cannot remain open, the presence of a second staff member will be requested to accompany the procedure.
    - Upon finishing, they will ensure that the soiled clothing is placed in a bag and handed over to the parents, informing them of the reason for the change of clothes.
- When an extraordinary situation arises in which a student needs to be groomed and/or change clothes, the homeroom teacher, or nursing staff (if the event was attended to by that department), will inform the parents by email.
- When a student requires a physical examination and inspection of intimate areas, this may only be carried out by the school's medical personnel with prior authorization from

the student's parents, and it will be carried out in the presence of the school's Doctor, the nurse, and a witness (homeroom teacher or assistant teacher).

- Make sure you know your own limitations, carrying out only those activities you understand, feel competent in, and feel safe doing. Do not hesitate to ask any question or seek help when you do not know how to do something.
- If, accidentally, during the process of providing intimate care to a minor, they are hurt or a situation arises that could be misinterpreted, reassure the minor, ensure their safety, and report the incident in writing to the Designated Safeguarding Team.
- Inform a member of the Designated Safeguarding Team, and the parents, of any concern that may arise during the process of providing intimate care to a minor.

At all times and regardless of age, one must:

- Treat the minor with dignity and respect and guarantee their privacy.
- Protect the minor's self-esteem and body self-concept. Self-esteem and a positive self-concept are protective factors against possible situations of abuse of minors. No comment of any kind will be made about the child's physical appearance and/or any smell.

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