

Physical Intervention Policy

A. PURPOSE

Instituto Thomas Jefferson Guadalajara expects all staff members, as well as parents, visitors, and service providers, to recognize that when a student is at risk of being harmed or is in a dangerous situation, actions will be taken to reduce the risk of harm.

We acknowledge that the protection of our students is of greatest importance. Students may identify situations of risk and request help for themselves or for other students.

For the purposes of this document, the following terms are used:

- **Student:** Any learner enrolled at Instituto Thomas Jefferson Guadalajara, regardless of age, including any minor visitors.
- **Staff Member:** Any employee contracted by Instituto Thomas Jefferson Guadalajara, regardless of position or role.

To prevent risk situations from escalating, Instituto Thomas Jefferson Guadalajara adheres to the following principles:

- The student's well-being is the priority, and every student has the right to be protected from harm and exploitation, regardless of race, religion, ability, disability, gender, or culture.
- All students must be and feel safe in school.
- Every student has the right to receive strategies and skills that help them remain safe.
- All adults in the school must demonstrate commitment to safeguarding the students with whom they work.
- Instituto Thomas Jefferson Guadalajara works collaboratively with parents, guardians, and other professionals to ensure the protection of our students.
- All students have equal rights to protection; however, we recognize that certain cases may require additional support, such as special educational needs, disabilities, gender, religion, or sexual orientation.

1. Scope and Objectives

Instituto Thomas Jefferson Guadalajara aims to:

- Provide a safe and positive environment that promotes student growth and learning.
- Outline the systems and procedures in place to ensure students remain safe on campus.
- Raise awareness among all staff and parents regarding physical intervention matters.

- Ensure effective communication between staff and parents regarding physical intervention situations on campus.
- Establish clear procedures for staff who may need to intervene physically.
- Ensure clarity among all stakeholders, including students, parents, and guardians, regarding the school's Physical Intervention Policy.

B. SCOPE

The Physical Intervention Policy will be endorsed by ISP, signed by the General Directorate, and adopted at all levels of the organization.

C. PROCEDURES

There may be occasions in which adults at school, as part of their responsibilities, must physically intervene to prevent students from harming themselves or others. This intervention must be reasonable and proportional to the circumstances, and only applied as a last resort. Examples include:

- When a disagreement escalates into a physical confrontation and students must be separated.
- When a student attempts to physically harm another student or staff member.
- When a student attempts to harm themselves.
- When a student becomes disruptive (emotionally or physically agitated, damaging property) and refuses to follow instructions to leave the classroom or another school area (e.g., sports fields, playground, labs, etc.).
- When a student experiences an acute emotional crisis requiring physical contact for containment and/or comfort, e.g., holding a distressed student, maintaining eye contact, holding their hands, reassuring them they are not alone. (Reference: Slaikeu, K. (1996). *Intervention in Crisis*, 2nd ed. México: Manual Moderno.)

In order to intervene physically, the following must be understood:

a. **Physical containment** is a therapeutic measure used only in extreme circumstances to control behaviors that pose high risk to the student, others, or professionals present. Containment is to be used **only after all other alternative measures have failed**.

b. If the perceived risk is **low**, basic safety precautions should be taken, such as removing nearby objects that could be used as weapons. If perceived risk is **moderate**, verbal containment strategies must be used—calm, firm posture, non-confrontational tone. If perceived risk is **high**, staff

may need to physically hold or remove the student from the triggering environment. Physical intervention is applied only when the student's behavior endangers themselves or others.

c. In some cases, physical contact will be passive in nature, e.g., blocking a doorway to prevent a student from leaving. Other instances may involve low-level contact, such as guiding a student by the arm away from a situation.

The corresponding Section Director will require any adult involved in such an incident to report it as soon as possible. The staff member must submit a written report detailing the event and intervention. Witnesses must be included when possible.

Following a physical intervention, a member of the Section Leadership Team and/or Student Support Services will speak with the student to document their account of the incident. Written records will be kept in the student's file. The student must be evaluated by the School Medical Team to ensure physical well-being.

Parents and/or guardians must be notified of any physical intervention via email and through a same-day phone call.

<ul style="list-style-type: none">Prepared by:	<ul style="list-style-type: none">Reviewed by:	<ul style="list-style-type: none">Approved by:
<ul style="list-style-type: none">ISPEustolia Martínez Rodríguez Melissa CeulemansIsaías Molina Carrillo Melina Estrella Morales	<ul style="list-style-type: none">Lucía Chavero Vallejo Melody Martín del CampoMaría José Valencia GonzálezJennifer Barbour MartínezAmanda Martín del Campo Jensen	<ul style="list-style-type: none">Melody Martín del Campo