

## Physical Intervention Policy

### A. PURPOSE

The Thomas Jefferson Institute expects all employees at our school, as well as parents, visitors, and providers, to recognize that when a student is at risk of being hurt or in a dangerous situation, actions will be taken focused on reducing the risk of harm.

We recognize that the protection of our students is very important in our school. They could identify risky situations and ask for help for themselves or other students.

In this document, the following terms will be used:

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

**Collaborator:** Any member hired by the Thomas Jefferson Institute, regardless of position.

To prevent situations from escalating and becoming a risk, the Thomas Jefferson Institute adheres to the following principles:

- The welfare of the student is the priority and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in their school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- At the Thomas Jefferson Institute we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The well-being of the student is our priority.
- All students have the same rights to protection, but we recognize that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

#### 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 make sure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to physical intervention.
- Ensure effective communication between employees and parents in relation to situations of physical intervention within the school.
- Establish effective procedures for employees who are in a situation related to physical intervention.
- Be clear with everyone involved, including students, parents or guardians, about the physical intervention policy within the school.

### B. SCOPE

The physical intervention policies will be endorsed by ISP, signed by the General Director and will be adopted by all levels of the organization.

### C. PROCEDURES

There may be times when adults within the school, as part of their responsibilities, must physically intervene to prevent students from hurting themselves or others. This intervention must be reasonable and proportional to the circumstances under which it applies, seeking to make it the last possible option. Examples of situations where it is necessary to physically intervene:

- If a discussion between two students has escalated to the point where they begin to physically attack each other and they must be separated.
- If a student tries to physically hurt a classmate or collaborator of the school.
- If a student tries to physically hurt himself.

The corresponding Section Director will require that any adult involved in an incident of this nature reports the situation to them as soon as possible. The collaborator must document, in writing, the incident, giving a complete description of the events and the intervention carried out. Witnesses should be included in the report, when possible.

After a physical intervention, a member of the team from the corresponding section, Leaders and / or Personalized Education, will be asked to talk with the student involved to hear their explanation and description of the events. Written notes will be taken of this conversation, which will be kept in the student's file. A review should always be requested from the school's Medical Service team, to corroborate the physical well-being of the student.

Parents and / or caregivers should be notified of a physical intervention situation either by email and / or a phone call made the same day as the event that occurred.

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