

ICE Institute Ethical Conduct Framework

Privacy and Consent Processes

Our approach to privacy and consent is built on transparency, respect, and the protection of vulnerable populations.

Data Collection and Management Informed Consent Protocol:

All participating families sign a comprehensive document detailing:

- Specific data collected and its purpose
- How personal information will be stored and protected
- Duration of data retention
- Rights to access, correct, or request the deletion of personal data
- Clear explanation of how data may appear in project documentation

Special Protections for Vulnerable Populations:

- Parental/guardian consent required for all children under 18
- Age-appropriate explanations provided to children about their participation
- Additional consent measures for sharing images or stories of neurodivergent participants
- Option to participate without being identified in public materials

Data Security Measures:

- Password-protected digital storage with encryption
- Physical documents stored in locked storage
- Limited access to sensitive information (medical conditions, diagnoses, etc.)
- No sharing of identifiable data with third parties without explicit consent
- Regular data audits and deletion of unnecessary information

Feedback and Testimonials

- Separate consent forms for testimonials and success stories
- Clear options for anonymity in feedback
- Right to withdraw testimonials at any time
- Opportunity to review before publishing any personal stories

Safety Protocols for Food Distribution and Workshops

Our safety protocols address physical, emotional, and health considerations.

Food Safety Standards

Ingredient Sourcing and Handling:

- Careful selection of food suppliers with quality certifications
- Inspection of all ingredients before inclusion in food baskets
- Detailed documentation of ingredient sources and nutritional content

- Identification of allergens and clear labeling

Distribution Safety:

- Detailed instructions for proper food storage and handling
- Monitoring of expiration dates and quality control
- Appropriate temperature packaging when necessary
- Food safety information included with all distributed items

Workshop Safety

Physical Environment:

- Venues assessed for accessibility and sensory considerations
- Adequate space for movement and activities
- Clearly marked and accessible emergency exits
- First aid kit and emergency response plan available
- Sensory adaptations (lighting, sound, etc.)

Participant Safety:

- 1:4 facilitator-to-participant ratio for adequate supervision
- Prior assessment of individual needs and accommodations
- Quiet/decompression spaces available during all activities
- Clear behavioral expectations and support strategies
- Trained staff familiar with neurodivergent needs and potential triggers

Health Protocols:

- Regular sanitization of surfaces and equipment
- Readily available handwashing stations and hand sanitizer
- Health screening for facilitators before each workshop
- Adaptable plans for participants with specific health concerns
- Documentation of any incidents with follow-up procedures

Required Certifications and Qualifications

Our team maintains appropriate qualifications to ensure professional standards.

Professional Credentials

Core Team Qualifications:

- Culinary training with specialization in sustainable food practices
- Experience working with neurodivergent populations
- Training in nutritional education and food preparation
- First aid and emergency response training

Specialized Partners:

- Registered nutritionists for dietary guidance (with appropriate professional registration)
- Educators experienced in inclusive teaching methods
- Community representatives with lived experience of neurodiversity

Regulatory Compliance**Food Handling Certifications:**

- Good Practices in Food Handling Certification (in accordance with ANVISA regulations)
- Compliance with local health department requirements
- Regular updates to maintain certification validity

Organizational Structure:

- Nonprofit organization in the process of formalization
- Compliance with Brazilian regulations for food education programs
- Insurance coverage for in-person activities
- Regular review of legal requirements and updates as necessary

Ethical Monitoring and Evaluation

Our commitment to ethical conduct extends to evaluation and continuous improvement.

Supervision Mechanisms**Advisory Committee:**

- Diverse panel including experts and community representatives
- Regular review of project practices and ethical considerations
- Channel for receiving and addressing concerns
- Quarterly meetings to assess program impact and areas for improvement

Continuous Improvement**Regular Evaluation:**

- Participant feedback collected after each workshop
- Formal program outcome evaluations every three months
- Documentation of lessons learned and adaptations made
- Transparent reporting of challenges and solutions

Conflict Resolution:

- Clear process for receiving and addressing complaints
- Neutral mediation available when necessary
- Commitment to restorative practices when issues arise

- Documentation of resolution processes for future learning

Community Accountability

Transparent Communication:

- Regular updates for participants and stakeholders
- Open discussion of challenges and limitations
- Acknowledgment of mistakes and clear remediation plans
- Celebration of successes and community contributions

Cultural Sensitivity and Inclusion

Our approach acknowledges and respects diverse cultural contexts.

Cultural Competency:

- Recognition of diverse cultural approaches to food and nutrition
- Respect for traditional knowledge and practices
- Adaptation of materials to be culturally relevant
- Avoidance of cultural appropriation in food preparation techniques

Inclusive Practices:

- Materials available in accessible formats
- Consideration of economic barriers to participation
- Flexible scheduling to accommodate diverse family situations
- Multilingual support when possible

This ethical framework guides all aspects of the Institute's work, ensuring that our efforts uphold the highest standards of respect, safety, and integrity while serving neurodivergent families in our community. We are committed to evaluating and continuously improving these practices as the project evolves.