

## **Suspensions and Exclusions Policy**

Kidsize Club will combat negative and inappropriate behaviour by using constructive behaviour management techniques. Staff, parents and children will be included in tackling challenging behaviour collectively.

We recognise that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents/carers in the creation of a behaviour management plan.

Where a child continuously behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and kept in the child's records.
4. The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from Kidsize as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies.

### **Temporary suspensions**

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the manager's agreement.

Kidsize may temporarily suspend the child for a period of up to 15 consecutive sessions. If Kidsize takes this step, we will discuss our concerns with the parents/carers in order to work together to improve the behaviour.

At the end of the suspension period the management team will meet with the parents/carers in order to agree any conditions relating to the child's return to Kidsize.

During the suspension period payment made cannot be refunded or credited, as the space is still being kept for the child.

## **Permanent exclusion**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the manager against the exclusion within 14 days of receiving written notification of the exclusion.

In the case of a permanent exclusion, payment made of up to 2 weeks after the exclusion will be non refundable. Any payment made for after 2 weeks post exclusion will be refunded. If this payment was made by childcare vouchers then the refund process will be subject to the voucher services terms and conditions. The manager will be in touch with the parents/carers to discuss what will happen in regard to payments/refunds. Exceptions may be made to the refund terms defined in the policy but this is at the discretion of the setting manager.

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**Reviewed:**

**By:**