

27: Suspensions and Exclusions

****COVID addendums**

Our club is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the Club. Such procedures are outlined in the Behaviour Management policy.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary. Sanctions include timeout away from the activity they are currently working on, and if behaviour continues, then staff would talk to parents. If behaviour escalates, actions include reviewing a child's place at the club, on either a temporary or permanent basis.

****Timeouts will be in the same room due to having to remain in bubbles.**

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the club's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the club has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

****If a child purposely breaks the health and safety COVID19 rules or refuses to follow them 3 times in a term, then they will be suspended. After each occurrence, the parent / carer will be made aware of the situation and the event will be discussed with the child so they can be supported, as termination of a place should be a last resort. It needs to be understood by the staff that children will forget or misunderstand the rules, and we are there to support them, and this does not count as a purposeful refusal of following the rules, especially given the age of our children.**

Only in the event of an extremely serious or dangerous incident will a child be suspended from the club with immediate effect. In such circumstances, the

child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them.

After an immediate suspension has taken place, the manager will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the club. Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the club will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the Club without prior discussion with the manager. Staff will consult the manager as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to the club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

Date of review/update: Autumn 2013

****COVID addendums: 31/08/20**

By Linda Moualek and Jamie Curtis

Next review date: December 2020

