SUSPENSIONS AND EXCLUSIONS POLICY

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Suspensions and Exclusions Policy

LEAPS Suffolk will deal with negative and inappropriate behaviour by using constructive behaviour management techniques.

We will involve staff, parents and attendees to tackle disruptive and challenging behaviour collectively. We acknowledge that some attendees will require additional support in order to achieve acceptable levels of behaviour. Where we identify an attendee with these needs, we will work closely with the parents or carers to deal with inappropriate behaviour in accordance with our Behaviour Management policy.

Where an attendee persistently behaves inappropriately, we will implement the following procedure:

- Give the attendee a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
- Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and kept in the attendee's records.
- The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the manager if an attendee's behaviour warrants suspension or exclusion. We will only suspend or exclude an attendee from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that other attendees or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the attendee's age and maturity as well as any other factors relevant to the attendee'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 an attendee's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend an attendee with immediate effect.
- We will contact the parents and ask that the attendee be collected immediately.
- Immediate suspensions require the manager's agreement.
- If the Club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour.
- At the end of the suspension period the manager will meet with the parents/carers and the attendee, in order to agree any conditions relating to the attendee's return to the Club.

Permanent exclusion

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude an attendee from the setting. If an attendee 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 - Karen Double against the exclusion within 14 days of receiving written notification of the exclusion.