



Explorers Suspensions and Exclusions



Explorers staff follow Berkeley Primary Schools Behaviour policy and will involve staff, Parents/Carers and children to tackle disruptive and challenging behaviour collectively.

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

1. Explorers staff will explain to the child why their 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. The Leader will discuss the incident with the child's parents/carers and inform them that the matter will be referred to the Head Teacher to consider their child's future attendance at Explorers
4. Details of incidents will be recorded on CPOMS. For any child not attending Berkeley Primary School, a copy of the Keep an Eye on Form will be kept in a secure file
5. The Head Teacher and the Leader will come to a decision about whether a formal warning, temporary suspension or permanent exclusion from Explorers is to be made
6. The child's parents/carers will be contacted to discuss the decision made by the Head Teacher and the Leader
7. Details of formal warnings, suspensions and exclusions will be recorded on CPOMS by the Head Teacher or in secure file for those not in attendance.
8. All Explorers staff will be informed when a child is given a formal warning, suspension, or permanent exclusion.

Suspension and exclusion are 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, the school will seek advice from other agencies.

Formal Warnings

Formal warnings will apply if a child's challenging and unacceptable behaviour persists on a regular basis after constructive behaviour management techniques have had limited success. The purpose of a formal warning is to highlight the need for Explorers, school, and Parents/Carers to work in a constructive way to offer the child and/or family additional support to resolve the child's behavioural and/or emotional needs. The child will be allowed to continue to attend the club if the child's behaviour improves due to the additional interventions.

Fixed Term Exclusions

Fixed term exclusion will be applied in the following situations:

Explorers Suspension and Exclusion Policy

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour
- In the event of an extremely serious or dangerous incident we will exclude the child with immediate effect.
 - We will contact the Parent/Carers and ask that the child be collected immediately. Immediate exclusion will only be applied with the agreement of the Head Teacher.

Fixed term exclusions will be for a period which reflects the seriousness of the incidents and will be agreed with the Head Teacher. Parents/carers will be consulted and a discussion will take place to work together to promote a more desirable pattern of behaviour.

At the end of the exclusion period the Head Teacher and Leader will meet with the Parents/Carers and the child, to agree any conditions relating to the child'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 a child from the setting.

If a child is excluded from Explorers, 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 Head Teacher against the exclusion within 14 days of receiving the written notification of the exclusion.

Policy Reviewed: Spring 2024

Next Review Date: Spring 2026