



Play in Ltd

Suspensions and Exclusions Policy

Play in Ltd deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We involve staff, parents and children to tackle disruptive and challenging behaviour collectively. We acknowledge that some children may 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 to deal with the inappropriate behaviour in accordance with our **Behaviour Management Policy**.

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

1. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future, as outlined in our **Behaviour Management Policy**, before any further action is taken.
2. An ISP (Individual Support Plan) or Behaviour Intervention Plan may be put in place to agree strategies for keeping the child attending the club.
3. If inappropriate behaviour continues, staff will give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of any further incidents. The warning will be discussed with the child's parents, and all staff will be notified. Details of formal warnings will be recorded on a **Formal Warning Record** and kept in the child's file.
4. If the child breaches the terms agreed upon in their formal warning, the club may have to make the decision to suspend or exclude the child for an agreed amount of time. All staff are expected to inform the manager if a child's behaviour breaches their formal warning terms and appears to warrant suspension or exclusion.

We will only suspend or exclude a child from the Club 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 all other behaviour management techniques, ISP's, Behaviour Intervention Plans and 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 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.

The Club may temporarily suspend the child for a period of up to 15 consecutive days. 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 child, in order 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 the Club, the parent/carer 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.

This policy was adopted by: Play in Ltd	Date: Sept 2021
To be reviewed: Sept 2022	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Managing Behaviour [3.53-3.54].