



## 8.5 EKC Suspensions and Exclusions Policy

Ecclesall Kids Club will approach challenging or inappropriate behaviour amongst our children by using positive behaviour management techniques. We will involve staff, parents and children to address disruptive and challenging behaviour collectively taking account of the needs of the child and circumstances that led to the behaviour.

At all times we will consider the safety of that child, other children who are present or have been subjected to the child's challenging behaviour and our staff who are trying to support positive behaviour changes. Where the safety and wellbeing of other children and members of staff is compromised by persistent unacceptable behaviour we reserve the right to suspend a child or exclude them from our setting whilst we work with parents and school to find a solution, if one can be found. Before we reach that point we will have explored all options with the child, their parents and if appropriate the School. Ecclesall Kids Club is an inclusive Club, suspension or exclusion would be our last resort and has rarely happened in all the time we have been in operation. Where 1:1 care is needed, we are not resourced to provide that and for the safety of all concerned another solution will need to be found. We are staffed and charge fees on the basis of a 1:8 ratio for under 8's and 1:10 for over 8's as our staff have other children to look after unfunded 1:1 support is unfortunately not possible.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with additional behavioural needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our **Child Behaviour Management** policy. We will also seek parental permission to share information to work with the appropriate teacher, SENCO or other professional agency to find a supportive solution. One off occurrences will be dealt with sensitively and supportively to ensure the child understands the boundaries of Club Behaviour and help them to make better choices about their behaviour in future.

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

1. Give the child a warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents and help the child to understand what they have done and how to make better choices in the way they behave in future. The parents will be involved on pick up unless the behaviour is so severe it is not safe for the child to remain in the club and the parents will be contacted to collect their child.
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. Record all incidents in the **behaviour log** so we can see if there are any patterns to the behaviours such as medication wearing off at a certain time or particular issues between specific children. Suspensions and exclusions will be recorded on the **Incident report** and kept within the child's records.
4. The warning will be discussed with the child's parents, and all staff will be notified where appropriate we will also notify the School for example where a child is bullying another child which may spill over into the School day as we have to safeguard all our children in our care. Behaviour logs and incidents will be shared with the parents at all times and will form part of an honest dialogue about a future action plan.

Staff will inform the Play Manager if a child's behaviour warrants ongoing suspension or temporary exclusion and the Play Manager will make the decision with regard to short term or temporary suspensions/ exclusion, this will be reported to the Committee. Where the Play Manager makes the decision to permanently exclude a child the Committee as the behaviour has been severe, the Committee will ratify that request.

We will only suspend or exclude a child from the Club, when all other behaviour management strategies and our action plan has failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and proportionate to the behaviour concerned, they will take account of the child's age and maturity as well as any other factors relevant to the child's situation, family issues, special needs, potential safeguarding issues that we and the Local Authority may be aware of. If appropriate, we will seek advice from other agencies; this may include providing supporting evidence for the parents to access funding for additional support if required.

### **Early collection from a session (single session suspension)**

The Club reserves the right for our Play Manager or Deputy to telephone a parent and ask for their child to be collected immediately if their behaviour in core club or Holiday Club is

unacceptable for example physical violence such as fighting, hitting, punching, kicking or verbally abusing eg swearing behaviour against another child or a staff member. This may be as a result of a one off incident or a series of incidents.

### **Temporary suspensions**

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging or unacceptable behaviour.
- In the event of a 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 Play Manager's or Deputies agreement.

The Play Manager may temporarily suspend the child for a period of up to 15 consecutive School days. If Ecclesall Kids Club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote an improvement in behaviour via an action plan. The Committee will be informed of their decision and confidential information such as the child's/parents name and any identifying characteristics will be anonymised. At the end of the suspension period the Play 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 along with regular review periods/meetings.

We will ensure confidentiality is maintained in Committee communications to avoid identification of a child, all correspondence will be anonymised unless the parent wishes the Committee to have that information. At all points in the process we will work with the child, parent, school and appropriate advisors such as the SENCO to see if we can offer a solution such as not attending on busy days or attending less sessions to effect a safe return to the setting.

### **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. Given the amount of interaction we will have in this scenario, this will not be a surprise to any party involved as we will have built a portfolio of evidence to support the decision. The Play Managers decision to permanently exclude a child will be ratified by the Committee.

The parent/carer has the right to appeal to the Committee Chair against the exclusion within 14 days of receiving written notification of the exclusion.

### **Appeals against Suspension and Exclusion**

Appeals against suspension or Exclusion will need to be directed to the Committee Chair by following our **complaints procedure**. If the Committee Chair reviews an appeal they will have access to all club records and documents regarding incidents to ensure they have access to all the information to enable them to make a considered decision of all the facts.

### **Session costs**

Where a child has to be removed from the session due to their behaviour no credits for session costs will be made. Where a decision to suspend or exclude is made the Business Manager in conjunction with the Management Committee will consider if the cancellation period will still apply, how future bookings may be affected and if any credits apply. Where a parent voluntarily removes their child from club due to the behaviour action plan and Club support not achieving the desired behaviours, we will look favourably at how any credits might be applied in this case.

This policy was adopted by: Ecclesall Kids Club	Date: 1/2/16
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