



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 so our staff have other children to look after so 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 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.

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.

Staff will inform the Play Manager if a child's behaviour warrants suspension or exclusion and they will make the decision after reporting to the Committee.

We will only suspend or exclude a child from the Club, 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 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.

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 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 Play Manager's or Deputies agreement.

Ecclesall Kids Club 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.

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 the confidentiality is maintained to avoid identification of the 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 parent/carer has the right to appeal to the Committee 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 by following our **complaints procedure**. If the Committee review 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.

This policy was adopted by: Ecclesall Kids Club	Date: 1/2/16
reviewed: 14/4/22	Signed: EKC Committee