

# Twilight Hours After School Club

## Suspensions and Exclusions Policy

Twilight Hours After School Club is committed to dealing with negative and inappropriate behaviour, using non-confrontational and constructive behaviour management techniques. We will endeavour to involve staff, parents and children attending the club in tackling disruptive and challenging behaviour collectively.

We acknowledge that some children will 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 develop a consistent approach to behaviour management and to tackle the causes of disruptive and unacceptable behaviour.

1. Where a child displays persistent unacceptable or inappropriate behaviour, we will implement the following course of action:
2. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
3. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
4. Details of formal warnings, suspensions and exclusions will be recorded on an **Incident Record** and kept in the child's records.
5. The formal warning will be discussed with the child's parent/carer.
6. All staff will be informed when a child is given a formal warning.

Staff will inform the manager if they believe that a child's behaviour warrants 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 it is felt that children or staff are at risk. If possible we will give parents/carers time to make alternative arrangements for childcare to cover the period of suspension.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, taking account of the age and maturity of the child involved. Staff will also consider other relevant information about the child's situation. If appropriate, we will seek advice from other agencies to plan and support a child's return to the Club; this may include accessing funding for additional support.

### Immediate suspension

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. If this occurs, we will contact the parents/carer and ask that the child be collected immediately. Immediate suspension will only be imposed with the agreement of the managers.

Following an immediate suspension, the manager will arrange a meeting with the child and their parents/carers to discuss the incident and consider whether it is possible for the child to return to the Club, and to agree the conditions of the return.

This policy was adopted by: <a href="#">Twilight Hours ASC</a>	Date:	Policy No: <a href="#">SE 001</a>
To be reviewed:	Signed:	
Policy Name: <a href="#">Suspensions and Exclusions Policy</a>	Signed:	

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### Temporary Suspensions

Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour, the Club may temporarily suspend the child for a period of up to 15 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 parent/carer and the child, in order to agree any conditions relating to the child's return to the Club.

### Permanent exclusion

In exceptional circumstances, 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. The parent/carer has the right to appeal to the manager/management committee against the exclusion within 14 days.

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