

Pioneer Childcare

Suspension and Exclusion Policy

We aim to provide a happy, inclusive, and safe environment which fosters our values.

Pioneer Childcare will deal with inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents/carers, the school, and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that in some cases a child will require additional support 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**.

If a child has a Behaviour Plan or an Education, Health, and Care Plan (EHCP) in place at school, we ask parent/carers for a copy of this in order that we can ensure consistent and appropriate strategies are in place to deal with the child's behaviour.

Where a child continues to behave inappropriately, we will implement the following procedure:

- Meet with the parents/carers and agree on achievable and realistic strategies to use with the child and a time frame (the probationary period) to regulate the behaviour back to our expectations.
- With permission from the child's parent/carer, managers will seek to meet with the child's teacher and/or relevant support staff at the child's school to discuss support strategies.
- Provide regular feedback to the parents/carers on the child's behaviour during the probation period.
- If there is a lapse in behaviour that necessitates being recorded on an **Incident Form** within the probation period, Pioneer Childcare reserve the right to suspend the booking with immediate effect.
- If the probation period should pass without incident, we will agree that the strategies have been successful and close that issue.
- Records will be kept in compliance with GDPR as a way of evidencing strategies that have been implemented and what has been agreed.

Should the behaviour deteriorate again to a level that is not being managed by our 3-step behaviour warning system and necessitates recording on an **Incident Form** again, we will follow this final step:

- Issue the parents/carers with a reminder of our behavioural expectations and advice that should another incident occur that necessitates recording, Pioneer Childcare reserve the right to withdraw our service with immediate effect.

Staff will all be kept up to date with any strategies being used.

Details of any incidents leading to an exclusion will be recorded on an **Incident Form** and kept at club.

Staff will inform the Club Manager if they believe that a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from Pioneer Childcare as a last resort when all other behaviour management strategies have failed or if we feel that children or staff are at risk. We will try to give parents/carers time to arrange alternative childcare to cover the period of suspension. However, Pioneer Childcare reserves the right to suspend or exclude a child with immediate effect if the child is deemed a danger to themselves or others.

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 formal warnings have failed to improve a child's persistent, challenging, and unacceptable behaviour.
- Where, after regular discussions (for example on a weekly or daily basis) with the parent/carer, a child's behaviour continues to disrupt the running of club.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parent/carer and ask that the child be collected immediately. Immediate suspensions will only be applied with the agreement of the Club Manager.

The Club may temporarily suspend the child for a period of up to 15 days, a Cooling Off Period.

A Cooling Off Period gives space between the child and the club environment and is designed to be a positive step so that constructive and supportive solutions can be found to allow the child to return to club. If the club takes this step, we will discuss our concerns with the parents/carers to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Club Manager will meet with the parent/carer and the child, to agree any conditions relating to the child's return to 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 Pioneer Childcare, 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 management against the exclusion within 14 days of receiving written notification of the exclusion.

Related Policies: Behaviour Management

This policy was adopted by: Pioneer Childcare Ltd	Date: 25 th January 2025
To be reviewed: 24 th January 2026	Signed: <i>J. Wilkins</i>

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*