

25: Suspensions and Exclusions

T Club 6 is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the club. Such procedures are outlined in the Encouraging Good Behaviour policy.

There are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at the club, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from the manager or deputy about their actions. The manager/ deputy will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions and helped to develop strategies to avoiding repeat incidents. A **yellow letter** will be sent home to the parent/carer and a copy kept on file.

Details of all warnings, suspensions and exclusions will be recorded and kept on the club's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the Club has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour. A **red letter** will be sent home to the parent/carer and a copy kept on file.

Only in the event of an extremely serious or dangerous incident will the child be suspended from the club with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child. Immediately suspended children will not be allowed to leave the premises until a parent/carer arrives to collect them. A **red letter** will be sent home to the parent/carer and a copy kept on file.

After immediate suspension has taken place, the manager and Committee will arrange a meeting with the child concerned and their parent/carer to discuss the incident and decide if it will be possible for them to return to the club.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the club without prior discussion with the manager. Staff will consult the manager as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.



When a suspension is over and before a child is allowed to return to the Club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

Right to Appeal

If the parent/carer feels that the disciplinary action taken against them is wrong, they may appeal in writing to the committee within ten working days. The appeal will be dealt with impartially and if possible the manager or a senior member of staff who was not involved in the original action will hear the appeal and impartially adjudicate the case. The parent/carer will then be invited to a second meeting to discuss the appeal. The parent/carer has the right to be accompanied at the appeal hearings. The final decision will be confirming in writing to the parent/carer concerned and dispatched within ten working days of the appeal meeting.