

POPPIES DAYCARE NURSERY LTD.

Holiday Club and Before and After School Club

Suspensions and exclusions policy

Poppies will deal with negative and inappropriate behaviour by following our behaviour management strategies. This will include involving children, parents/carers and staff to support disruptive and challenging behaviour by working in partnership together.

We acknowledge that some children will require additional support to help them achieve acceptable levels of behaviour. Where it is identified that a child is struggling to behave in an acceptable way while they are attending Poppies, we will work closely with the parents/carers to deal with the inappropriate behaviour in accordance with our *behaviour management* policy.

Where a child consistently behaves in an inappropriate way we will implement the following procedure

1. We will give the child a formal warning in the presence of parent/carer. Staff will explain why the behaviour is unacceptable along with the consequences of any further incidents.
2. The child will be encouraged to talk about their behaviour and to explain their actions so we can identify strategies where we can support the child to manage their behaviour and to prevent further incidents from occurring.
3. Details of formal warnings, suspensions and exclusions will be recorded.
4. The formal warning will be discussed with parents/carers and all staff will be notified.

We will only suspend or exclude a child from Poppies as a last resort, 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 appropriate to the behaviour concerned. We will take into account the child's age and maturity, as well as any other factors which may affect the child's situation. If appropriate we may seek advice from other agencies and speak to the child's school.

Temporary Suspension

Temporary suspensions will be applied in the following circumstances:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- 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 them to collect the child immediately. Only a member of Management can sanction a suspension.

Poppies may temporarily suspend the child for a period of up to 15 consecutive days. If Poppies takes this action we will discuss our concerns with the parent/carer in order to work together to implement strategies to promote more desirable behaviour. This may include referring to outside agencies.

At the end of the suspension period a Manager will meet with the parent/carer and child to discuss and agree any conditions relating to the child's return to Poppies.

In the event of a suspension we expect the full co-operation of the parent/carer.

Permanent Exclusion

In exceptional circumstances, and only when all other attempt at behaviour management have failed, it may be deemed necessary to permanently exclude a child from the setting.

If a child is excluded from Poppies, 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 Manager against the exclusion within 14 days of receiving written notification.