

## Suspensions and Exclusions Policy

PH ActiveEd will deal with negative and inappropriate behaviour by using constructive behaviour management techniques, as detailed within the 'Behaviour Management Policy'. PH ActiveEd will involve staff, schools, parents/guardians, children and external agencies (as appropriate) to gain advice and help tackle disruptive and challenging behaviour collectively.

PH ActiveEd 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 or carers to deal with the inappropriate behaviour in accordance with our Behaviour Management policy.

Where a child *persistently* behaves inappropriately, we will implement the following procedure as detailed in PH ActiveEd's Behaviour Management policy:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents. If a formal warning is given parents/guardians will be informed, along with other staff who are involved in the child's care as well as the Wraparound Care Operations Manager, PH Camps Operations Manager or the Area PESSPA Operations Manager, as appropriate
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. Details of formal warnings, suspensions and exclusions will be recorded on MyConcern and a chronology of the child's behaviour will be kept

PH ActiveEd will only suspend or exclude a child from our provision as a last resort, when all other behaviour management strategies have failed or **if we feel the child, other children or staff are at risk.**

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; this may include accessing funding for additional support.

### 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.
- 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 relevant manager's and DSL's agreement.
- The specific provision (Wraparound Care Club, PH Holiday Camp or FUEL Camp) may temporarily suspend the child for a period of **up to 15 consecutive days**. If this step is taken, 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, the relevant Manager or DSL will contact the parents/carers and the child, to agree any conditions relating to the child's return to the 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 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/Senior Leadership Team against the exclusion **within 14 days of receiving written notification of the exclusion.**

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| This policy was adopted by: PH ActiveEd | Date: 18/02/2025       |
| To be reviewed: 17/02/2026              | Signed: Hayley Collins |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:  
*Managing Behaviour [3.52-3.53]*.