



Mangotsfield Out of School Club Suspensions & Exclusions Policy

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Suspensions & Exclusions Policy - MOOSC29.01

Purpose

MOOSC is committed to dealing with negative and inappropriate behaviour by using non-confrontational and constructive behaviour management techniques. The Club will involve our staff, parents/ carers and children to tackle disruptive and challenging behaviour collectively.

Procedure

When a child displays persistent unacceptable or inappropriate behaviour, the Club will implement the following course of action:

1. Give the child a formal warning - staff will explain why the behaviour is unacceptable along with the consequences of further incidents;
2. Staff will encourage the child to discuss their behaviour and to explain their actions and to identify ways to avoid such incidents happening again;
3. Report the warning to the Play Manager at the end of that session;
4. Details of formal warnings, suspensions and exclusions will be recorded on an Incident Form along with the Club's "Green Book", with a copy held centrally;
5. The formal warning will be discussed with the child's parent/ carer; and
6. All staff in that session will be informed when a child is given a formal warning for future awareness.

Suspension & Exclusion

The Club Room Leader should inform the Play Manager immediately if they believe that a child's behaviour warrants suspension or exclusion.

The Club will only suspend or exclude a child as a last resort when:

- all other behaviour management strategies have failed;
- the frequency and extent of behaviour has an adverse effect on other children's enjoyment; and/ or
- a single serious incident has placed other children or staff at risk.

Suspension will only be carried out by the Play Manager in discussion with the parent/ carer.

Suspensions 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 which may include accessing funding for additional support.

Suspensions cover both term-time and School holidays.

If possible we will give parents/ carers time to make alternative arrangements for childcare to cover the period of suspension.

Immediate Suspension

In the event of extremely serious or dangerous incidents, the Club will suspend a child with immediate effect. If this occurs, we will contact the parent/ carer and ask that the child be collected immediately.

Immediate suspension will only be imposed by the Play Manager (or a member of the Management Committee if the Play Manager is unavailable) with clear suspension period communicated.



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Should the serious incident and suspension take place in the school day, the Club will mirror that sanction.

Following an immediate suspension, the Play Manager will arrange a follow up meeting with the child and the parent/ carer to discuss the incident and to set the conditions of the child's return.

The Play Manager will include this in their report at the next Management Committee meeting.

Temporary Suspension

When 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 school days (3 weeks).

If the Club decides to take this step, the Play Manager will discuss the concerns with the parent/ carers in order to work together to create a more desirable pattern of behaviour.

Following a temporary suspension, the Play Manager will arrange a follow up meeting with the child and the parent/ carer to discuss the incident and to set the conditions of the child's return.

Permanent Exclusion

In exceptional circumstances, when all other attempts at behaviour management have failed or the risk to others is considered to be too great, 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 both verbal and written explanations of the issues and subsequent actions. Reasonable notice will be agreed if possible.

The parent/ carer will have the right to appeal to the Management Committee within 14 calendar days of any formal written communication. These can be addressed directly to the MOOSC Chairman, % Lyde Green Primary School.

Exceptions

MOOSC acknowledges that some children will require additional support in order to achieve acceptable levels of behaviour. In instances where a child with additional needs is identified, the Club will work closely with the Primary School and parents/ carers to develop a consistent approach to behaviour management to tackle any causes or triggers of disruptive and unacceptable behaviour.

Related Policies

1. Behaviour Management
2. Complaints