

Beechwood Childcare Limited

Exclusion Policy

Beechwood Childcare realise the importance of early intervention when addressing the needs of children, and to promote positive behaviour strategies. We may need to involve parent/carer and external agencies if appropriate. Beechwood Childcare therefore acknowledges that exclusion should only be used as a last resort. Exclusion should only ever be used if there is no appropriate alternative.

Responsibility for the management of the exclusion will fall with the manager of the setting, from which the child is being excluded. However, when necessary, one or more members of the senior management team will support them.

Circumstances in which exclusion may be used can include any of the following:

- Disruptive and inappropriate behaviour
- Unacceptable language
- Damage to property
- Violent behaviour

Periods of exclusion can range from one day, cooling off periods, to permanent exclusion after continued recurrences of undesirable conduct or serious incident. There is no pre-defined period or exclusion set for any action and each incident will be looked at on a case-by-case basis and an appropriate time period of exclusion will be sought.

In the case of non-permanent exclusions there will be a meeting with parents/carers prior to the child's return to the setting. The aim of this meeting is to support the child upon their return. The meeting will discuss the conditions of the child's return along with developing appropriate support strategies for the child, which will be defined and agreed in writing. Beechwood Childcare Limited realise the importance of interagency co-operation and will strive to include all relevant parties within this meeting, particularly concerning those children considered to have a specific educational need further to that of their peer group.

Should a child be excluded from a Beechwood setting, for any reason, a formal letter (i) will be sent to the parents/ carers of the child outlining the circumstances of the exclusion. In this letter they will also be informed of their right to appeal and how to go about making such an appeal (ii). Any such appeals made will consider the views of all involved parties. Where a criminal offence has been alleged Beechwood Childcare Limited may also be required to inform the appropriate agencies such as police or the local child protection team.

- (i) Suggested contents for this letter can be found on the guidance sheet *Communication with parents /carers in the event of exclusion*.
- (ii) Further details of this procedure can be found on the guidance sheet *appeals procedure in the event of exclusion*.