



Exclusion Policy

(an addition to our Behaviour Management Policy)

Kinnerton Little Acorns is committed to dealing with negative and challenging behaviour using non-confrontational and construction behaviour management techniques. We endeavour to involve staff, parents/carers and children attending the club in tackling disruptive and challenging behaviour collectively.

We 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/carers to develop a consistent approach to behaviour management. Please see our “Behaviour Management Policy” for further information.

In all situations where a child exhibits challenging behaviour we will follow the steps below:

1. Intervene in the situation as soon as an incident occurs.
2. Establish eye contact and use appropriate language with all children involved.
3. Ask the perpetrating child to be removed from the situation/activity so that you can talk to them without distraction and so that no further harm to themselves or others can happen.
4. Help the child understand why their specific action/behaviour is not acceptable here (do not make the child themselves feel unliked by staff or the other children).
5. Try to provide privacy and dignity as appropriate, consider a child’s level of understanding and any personal issues that may have an impact.
6. Show support for any victim (this may be undertaken by another member of staff).
7. Record significant incidents and any action taken in the Behaviour Incidents Book (this is located in the office) at the time of the event or as soon as the session finishes.
8. Report each child involved on a separate form.
9. Inform parents via phone call at the time of the incident or if no answer or ability to leave a voicemail, text the parent and inform them of an incident that has occurred and that they will need to call back as soon as possible.

FORMAL WARNING PROCESS

If the relevant Childcare Lead believes the child is repeating behaviour intentionally so as to cause disruption to a session and to intentionally harm/cause indirect harm to other children or equipment, then the Childcare Lead can decide if a “Formal Warning” should be issued. This will be reported back to the parents/carers immediately.

We may exercise our right to follow the steps to exclude a child if any of the following occur:

- A Formal Warning has been issued and the behaviour has been repeated by the child.
- 3 incidents are reported in the “Behaviour Incident Book” that illustrate that the child has not changed their challenging behaviour and are harming staff or other children within Little Acorns.
- 3 incidents are reported in the “Behaviour Incident Book” within a 10 day period and a Formal Warning has been issued and the behaviour of the child shows no improvement.

EXCLUSION PROCEDURE

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned. We will take into account the age and maturity of the child involved. Staff will also consider other relevant information about the child’s situation.

We will only suspend or exclude a child from Little Acorns as a last resort, when all other behaviour management strategies have failed or it is felt that the other children or staff are at risk. If possible, we will give parents/carers time to make alternative arrangements for childcare to cover the period of suspension.

If appropriate, we will seek advice from other agencies to plan and support a child’s return to Little Acorns.

a) TEMPORARY SUSPENSION

Where formal warnings have failed to improve a child’s persistent, challenging and unacceptable behaviour, Little Acorns may temporarily suspend the child for a period of up to 15 working days. If Little Acorns takes this step, 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 period the Childcare Lead will meet with the parents/carers and the child in order to agree any conditions relating to the child’s return to Little Acorns.

b) IMMEDIATE SUSPENSION

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. If this occurs, we will contact the parents/carers and ask that the child be collected immediately. Immediate suspension will only be imposed with the agreement of Little Acorns Management.

Following an immediate suspension, the Childcare Lead will arrange a meeting with the child and their parents/carers to discuss the incident and consider whether it is possible for the child to return to Little Acorns and to agree to the conditions of the return.

c) PERMANENT EXCLUSION

In exceptional circumstances, when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from Little Acorns.

If a child is excluded from Little Acorns, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parents/carers have the right to appeal to the Club Manager/Childcare Lead/Management Committee against the exclusion within 14 days.

FEES

Fees will still remain payable for any period of exclusion or suspension. In circumstances where a child is permanently excluded from Little Acorns, we will cease the fees from the day of permanent exclusion and refund any paid sessions after this date.

This Exclusion Policy was passed for use in Kinnerton Little Acorns	
On: 17 th July 2024	
By: Kayleigh Ho	Position: Administrative Manager
Date of planned review: 1 st July 2025	