Suspensions and Exclusions Policy

Active8 Minds® will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents, and individuals to tackle disruptive and challenging behaviour collectively.

We acknowledge that some individuals will require additional support in order to achieve acceptable levels of behaviour. When 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 an individual *persistently* behaves inappropriately, we will implement the following procedure:

1. Give the individual a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the individual 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 an **Incident record** and kept in the individual's records.
4. The formal warning will be discussed with the individual's parents, and all staff will be notified. Staff will inform the manager if an individual's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the provision as a last resort, when all other behaviour management strategies have failed or if we feel that individuals or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the individual's age and maturity as well as any other factors relevant to the individual'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 an individual's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a individual with immediate effect. We will contact the parents and ask that the individual be collected immediately. Immediate suspensions require the manager's agreement.

The provision may temporarily suspend the individual for a period of up to 15 consecutive days. If the provision 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 manager will meet with the parents / carers and the individual, in order to agree to any conditions relating to the individuals return to the provision.

Permanent Exclusion

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude an individual from the setting.

If a child is excluded from the provision, the parents / carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the Manager against the exclusion within 14 days of receiving written notification of the exclusion.

Created by: Active8 Minds®	Date: 01/09/2025
Reviewed: September 2026	Signed: H.Pritchard (electronic)

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Managing Behaviour [3.52-3.53].*

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