Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.8 Suspension and Exclusion Policy

Stowey Bears Preschool is committed to dealing with negative behaviours in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the pre-school. Such procedures are outlined in the Behaviour Management policy.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at the pre-school, on either a temporary or permanent basis. This would be a last resort and only after relevant professionals have been involved and the preschool have strived to tackle behaviours from every perspective

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the pre-school's records. Each warning should be discussed with the child concerned and their parent/guardian/carer. All staff will be made aware of any warnings given to a child. As a last resort, the pre-school has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the pre-school with immediate effect. In such circumstances, the child's parent/guardian/carer will be contacted immediately.

After an immediate suspension has taken place, the manager will arrange a meeting with the child concerned and their parents/guardians/carers to discuss the incident and decide if it will be possible for them to return to the pre-school.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the pre-school will give parents/guardians/carers time to make alternative arrangements for childcare during a period of suspension.

Staff should always keep parents/guardians/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the pre-school without prior discussion with the management committee. Staff will consult the management committee as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

If your child is suspended or excluded part way through the month, we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

This policy was adopted by	Stowey Bears Preschool Committee	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed Annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- **Safeguarding Children (2013)**