

IBTS - EASY READ - Suspension and Exclusion of Children Policy

1. Core Principles

- **Last Resort:** Suspension or exclusion is only used after all other behavior strategies have been exhausted.
- **Support First:** We use constructive and restorative approaches to support children with challenging behavior.
- **Fairness:** Decisions must be fair, consistent, and non-discriminatory, accounting for a child's age, maturity, and SEND requirements.

2. The Preventive Process

Before considering removal, staff must:

- Provide individualized support or increased supervision.
- Partner with parents to identify triggers or unmet needs.
- Follow strategies outlined in the Behaviour Management Policy
- Log all incidents in the Behaviour Log and Incident Record.

3. Intervention Stages

Stage	Action Required
Formal Warning	Issued if early intervention fails. Must be logged, discussed with parents, and confirmed in writing.
Temporary Suspension	Used for serious/immediate risks or during investigations. The Manager decides the duration (up to 15 days).

Permanent Exclusion

breaches). The Director makes the final decision.
Only for exceptional circumstances (e.g., violent acts or serious safeguarding

4. Procedures & Reintegration

- **Communication:** Parents must be contacted immediately for any suspension. A written explanation must follow within 24 hours.
- **Reintegration:** Suspended children must have a Reintegration Meeting with parents and the Manager before returning. A Behaviour Support Plan may be created.
- **Appeals:** Parents have 14 days to appeal a permanent exclusion in writing to the Director.

5. Documentation

All warnings, meetings, and incidents must be recorded in the Child Record File. We monitor these records to identify patterns and ensure fair practice.

Policy Details

- Last Reviewed: May 01, 2026
- Next Review Due: May 01, 2027
- Policy Owner: Ben Whiteside, Director

