

Suspension and Exclusion of Children Policy 2026

International British Theatre School Ltd

Summary

The International British Theatre School (IBTS) promotes a safe, respectful, and inclusive environment for all children.

Suspension or exclusion is only ever used as a **last resort**, once all reasonable steps and behaviour strategies have been exhausted.

Our approach prioritises support, collaboration with parents, and fairness to all children.

1. Policy Statement

IBTS will always aim to support children who display challenging behaviour by using **constructive and restorative approaches**.

Permanent exclusion will only be considered when all other strategies have failed, or when a serious incident poses an immediate risk to others.

We ensure all decisions are:

- **Fair, proportionate, and consistent**
 - **Non-discriminatory**, considering each child's age, maturity, and any special educational needs or disabilities (SEND)
 - **Recorded and reviewed**, in line with the Behaviour Management Policy and EYFS requirements
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2. Preventative Approach

Before any suspension or exclusion is considered, IBTS will:

- Provide individualised behaviour support or supervision

- Work closely with parents/carers to identify triggers or unmet needs
- Implement strategies under the **Behaviour Management Policy 2026**
- Seek support or advice from external agencies (e.g. SEND specialists, early help services) where appropriate

All incidents leading to warnings or discussions about exclusion will be recorded on the **Behaviour Log** and **Incident Record**.

3. Formal Warnings

If a child's behaviour does not improve following early intervention:

1. A **formal warning** will be issued and logged.
2. The incident and next steps will be discussed with parents or carers.
3. The child will be encouraged to reflect on their actions and agree strategies to avoid recurrence.
4. The **Manager** or **Camp Leader** will monitor behaviour closely for improvement.

All warnings will be confirmed in writing and signed by both staff and parents.

4. Temporary Suspension

Temporary suspension may be used when:

- Formal warnings have failed to achieve improvement.
- A child's behaviour presents a **serious or immediate risk** to the safety or wellbeing of others.
- A significant incident has occurred that requires investigation.

Procedure

- The Manager will decide the duration and terms of suspension (up to **15 consecutive days**).
- Parents will be contacted immediately and asked to collect the child.
- A written explanation of the reason for suspension will follow within 24 hours.
- During the suspension period, IBTS and the family will work together to plan the child's successful reintegration.

At the end of the suspension:

- A **Reintegration Meeting** will be held with the child, parents/carers, and Manager.
- A **Behaviour Support Plan** may be developed to support future progress.

5. Permanent Exclusion

Permanent exclusion will only be considered in **exceptional circumstances**, such as:

- Repeated serious incidents despite interventions.
- A violent or dangerous act resulting in harm or serious risk to others.
- Serious breach of IBTS's safeguarding or code of conduct expectations.

Procedure

- The Director (Ben Whiteside) will make the final decision, following a full review of all records and actions taken.
- Parents/carers will receive both **verbal and written notification** of the exclusion, detailing:
 - The reasons for exclusion
 - The right to appeal

- The process and timescales for doing so
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6. Appeals

Parents/carers may appeal against an exclusion by submitting a written appeal to the **Director** within **14 calendar days** of receiving the exclusion notice.

The appeal will be reviewed by an impartial member of the senior management team not previously involved in the decision.

A written outcome will be provided within **10 working days**, and the decision will be final.

7. Recording and Monitoring

- All formal warnings, suspensions, and exclusions will be logged in the **Child Record File**.
 - Each case will include a record of incidents, meetings, and communications.
 - Patterns will be monitored to ensure fair, consistent practice and identify any training or environmental factors that may need addressing.
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8. Related Policies

- **Behaviour Management Policy 2026**
 - **Safeguarding and Child Protection Policy 2026**
 - **Equal Opportunities Policy 2026**
 - **Inclusion and SEND Support Policy 2026**
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Reviewed: 15 November 2025

Next Review Due: 15 November 2026

Policy Owner: Ben Whiteside, Director

International British Theatre School