

EXCLUSION POLICY

At all times it is the aim of the group to ensure to ensure that all children registered with us are able to remain in the facility. However in exceptional circumstances a child's behaviour may result in their exclusion. Circumstances for exclusion would be continuing behaviour that is dangerous to the child him/herself or to other children or staff. The decision to exclude a child will be made by the Manager and the Management Committee only after the following procedures have been implemented and have failed to result in a sustained improvement in a child's behaviour.

1. Calthwaite Nursery staff will deal with initial incidents as per the Behaviour Management Policy. Staff will note the incidents as per the Behaviour Management book and will inform the parents/carer of the incidents and of the staff response during verbal feedback at the end of the session.
2. Continued inappropriate behaviour over a number of sessions will be reported to the Chairperson and the parent/carer by the nursery leader.
3. A meeting will be arranged with the Manager, the Chairperson and the parent/carer to deal with the behaviour in a positive way. A review date will be set and staff will continue to record incidents, which give cause for concern.
4. At the review, if behaviour is still giving cause for concern the parent/carer will be informed that exclusion is being considered and the reasons will be explained.
5. If the decision to exclude a child is reached the parent/carer will be informed 1st verbally then in writing of the reasons for the exclusion and the length of time the exclusion applies.
6. Parents/carer may appeal against exclusion by approaching the Chairperson to ask for a meeting or by writing to the Chairperson and the Management Committee.
7. Parents/carer will be given two weeks notice of the implementation of an exclusion to allow them to make alternative arrangements for their child.
8. Consideration will be given by the Chairperson and committee to re-admitting a child under certain agreed conditions after a specified length of time has passed.