

The Sunshine Centre

Exclusion Policy

Statement

The Sunshine Centre is committed to dealing with negative behaviour in a non-confrontational and positive manner. Wherever possible, disruptive or challenging behaviour by children will be tackled collectively between Staff, volunteers and children in The Sunshine Centre setting, (see Behaviour Management Policy). Disruptive or challenging behaviour by adults will be tackled collectively by Staff and Management.

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There are times when strategies alone will not change or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's or adult's use of The Sunshine Centre on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child or adult will result in them receiving a formal warning from Staff about their actions. Staff will explain why it is unacceptable and the consequences of any further such incidents. Individuals will be encouraged to discuss their behaviour, to explain their actions and be supported to develop strategies to avoid repeat incidents.

Details of all formal warnings, fixed term and permanent exclusions will be recorded and kept on record at The Sunshine Centre. Each warning will be discussed with the individual concerned, and, in the case of a child, with their parent/carer. Relevant staff will be made aware of any warnings given to a child or adult. As a last resort, The Sunshine Centre reserves the right to temporarily exclude, or permanently exclude, a child or adult in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child or adult be suspended or excluded from The Sunshine Centre with immediate effect. In such circumstances, the child's parent(s)/main care giver will be contacted immediately and asked to collect their child. Staff may contact other relevant agencies, e.g. police, if they feel the risk is sufficiently high. After an immediate suspension or exclusion has taken place, the Hub Manager and or Early Years Manager will arrange a meeting with the child concerned and their parent/carer or the adult, to discuss the incident and decide if it will be possible for them to return to the Sunshine Centre.

Exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the individual's age and maturity. Any other relevant information about the individual and their situation should also be considered. Individuals 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, participants and/or Staff are potentially at risk.

Staff will always endeavour to keep parent(s)/main care giver informed about behaviour management issues relating to their child and attempt to work with them to address the causes of disruptive or unacceptable behaviours. No Staff member has the authority to impose exclusion from the Sunshine Centre without prior discussion with a member of Management, unless they believe there is serious risk to the other children and adults in the Sunshine Centre at the time. Staff will consult with Management as early as possible if they believe that an individual's behaviour is in danger of warranting exclusion.

When exclusion is over, and before an individual is allowed to return to the Sunshine Centre, there will be a discussion between Management, the individual, and in the case of a child, the parent(s)/main care giver, setting out the conditions of their return.

Zero Tolerance

We are committed to protecting the health and safety of our workforce, children, families and others at our premises. We consider all persons to be strictly liable for their actions and will not tolerate unacceptable behaviour under any circumstances. The Sunshine Centre reserves the right to temporarily exclude or permanently exclude a person if their behaviour is deemed to be disruptive, abusive or violent. Violence in this context includes actual or threatened physical or verbal abuse which leads to the fear for a person's safety. All individuals will receive our backing and support if they decide to make a complaint to the police and pursue prosecution.

Date Ratified:

Signed:

Review Date: July 2025