HARLANDS EDUCATIONAL TRUST

Suspension and Exclusion from Club Policy

Managed by:	Club Manager	**Date:** 02/09/26
Approved by:	David McKeown-Webster	
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Reviewed by:		

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Principle

Harlands Explorers aims to keep children included wherever this can be achieved safely. Challenging behaviour will normally be addressed through positive, consistent support involving the child, family and staff. Suspension or permanent exclusion is reserved for situations where support has not succeeded or where safety is at immediate risk.

Early support and planning

Where a child needs additional help to meet the club's expectations, staff will consult the parent or carer and agree practical strategies. Relevant school plans may be requested so that approaches are consistent. Staff who work with the child will be briefed on the agreed support while maintaining confidentiality.

Review stage

1. Meet the parent or carer to identify the behaviour of concern, possible triggers, achievable outcomes and a defined review period.
2. Use the agreed strategies and provide regular, factual feedback during that period.
3. Record significant incidents in accordance with the club's procedures. A serious incident during the review period may lead to immediate suspension.
4. If the period is completed successfully, confirm that the plan has worked and return to normal monitoring.
5. If serious behaviour returns after a successful review, issue a final written reminder that another recordable incident may result in the service being withdrawn.

When temporary suspension may be used

- Persistent unsafe or disruptive behaviour has continued despite formal warnings and support.
- Frequent discussions with the family have not produced sufficient improvement.
- A single incident is so serious or dangerous that the child must be collected immediately.

A temporary suspension requires the Club Manager's approval and may last for up to 15 days. It is intended as a cooling-off and planning period, not as a punishment. Before the child returns, the Manager will meet with the family and, where appropriate, the child to agree any conditions, additional support and review arrangements.

Permanent exclusion

Permanent exclusion may be considered only in exceptional circumstances after other reasonable measures have failed, or where the risk is too serious for continued attendance. The parent or carer will receive both a verbal explanation and written notice setting out the reasons and effective date. An appeal may be submitted to the club's management within 14 days of the written decision.

Fairness and records

Decisions must be proportionate and consistent, taking account of the child's age, maturity, additional needs and relevant circumstances. External advice will be sought where helpful. All incidents, meetings, decisions and communications must be documented. Where possible, families will be given reasonable time to make alternative childcare arrangements unless immediate action is necessary for safety.

Related documents

Behaviour Management; Safeguarding Children; Equality and Inclusion; Special Educational Needs and Disabilities.