



Suspensions and Exclusions Policy

Funtastic Kids will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Behaviour Management policy.

Where a child persistently behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning and an incident form will be completed; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and a tracker of incidents will be kept in the child information folder
4. The incident form will be discussed with the child's parents, and all staff will be notified.
5. When 3 incident forms have been completed/recorded(in a school term), staff will contact the managers and a manager will phone the parents to discuss a way forward.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion. We will also consider if there have been previous incidents.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children, including the child who is showing the negative behaviour, or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies; this may include accessing funding for additional support. However, we do have to consider safety as the most important factor in making a decision to suspend or exclude a child.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings, incident forms completed and shared with parents, have failed to improve a child's persistent, challenging and unacceptable behaviour.



- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.

Immediate suspensions require the manager's agreement.

The club or camp may temporarily suspend the child for a period of up to 15 consecutive days (depending on when the child is booked in). If the club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the manager will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the club.

Permanent exclusion

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting. If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the manager / management committee against the exclusion within 14 days of receiving written notification of the exclusion.

We will endeavour to work with parents to help find alternative and more suitable provision for their child.

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| This policy was adopted by: Funtastic Kids | Date: January 2026 |
| To be reviewed: January 2027 | Signed: Director-Marcus Holloway |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.73-3.75]*