

Policy and Procedure on Exclusion

Cambian Spring Hill School

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Contents

1. Monitoring and Review	1
2. Terminology	2
3. Legal Status:	2
Applies to:.....	2
Availability	3
4. Policy	3
Serious Offences and Exclusions	3
Fixed Penalty Exclusion and Permanent Exclusions	3
5. Procedure	4
Responsibilities of the Location	4
Appeals	5
6. Relevant Documents:	6

1. Monitoring and Review

- 1.1. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or

earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:

Andrew Sutherland

Andrew Sutherland
Proprietor, Cambian Group
May 2022



Samantha Campbell
Principal
May 2022

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the school. Cambian Spring Hill School is a school with a residential home on site.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Spring Hill School we up to 40 attending with 6 residing between the ages of 8 and 19 years of age.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Cambian Spring Hill School this is the Principal.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	Means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Spring Hill School this is Ofsted
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Legal Status:

- 3.1. Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (32)(3) of the Education (Independent School Standards) (England) Regulations 2014

Applies to:

- 3.2.** the whole Location, out of school care and all other activities provided by the school, inclusive of those outside of the normal hours;
- 3.3.** all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the Location.

Availability

- 3.4.** This policy is made available to parent/guardian/carer, staff and pupils in the following ways: via the Spring Hill website, and on request a copy may be obtained from the Location Office.

4. Policy

- 4.1.** Ultimate sanctions are Fixed Term and Permanent Exclusions. Neither sanction is used lightly. Only the Principal has the power to exclude a child. If the Principal excludes a student, the parent/guardian/carer and Social Worker are informed immediately, giving reasons for the exclusion. Additionally, the Local Authority is informed of the decision and rationale, in writing. The Principal will make it clear to parents/carers/guardians that they can, if they wish, appeal against the decision to the Proprietors. Information on how to make any such appeal is stated on the exclusions letter and in this policy.

Serious Offences and Exclusions

- 4.2.** Serious offences are those that may have a significant impact on the individual or others at the Location. Examples include:
- extreme or persistent bullying, racism or harassment;
 - stealing;
 - extreme or persistent violence, actual or threatened, against a student or member of staff;
 - sexual abuse, assault or activity;
 - persistent illegal drugs (possession and/or use) or alcohol (consumption or possession)
 - significant vandalism;
 - carrying an offensive weapon.

Fixed Penalty Exclusion and Permanent Exclusions

- 4.3.** Spring Hill School has a Positive Behaviour Policy which is applied in a consistent, rigorous and non-discriminatory way; all aspects of application of this policy is be monitored routinely via management audits and staff debriefs. Decisive sanctions are:
- Suspension = Fixed Term Exclusion
 - Expulsion = Permanent Exclusion
- 4.4.** Neither sanction is used lightly. The decisions to exclude a student can only be exercised by the Principal. If the Principal excludes a student, the parent/guardian/carer is informed immediately, giving reasons for the exclusion. At the same time, the Principal makes it clear to the parent/guardian/carer that they can, if they wish, appeal against the decision to the Regional Education Lead, Naseem Akhtar who can be contacted at: Naseem.akhtar@cambiargroup.com . If parents/carers/guardians wish the Regional Lead to contact them, this can be arranged upon request. The school will

advise parent/guardian/carers of how to make an appeal. It is the responsibility of the Proprietor to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently.

5. Procedure

- Parent/guardian/carers must be informed immediately by phone with a follow up letter.
- A copy of a sheet entitled 'Advice for Parents/Carers' will be attached to the letter.
- Parent/guardian/carers must be notified of their right to appeal.
- Ensure that arrangements are in place for work to be sent home for the first 5 school days
- Arrangements will be made for a return to school interview that includes the parents/carers and Social Worker if applicable
- A re-integration support plan will be put in place.

5.1. All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school setting.

Responsibilities of the School

5.2. If Spring Hill School commences an investigation, which may lead to a fixed term temporary or permanent exclusion the Principal must inform the parent/guardian/carers, Social Worker and Local Authority, without delay. Before resorting to exclusion, Spring Hill School will normally try alternative solutions (for example, a restorative justice process - whereby the harm caused to the 'victim' can be redressed). This will be undertaken by a meeting or telephone call of all relevant parties will be followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date;
- that the sanction of a fixed term temporary or permanent exclusion may be imposed;
- the parent/guardian/carers' right to state their case to the Principal and if that is not satisfactory then to the Regional Lead for Education and whom they should contact to do this, including the latest date that the parent/guardian/carers may give a written statement
- the parent/guardian/carers right to see their child's associated records with which the Principal must comply with such a request within 15 school days, although in exclusion cases compliance should within 5 working days

5.3. Where reasonable adjustments to policies and practices have been made to accommodate a student's bespoke needs, and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident which has, and is likely to continue to affect the wellbeing and safety of the students, other students and the staff at the school may be such a reason. The decision to exclude for a fixed term will be notified to the parent/carer/guardian in writing with reasons. If the school determines that a child should be excluded for a fixed period, the Principal will provide information as to:

- the period of the Fixed Term Exclusion;
- the arrangements, such as setting work, to allow the child to continue their education during the Fixed Term Exclusion.

5.4. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period Temporary Exclusion or to convert it into a Permanent Exclusion, the Principal will write to the parent/guardian/carers with the reasons for this decision. The decision to permanently exclude a student will only be taken as a last resort and further to a wide range of evidence-based strategies, for dealing with managing behaviours of concern, has been employed to no avail or is an exceptional 'one-off' offence has been

committed. Parent/guardian/carers co-operation forms part of the contract between the school and all the parent/guardian/carers at the Location. The correspondence will be accessible to all.

Appeals

- 5.5.** If parent/guardian/carers wish to appeal the decision to exclusion, then they must do so in writing to the Proprietors, within one week of receiving the notification letter. The Proprietors will establish an Appeal Panel to consider the appeal.
- 5.6.** The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents/carers/guardian are entitled to bring a representative to the meeting. All letters and documents informing the meeting shall be made available to all attendees, prior to the hearing. The parents/guardians/carers or their representative may pose questions to the Principal or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents/guardian/carer or their representative, or in the absence of the Proprietor. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:
- The exclusion is confirmed
 - The exclusion is rescinded
 - The exclusion be rescinded and replaced with an alternative sanction.
- 5.7.** The final decisions will rest with the Proprietors, who may or may not accept the recommendations of the panel.
- 5.8.** The recommendation shall be communicated to the parent/guardian/carers and the Principal. Every child has a right to confidentiality – the decision will be upheld in the strictest confidence and only disclosed to those on a need to know basis. We appreciate that such sensitive matters must be dealt with in confidence. If the school decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Principal will write again to the parent/guardian/carers with the reasons for this decision.
- 5.9.** Spring Hill School:
- requires all staff to consistently apply bespoke positive behaviour management strategies for handling any unacceptable or challenging behaviours in line with their plan;
 - formulates bespoke support, further to consultation with on-site clinicians and care and education staff to help children and young people to understand their feelings and manage them in a socially acceptable way;
 - ensures that there are appropriate resources and activities available so that children and young people are meaningfully occupied to reduce opportunity for frustration and demand overload which could result in behaviours which challenge;
 - supports each child/young person in developing self-esteem, confidence and feelings of competence;
 - explains the impact of unacceptable behaviour, making it clear to the child/young person that it is the behaviour that is unacceptable, and not the individual character of the child/young person.
- 5.10.** When students behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for children and young people to learn how to interpret and cope with feelings, listening to them and offering the necessary support and interventions to enable them to verbalise their own frustrations, anxieties and worries. We do not shout or raise our voices in a

threatening way to respond to anybody's unacceptable behaviour. We do not use techniques intended to single out and humiliate anybody. Corporal punishment, is strictly forbidden at Spring Hill school is a criminal offence.

6. Relevant Documents:

- 6.1. Counter-Bullying Policy
- 6.2. Safeguarding Children - Child Protection Policy
- 6.3. Positive Behaviour Support Policy