



# Managed Exclusion Policy

## Statement of intent

Our setting ensures the safety and well-being of all members of the Nursery community, and maintains an appropriate educational environment in which all children can learn and succeed.

## Aim

To provide an inclusive Nursery by reducing the need to use exclusion as a sanction. We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others.

## Methods

The decision to exclude a child will be taken in the following circumstances: -

- a) In response to a serious breach of the Nursery's Behaviour Policy;
- b) If allowing the child to remain at the setting would seriously harm the learning or welfare of children and/or the welfare of Nursery staff.

**Exclusion is an extreme sanction and is only administered by the Manager or Deputy.**

An exclusion, whether fixed term or permanent may be used for any of the following, for behaviours that are infringements of Pippins Behaviour Policy:

- Verbal abuse to Early Years Educators, other adults and children
- Indecent behaviour
- Damage to property
- Serious actual or threatened violence against another child or a member of staff
- Inappropriate age-related sexual actions.
- Unacceptable behaviour which has previously been reported and for which sanctions and other interventions have not been successful in modifying the child's behaviour.

This is not an exhaustive list and there may be other situations where the Manager makes the judgment that exclusion is an appropriate sanction. Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the setting or the child concerned.

## Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually between half a day to three days).

The Trustee Directors will review promptly all permanent exclusions for over 5 days from the Nursery. They will require the Manager to explain the reasons for the decision and will look at appropriate evidence, such as the child's behaviour management records and plans, witness statements and the strategies used by the setting to support the child prior to exclusion.

Following exclusion parents are contacted immediately where possible. By telephone, email or letter giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Trustee Directors.

## Permanent Exclusion

The decision to exclude a child permanently is a serious one. There are two main types of situations in which permanent exclusion may be considered.

1. Step 1 - provide this policy to the parent(s)/Carer(s) and notify of first serious incident.  
Step 2 - A final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.
2. Where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:
  - Serious actual or threatened violence against another child or a member of staff
  - Inappropriate age-related sexual actions.

Before deciding whether to exclude a child either permanently or for a fixed period the Manager will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Child, Behaviour, and Equality Act.  
Listen to the child's voice either verbally or through a social story/drawings/comments of their version of events.
- Check whether the incident may have been provoked for example by another child.
- Consider the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the settings Behaviour Policy
- Understand the effect that the child remaining in the setting would have on the education and welfare of other children and staff.

If the manager is satisfied that on the balance of probabilities the child did what he or she is alleged to have done, exclusion will be the outcome.

The threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another setting.

**Alternatives to Exclusion** Alternative strategies to exclusion are detailed in the Pippins Behaviour Policy and will always be considered before taking the decision to exclude.

**Managed Move** A managed move - There are occasions when a managed move to another setting benefits both the child concerned, and his or her Nursery. This should be seen as a piece of preventative work to support children at risk of exclusion. A managed move is a voluntary agreement based on sound educational principles, the terms and conditions of which should be agreed in advance by the parents/carers of the child, the existing and new settings.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. Chair)

Chair

Commenced 11.9.17 Reviewed 08.04.2024