St. Gregory's Child Care Trust,

EXCLUSIONS PROCEDURE KIDS CLUB 1.4b

September 2022

To be reviewed by September 2023

Exclusions Procedure Kids Club 1.4b

The Management Committee will meet to consider complaints by leaders of unacceptable behaviour by children.

They will consider the circumstances surrounding the instances, and decide whether or not to exclude the child and if so, for how long.

They will write to the child's parents explaining the following:

- the length of the period of exclusion
- the date and time the child may return to the club
- the details of any previous warnings, fixed exclusions or other sanctions
- the steps taken to try to avoid exclusions
- the reasons exclusion was decided upon in this instance
- the parents' right to present their case to the committee
- whom the parents should contact (the office manager)
- the latest date for arranging to meet the committee

They will ensure that all relevant information is sent to the parents.

If the parents wish to meet the management committee, a meeting, chaired by the management trustee, will be held within one week. The leader of the child's group will also be invited to attend. The parents will present their case against exclusion. The leader will explain the behaviour which caused the exclusion. The management committee will then meet to reconsider the decision.

The parents will be notified in writing of the decision of the committee within 48 hours of the meeting. The letter will explain the decision, and, if relevant, any restrictions on the child's behaviour when she/he returns to the club. It will also explain the parents' right of appeal to the trustees and how, when and to whom the appeal should be made.

If the parents wish to appeal against the decision of the management committee, they may write to the chair of the trustees who will arrange a meeting with the trustees, the leader and the parents to hear the parents' appeal. It will follow the guidelines of the previous meeting. The decision of the trustees will be final.