



## **Exclusion Policy and Procedure**

Little People at the Limes reserves the right to exclude your child from the setting for any of these reasons: -

### **Procedure**

This policy is to discuss how and when it is acceptable to enforce exclusions within the nursery. Our best interests are always with the children and their care and safety is paramount above all else. We also have a duty of care to protect our staff and visitors at all times therefore there may become a time when we need to exclude children from the setting. Below are details of when this policy may be applicable.

### **Unforeseen Circumstances**

There may be circumstances that arise where it is not in your child's best interest to attend nursery. For Example:

- Your child is unwell - please see appropriate Policy.
- The Nursery may experience problems with their utilities, staffing or issues may occur with the ownership of The Nursery that prevent them from keeping The Nursery open. In the event of any of these problems, you or your emergency contacts will be telephoned and asked to collect your child as soon as possible. A full account of the problems that The Nursery may have experienced will be available to you, and your fees for the duration of exclusion will be refunded.
- If the nursery is to go into lockdown before all the children have entered the premises, then children and families will be refused entry until safe to do so. Parents will be contacted and told to stay away from the premises. Please refer to the lock down policy for more information.

### **Unacceptable Behaviour**

In the case of unacceptable behaviour, where the child is inflicting emotional or physical abuse on another child or adult, this procedure will be followed: -

- The Manager will liaise with the child's parent/ carer to ensure full awareness of the issue at hand.
- The Manager, child's key worker and parent/ carer will draw up an action plan and an individual Behaviour Management Plan to ensure all the child's needs are being met and the issues are being dealt with sympathetically, constructively and consistently.
- A full risk assessment will be made where the behaviour affects the safety of others in the nursery.
- If the plans are not successful in combating the unacceptable behaviour within the time allocated and the child is still inflicting emotional or physical abuse on

other children or adults, steps will be taken to exclude the child from the setting. At this point it is at The Manager's discretion as to whether a 4-week notice period to the parent/ carer is in the best interest of the children and adults at The Nursery or whether immediate termination of the contact is required.

- Before any final decisions are made regarding a child in this situation, we would get help and advice and support from Early Years and will work alongside them to ensure all best interests are put into consideration ensuring safe guarding the child in question and the other children with in the setting.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>04/07/2018</i>	<i>Jane Priest</i>	<i>04/07/2019</i>