

**Green Corridor
Learner Behaviour & Exclusion
Policy & Procedure**

Document Control

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Description	This document describes Green Corridor's procedures of excluding a young person from our courses.
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PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	Location
Safeguarding	GC Policies & Procedures

CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date

Please return this signed copy to your individual Policies and Procedures folder for future reference.

Principles:

Green Corridor has the highest expectations of all learners whilst at Green Corridor, meeting their education, social and behaviour needs by providing an appropriate curriculum and individual support. We will identify under achievement, make targeted early interventions, assess and create a positive climate of behaviour to assist learners to become healthy, safe and achieve in their learning so they can make a positive contribution to society and achieve economic well-being and be well rounded citizens.

Rationale:

Green Corridor aims to include, not exclude, and we will approach all challenging behaviour in a supportive and positive way. We recognise that poor behaviour can be symptomatic of a real, deeper need for our support or being influenced by external factors beyond Green Corridors influence.

Green Corridor strive to never give up easily on a learner as we recognise that each person has a unique contribution to make and we will support them to achieve this.

Green Corridor will consider all potential exclusions on a case by case basis and there are two main reasons why an exclusion may occur;

- Serious breach of Green Corridor rules or policies;
- Serious risk of harm to the education, health or welfare of the learner, other learners, staff and volunteers at Green Corridor.

For both of these cases this can either be for a very serious one-off incident or the repetition of serious incidents over a period of time.

Any exclusions will be at the discretion of the CEO, usually in consultation with other members of the team who will then take the necessary actions to ensure the exclusion is in line with the relevant Local Authority's exclusion regulation policies and procedures.

Types of Exclusion:

Fixed Term Exclusion:

Fixed Term Exclusion is when a learner is excluded from Green Corridor and must remain home for a fixed amount of time. Green Corridor will ensure that this is for the shortest time necessary to ensure minimal disruption to the learner's education however Green Corridor will also be mindful of the seriousness of the breach of policy and the seriousness of the learner's behaviour. With all Fixed Term Exclusions Green Corridor will provide education materials for the parents / carers to ensure the learner will not fall behind.

Permanent Exclusion

A Permanent Exclusion is when a young person, enrolled on a formal qualification with Green Corridor, is permanently excluded from provision and not allowed to return. This is a very serious decision and the CEO will consult all staff and the Chair of the Board of Trustees as soon as possible in such a case.

Reasons for Exclusion

A decision to exclude a learner is always seen as a last resort by Green Corridor taking full account our duty of care under our Safeguarding Policy and Procedure.. The physical and emotional health of our learners and staff is our primary concern and we therefore accept that in some serious situations exclusions may be necessary if all other strategies have been exhausted.

Decision to exclude will usually follow a range of strategies and be seen as a last resort or be in response to a very serious breach of school rules and policies or disciplinary offence such as:

- Serious act or threat of violence against another learner or member of staff.
- Possession or use of an illegal substance on school premises, this includes alcohol.
- Persistent bullying.
- Persistent prejudiced based harassment.
- Persistent disruptive behaviour
- Damage to GC property
- Theft

Exclusion may be the result of persistently poor behaviour or a serious single incident.

Exclusion Length

Decisions will be made in the best interest of the learner whilst also mindful of the need to maintain order and reinforce the rules and expectations of GC in a clear and consistent way.

The Decision to Exclude

If the CEO decides to exclude a learner he or she will:

- Ensure there is sufficient recorded evidence to support the decision.
- Assign a member of the Leadership Team to explain the decision to the learner if the learner is in an appropriate state of mind to listen.
- Assign a member of the Leadership Team to contact the parents and explain the decision and ask that the young person is collected if it is during the school day.
- Send a letter to the parents/carers explaining the reasons for the exclusion; whether it is a Permanent or Fixed Term Exclusion indicating the length of the exclusion and any terms or conditions agreed for the learner's return.
- Ensure for cases where more than a day's exclusion that appropriate work is set and arrangements are in place for it to be marked.
- If the exclusion is greater than fifteen days or is a permanent exclusion a Disciplinary Meeting will be held to examine the exclusion to which parents/carers are invited.
- Plan how to address the learner's needs for integration back into the learning community.
- Plan a meeting with parents and the learner on his/her return to be conducted by a suitable Senior Member of staff.

Re-Intergration

After a Fixed Term Exclusion the learner and the parent will be requested to attend a reintegration meeting with a senior member of staff. At this meeting the behaviour leading to the exclusion will be discussed and targets set for improvement. Support around behaviour will also be discussed. The meeting will be recorded on a reintegration form and a copy will be retained by the parent and learner and GC. The learner will not be able to return to until the reintegration meeting is fulfilled.

Safeguarding:

An exclusion will not be enforced if doing so may put the safety of the learner at risk in cases where parents will not comply by; refusing to collect a learner, the learner's welfare is a priority. In this situation GC may consider an internal exclusion until the end of the day implementing the original exclusion decision from the time the learner is collected from site; or in more severe cases GC may contact Social Services and/or the Police to safely take the learner off site

Behaviour outside of Green Corridor:

A learner's behaviour outside GC on any project based of awayday activity, e.g. careers events, vocational trips and project work is subject to GC's Behaviour Policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place at GC and additionally this includes any serious breach of policy which could bring the charity into disrepute.

Learners with Special Educational Needs:

Green Corridor will take into account any special educational needs when considering whether or not to exclude a young person . The CEO should ensure that reasonable steps in line with the DDA have been taken to respond to the learner's disability and that the young person is not treated less favourably for reasons related to the disability.

Managed Move:

In cases where the CEO and parents agree that the progress of the young person has been unsatisfactory and that the learner is unwilling or unable to profit from the education of opportunities offered or if a parent's failure to engage in strategies implemented by GC are resulting in a continued pattern of poor behaviour the CEO may consult with the Local Authority and propose a managed move to another education provider. This is not an exclusion and in such cases the CEO will assist the parents in placing the learner in alternative provision in line with the Local Authority's Managed Move procedures.

Removed from GC for other reasons:

The CEO may send a learner home, after consultation with that learner's parents and a health professional as appropriate if the learner poses an immediate risk to the health and safety of other learner's and staff. For example, because of a diagnosed illness of a notifiable disease. This is not an exclusion and should be for the shortest possible time. A learner cannot be sent home for other reasons including poor behaviour.

Equal Opportunties:

Green Corridor recognise that it is unlawful to take into account any one's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious belief, age or sexual orientation.

Procedure for appeal:

If parents wish to appeal the decision of exclusion the matter will be referred to the Board of Trsutees and handled through the GC and Local Authority appeal procedure. The CEO will ensure that the information regarding the appeal process will be included on the letter informing the parents of the exclusion.