Chiron OEP Exclusion Policy

Policy implemented:	September 2023
Last reviewed:	May 2025
Next review due:	May 2027

1. Summary

Chiron OEPs cohort come to us with complex needs, SEMH issues and/or trauma. We therefore do not believe that exclusion is the most effective way to support our learners and will always aim to adapt and personalise our provision to support the learner where possible to ensure that they can access education.

We recognise that in exceptional circumstances it may be necessary to exclude a learner for a fixed time period or, in rare cases a permanent exclusion may be required. This policy outlines the procedures we will follow in these situations.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Principal
Technical review carried out:	Craig Harris
Final quality check carried out:	Policy, Practice & Information Officer
Date implemented:	September 2023
Version Number:	1.1
Date of the next review:	May 2027
Department responsible:	Education
Job Title of Lead Person:	Ayesha Allen, Principal
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

3. Headings

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This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Content

Key Beliefs

In line with the beliefs set out in our Positive Behaviour Policy we aim to support students in regulating their own behaviour through quality relationships, quality provision and appropriate use of rewards. We believe that consistent application of the behaviour policy, high expectations and child-centered, trauma informed support can create an environment for all of our students to engage positively with us. We do not believe that exclusions are the most effective way to support our students, however, we recognise that in exceptional circumstances both fixed term and/or permanent exclusions may be necessary.

Exceptional circumstances may include (but are not limited to):

- Incidents where the safety of the student, their peers or their teachers are seriously compromised
- Wilful and repeated damage to the school devices or online infrastructure.
- Repeated incidents of bullying

Fixed term exclusions

Decisions to exclude a learner for a fixed term will be made on a case-by-case basis. Where a fixed term exclusion is used, we are mindful that this should be reasonable and measured, should aim to have an impact and should offer the student a learning opportunity. During a fixed term exclusion we will continue to set and mark the students work but they will not be permitted to attend live lessons.

Permanent exclusions

Permanent exclusions will only be used in very rare circumstances. Where we feel that we are unable to meet the needs of the student we will support the local authority in finding an appropriate new setting and support with the transition to the new provision.

Exclusion process

In each exclusion case, Chiron OEP will conduct:

- a general investigation, including interviews with witnesses
- an exclusion hearing
- an opportunity for appeal

Different colleagues at Chiron OEP or Salutem Care and Education will conduct each stage of the procedure as above. The investigation will be carried out by the DSL. The hearing will be conducted by a representative from Ambito Education. The appeal will be dealt with in line with the Ambito education Complaints Policy.

Investigation - Assessing the situation

The investigator, when exclusion is being considered, will:

- investigate the nature of the allegation
- inform the student of the case against him or her
- find out what information is available and what further information is required
- assess whether anyone is at risk -i.e. whether the police or children's social services need to be informed
- decide who should be dealing with the case moving forward.

Information gathering Statements should be taken from all staff and students who were involved in, or who witnessed the incident(s). A neutral member of staff should be present at the (online) interview with an accused student. Those involved in an incident should be 'kept apart' as far as reasonably possible -for example, not attending the same online lessons for the period of the investigation. All written statements should be attributed, signed and dated by the witnesses who should have had the opportunity to read them. Exclusion cases will be treated in the strictest confidence. However, we cannot given assurances in relation to confidentiality on witness statements because this might infringe the rights of the student in question to read written testimony or hear oral testimony against them.

Informing parents and carers

It is best practise to inform parents and carers of any behaviour incidents that involve their young person. Parents and carers will generally be informed about possible escalation after initial investigations have been made but sufficiently in advance of any hearing, in order to give them time to prepare.

Exclusion Hearing

The Hearing will generally be heard by a member of the central Ambito Education Teams and will be attended by:

- the student who is the subject of the potential exclusion
- parents and carers

- a note-taker
- any other person required – e.g. witnesses or those members of staff who carried out the investigation

Before the hearing, Chiron OEP will notify the pupil and parents/carers of the hearing in writing. The letter will set out precisely:

- the allegations that have been made
- practical details, eg the time, date, place and purpose of the hearing.

At the hearing Minutes should be taken. Chiron OEP will comply with the following procedure.

- The Ambito education representative will explain the purpose of the hearing and set out how it will be conducted and the roles of everyone present.
- Chiron OEP will present its case and the witness statements should be read aloud.
- Students/parents should be invited to ask questions.
- Students/parents should present their case.
- The Ambito education representative will ask questions of students/parents & carers.

After the hearing, Chiron OEP will inform all parties of the decision. This can be done face-to-face in the first instance but should always be confirmed in writing. The letter should state:

- the decision on exclusion -e.g. to exclude and whether it is fixed term or permanent
- when exclusion, if decided upon takes effect
- the reasons
- to whom the parents may appeal
- the deadline by which they must do so.

A decision to exclude should never be based on a child's race, sex, disability, sexual orientation or religious belief.

Appeal

Chiron OEP will always offer the right of appeal to any student excluded from the school. Any appeal against exclusion will be dealt with under the Ambito Education Complaints Policy.

5. Areas of Responsibility

Salutem Senior Leadership Team and Board

- Ensure availability of resources to ensure the implementation of this policy, completion of training and systems to ratify, communicate and review this policy.
- Ensure there are clear disciplinary and other measures for staff who do not adhere to this policy.
- Ensure the policy is monitored and organisational learning is enabled by systems of data collection and *analysis as appropriate.*

Principal

- Ensure that all support staff including agency workers are trained, developed, and supported.
- Consult with specialists as needed to ensure staff and students are being supported in the most optimal way.
- Audit to ensure policy has been embedded and is effective

Individual Staff

- Learn about the person and their support plan prior to supporting them.
- If further explanation is needed then the staff member must raise this and receive training to understand their role in the support plan.
- Seek guidance from appropriately qualified professionals if required.
- Ensure that you are adequately trained and competent to manage the requirements.

6. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.
In order to ensure that our staff are able to understand the contexts of our students, and have the best possible information available to them, all our staff undergo behaviour training with our Children's Services Quality Assurance team.

7. Associated Documents

- Positive Behaviour Policy

- Local Safeguarding Policy
- Complains Policy
- Anti-bullying Policy and Procedure
- Whistle blowing Policy and Procedure
- Online Safety Guidance

8. Useful Links

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1187743/Guide_to_the_supported_accommodation_regulations_including_quality_standards.pdf
https://childlawadvice.org.uk/information-pages/school-exclusion/

9. References

Positive Behaviour Policy

Ambito education Complaints Policy.

10. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	June 2023	New	New policy
V1.1	May 2025	Reviewed	