

POLICY: 2.1 Interactions with Children

Procedure: 2.3 Exclusion for Behavioural Reasons

While the Service staff and Educators are committed to supporting children to develop their capacity to self-manage or regulate their behaviour, there may be times where a child exhibits inappropriate behaviour, behaviour which threatens the safety or wellbeing of any other child or other people in the Service or in the case of a child being excluded (suspended or expelled) from another early childhood or school or school age care service, then the child may be excluded from the Service temporarily or, in some cases, permanently.

2.3.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service's **2.1 Interactions with Children Policy** and will assist the Approved Provider, management, staff (Nominated Supervisors, Coordinators and administrative staff members), Educators, (where applicable this includes Educator Assistants) and parents to implement the guidelines in the event that there needs to be consideration around excluding a child due to behaviour issues. The procedure covers:

[2.3.2 Process for Exclusion](#)

[2.3.3 Risk to Child or Others](#)

[2.3.4 Child Suspension or Expulsion from School](#)

2.3.2 Process for Exclusion:

It is expected that the Educator, parents and Coordinator of the Service have worked together to develop a Behaviour Support Plan (*refer to 2.2 Guiding Children's Behaviour Procedure*) and sought external advice from a relevant practitioner before any consideration to exclude a child based on behaviour alone.

In the event the above has not provided any change in behaviour:

- The Educator will discuss the situation with the Coordinator
- The Coordinator (and the Nominated Supervisor) will set up a time with parents and Educator to discuss the child's ongoing unacceptable behaviour
- Parents will be informed that the continuation of the behaviour will result in care ceasing with that Educator or ceasing altogether
- The Nominated Supervisor, Coordinator, Educator and parents (and child where appropriate) will review the current Behaviour Support Plan, identify any new strategies to be implemented and timeframe for review of behaviour. This could include the child taking some time away from the care arrangement to break the cycle of behaviour

- The Nominated Supervisor will discuss what commitment the parents are prepared to undertake to assist their child and provide information about where to from here including:
 - o the likelihood of the child being excluded if the behaviour does not change; or
 - o other strategies that may be considered such as the need to remove the child from the Educator's care for a short period or excluded fully. and/or
 - o What support the parent might require.
- If the child is removed and a new care arrangement is negotiated, the Coordinator will support the new Educator with a Behaviour Support Plan and monitor the child's progress by discussing how the new Educator and Coordinator will work together to ensure both the Educator and child are supported

In the event that the behaviour continues, and all reasonable support has been provided, the parents will be informed verbally and in writing by the Nominated Supervisor that the child is unable to continue care at the Service

- The Nominated Supervisor will ensure the Educator has an opportunity to debrief with a Coordinator or another appropriate individual
- Where appropriate, the Educator will be provided with access to further training to support skill development in this area.

2.3.4 Risk to child or others

The Service and all Educators have a duty of care to all children, themselves and other people in their environment. If there are incidences where one child poses a risk to other children, the Educator or other individuals who are involved with the Service, immediate action is required.

- If a child's behaviour causes or may reasonably cause risk to other children, Educators or their families, staff or the child himself or herself, the Educator will contact the Nominated Supervisor who will inform the parent immediately who will be asked to collect the child
- The Nominated Supervisor will inform the parent verbally that their child will be excluded from the Service effective immediately and will notify the parent in writing of the circumstances around this exclusion within 24 hours
- The Nominated Supervisor will review the situation/circumstance and provide feedback to the parent within seven working days
- The Nominated Supervisor will offer a opportunity for the parent to debrief and provide feedback to the Service
- The lifting of the exclusion will be at the discretion of the Nominated Supervisor, following advice from the Educator and Coordinator
- Where another child is involved in the situation, the child's family will be informed within 24 hours of the incident
- Educators. with the support of the Coordinator and/or Nominated Supervisor, will ensure the Incident, Injury, Illness and Trauma Form is completed within 24 hours
- The Nominated Supervisor will ensure the notification of exclusion is made to the Regulatory Authority via the Quality Agenda IT System Portal within 24 hours

- The Nominated Supervisor will inform the CEO of the event and notification as soon as practicable and within 24 hours
- The Nominated Supervisor, Coordinator and Educator will reflect on the situation and consider if further action is required. For example:
 - o Does this procedure need to be reviewed and updated?
 - o Is further training required for staff and Educators?
 - o What authorities or agencies would the Service connect with to assist in developing more effective strategies in these types of circumstances?

2.3.5 Child Suspended or Expulsion from School

According to chapter 12, pt 3, div 2 of the [Education Act](#), a student can be suspended by a principal from a state school for:

- Disobedience or misbehaviour
- Conduct that the school thinks affect other students or is harmful to the proper running of the school
- Being a risk to other students or staff
- Being charged by police with any offence (which does not have to be related to the school or allegedly have been committed during school hours), if the principal thinks it would not be in the best interests of other students or staff for the student to be at school.

Suspensions can be for:

One to ten days or ten to twenty days or longer if it is a case where the suspension is because the student has been charged with an offence.

The principal should arrange for the student to continue with their education during the suspension by:

- Attending an alternative learning program ([a list of programs can be found on the Department of Education website](#))
- Doing work at school in a separate room supervised by a teacher's aid
- Going to another school.

In relation to a child's suspension or exclusion from school:

Where a child is suspended from attending school and is given back into the care of their parent during this school time period, the child will not be able to access childcare during the hours the child would normally be at school.

It is expected that the concerns which have seen the child suspended from school are addressed by the parent/s and the time out of school is an opportunity for the child to consider their behaviour.

The Service believes where a suspension occurs, it is the parent's responsibility to care for their child. Educators are not equipped to act as a teacher and support significant behavioural concerns which have seen the child suspended from the school setting.

In exceptional circumstances, the Service may make an exception and allow a child to attend the Service, however this will be at the discretion of the Nominated Supervisor.

Where a parent believes their situation is exceptional, they will make an appointment with the Nominated Supervisor to discuss their individual situation.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	11/2020	Reviewed and separated from Policy

Related Documents

Policies

2.1 Interactions with Children

Procedures

2.2 Guiding Children's Behaviour

Forms

Behaviour Management Plan

References

Refer to Interactions with Children Policy