

# O-SAFE-5 Suspension and Exclusion Policy

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## Policy commitments

Jabiru has a Duty of Care to all children, young people and Jabiru staff who attend or work at Jabiru services and activities.

We may exclude a child or young person temporarily or in some cases exclude them permanently, if he or she exhibits inappropriate behaviour or behaviour which threatens the safety or wellbeing of any child, young person, staff member or other person in the service, or has done something at Jabiru School Age Care that is unacceptable in their school community.

We acknowledge that interrupting a child's pattern of attendance is disruptive and often difficult for parents and the child. This policy and associated guidelines aim to facilitate a process that supports the safety and wellbeing of everyone involved. We want these difficult processes to be clear, compassionate, and result in either (1) successful re-entry to the service, or (2) a clear agreement that the child will no longer attend.

We will practice effective behaviour support and management strategies to attempt to reduce the need for exclusion (see Policy O-SAFE-4 – Behaviour Guidance).

Jabiru's primary responsibility is to the safety of ALL children and young people within its care and Jabiru staff members and caregivers. This primary responsibility takes priority over the physical, emotional and developmental needs of the child or young person excluded or any threat to the employment of the caregiver.

## Practice commitments

*All Jabiru staff are expected to ensure that the practice standards specified below are complied with at all times.*

- A child or young person may be excluded from Jabiru activities temporarily, or in some cases permanently, if:
  - in the reasonable opinion of the Senior Coordinator/Nominated Supervisor/ Responsible Person in Charge or nominee, a child or young person has exhibited inappropriate behaviour or behaviour that amounts, or may amount to a threat to the safety or wellbeing of any child, young person, staff member or other person in the service
  - the behaviour support and management procedures (see Policy O-SAFE-4 – Behaviour Guidance) have been properly applied first but without success, or the behaviour presents such an immediate potential threat that it is not reasonably possible to apply those procedures.
- For Jabiru School Age Care, we will publish guidelines for suspension and exclusion tailored to the expectations of each school community. These guidelines will be approved by the School Principal.

## Guidelines for Jabiru Communities

*All Jabiru staff are expected to follow the good practice guidelines below consistent with HSQS 2, 4 and 5.*

If after applying the appropriate behaviour support and management procedures (see Policy O-SAFE-4 – Behaviour Guidance) the child or young person continues to display the unacceptable behaviours, the Jabiru Communities Team Member will refer the case to the Senior Coordinator.

The Senior Coordinator will review the case, and if in agreement with the assessment of the Jabiru Communities Team Member, will notify the General Manager Partnerships and Community Engagement.

## Suspensions

Suspensions must be notified in writing as soon as practicable and within 24 hours:

- Suspensions of 1-2 days may be issued by the Senior Coordinator
- Suspensions of 3 or more days may be issued by the General Manager Partnerships and Community Engagement

The suspension letter to the parent or guardian must detail the child or young person's behaviours, exclusion time and expected return date.

The Senior Coordinator and General Manager Partnerships and Community Engagement will meet with the parent/guardian and child/young person prior to the child/young person's return to discuss how to successfully integrate the child/young person back into the program. This could include developing a behaviour support plan.

## Exclusions

Jabiru Communities will permanently exclude a child or young person if the same behaviour continues upon return. An exclusion must be approved by the Chief Executive Officer and notified to the parent or guardian in writing. Where possible, Jabiru will refer the child, young person or other community member to another appropriate service.

While it is expected that the exclusion is permanent, there may on rare occasions be circumstances under which a child/young person who has been excluded may be allowed to attend again. This will require the approval of the Senior Coordinator, the General Manager Partnerships and Community Engagement and the Chief Executive Officer.

## Physical danger to child, young person or others

The Senior Coordinator will contact the parent/guardian of a child or young person immediately if a child or young person's behaviour causes or may reasonably cause physical danger to other children, Jabiru Communities Team Members or the child or young person themselves.

Jabiru Communities Team Members will request that the parent/guardian collect the child immediately. The child will be excluded from the program effective immediately.

The Senior Coordinator and General Manager Partnerships and Community Engagement will agree on the term of exclusion including allowing the child/young person to return the next day.

## Guidelines for Jabiru School Age Care

*All Jabiru staff are expected to follow the good practice guidelines below consistent with Regulations 155 and 156.*

*See also Good Practice Guideline: Do I Give Time Away or Suspension?*

## Suspension

There are two circumstances in which a child will be suspended from Jabiru:

- **When the child has done something at Jabiru School Age Care which is unacceptable in their school community**, they will be suspended from Jabiru for the same amount of time the school would have given them, OR
- **When they have been suspended from school**, they cannot attend Jabiru until after they have returned to school.

Suspensions must be notified in writing as soon as practicable and within 24 hours:

- Suspensions of 1-2 days may be issued by the Nominated Supervisor/Responsible Person in Charge
- Suspensions of 3 or more days may be issued by the Senior Manager Practice and Programs.

## Suspension from Jabiru as a consequence for behaviour at Jabiru which is unacceptable in the school community

Jabiru School Age Care will suspend a child in the same circumstances and under the same criteria as the school they are attending.

Each service has a separate Good Practice Guideline describing the school's expectations, and how they apply at Jabiru School Age Care.

If the child's action or behaviour would have meant a suspension from school, Jabiru School Age Care will impose the same period of suspension as the school.

### Child suspended from school

A child who is suspended from school cannot attend Jabiru School Age Care until after they have successfully completed a full day of school, on their return to school following that suspension.

If their suspension coincides with school holidays, they cannot attend Jabiru School Age Care until after they have successfully completed a full day of school in the following school term.

### Communicating the decision to the child and their parents

Decisions are to be communicated in a clear and timely way.

For a suspension of 1-2 days the Nominated Supervisor/Responsible Person in Charge will verbally inform the parent or guardian and follow up with written notification as soon as practicable and within 24 hours.

For a suspension of 3 days or more the Nominated Supervisor/Responsible Person in Charge will provide a written recommendation to the Senior Manager, Program and Practice as soon as practicable and within 24 hours. They will verbally inform the parent or guardian that they have made that recommendation. The Senior Manager, Program and Practice will follow up with written notification as soon as practicable and within 24 hours.

### Re-entry conversation after suspension

Suspensions are always temporary.

The Nominated Supervisor/Responsible Person in Charge will conduct a re-entry conversation with the parent or guardian to support the child's successful return to Jabiru School Age Care as soon as practicable following the commencement of the suspension.

This conversation will follow Jabiru's Good Practice Guidelines.

It will be outside of contact hours to enable the Nominated Supervisor/Responsible Person in Charge to provide their full attention to the conversation. If the suspension was for 3 or more days or it was a third or subsequent suspension of 1-2 days, the Nominated Supervisor/Responsible Person in Charge may request that the Senior Manager Program and Practice attend the re-entry conversation.

### Exclusion

If the child's action or behaviour would have meant exclusion from the school, Jabiru School Age Care will also exclude the child from attending the service. This may be for a one-off incident or repeated behaviour.

A child may be excluded from Jabiru School Age Care if, in the reasonable opinion of the Nominated Supervisor/ Responsible Person in Charge, the Senior Manager Program and Practice and the Chief Executive Officer a child has done something that warrants exclusion consistent with the expectations of the school community.

Jabiru's School Age Care's expectation is that exclusion is permanent, but acknowledges that there may on rare occasions be circumstances under which a child who has been excluded may be allowed to attend again. This will require the approval of the Nominated Supervisor/ Responsible Person in Charge, the Senior Manager Program and Practice and the Chief Executive Officer.

Exclusions may be issued by the Senior Manager Program and Practice following approval by the Chief Executive Officer. Notice to the parent or guardian must be given in writing.

## Cancellation of Enrolment

**'Cancellation of Enrolment':** Jabiru management concludes that Jabiru is not an environment that is going to be able to meet a child's needs.

Sometimes it is clear from a pattern of behaviour that Jabiru is not a setting in which a child's ongoing needs are going to be met consistently. Fortunately, this is very rare.

When it does happen, we will engage the parent/guardian in a process in which we all confront that reality. Following a process of careful consideration in which we have tried our best to meet the child's needs, including the Senior Manager or their nominee meeting with the parents, the Senior Manager and the Chief Executive Officer may make a decision to cancel a child's enrolment.

The process for Exclusion will be followed for Cancellation of Enrolment.

## Jabiru Practice Framework (Jabiru's unique shared practice framework)

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## Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *HSQF Area: Standard 2 Service Access, Standard 3 Responding to Individual Need, Standard 4 Safety, Wellbeing and Rights, Standard 5 Feedback, Complaints and Appeals*
- *NQS Area: 2.1.1; 2.3.2; 4.2.1; 5.2.2, 5.2.3; 6.1.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.*
- *Education and Care Services National Law Act 2010 and Regulations 2011*
- *'My Time, Our Place' Framework for School Age Care*
- *Duty of Care*

## Other Internal Documents and Policies

- *Policies: B-SAFE-2 – Respect for Children and Young People, B-SAFE-3 – Promoting Protective Behaviours, B-SAFE-7 – Responding to Physically, Sexually, Emotionally and Verbally Abusive Incidents, O-ACC-3 – Communication with Families, O-MGMT-6 – Complaints Handling, O-SAFE-4 – Behaviour Guidance, JSAC-PRAC-6 – Observational Recordings.*
- *Forms/Templates: Good Practice Guide: Do I Give Time Away or Suspension.*

## Document Control

Policy Number	O-SAFE-5	Document Title	Suspension and Exclusion Policy	
Policy Owner	Chief Executive Officer	Approved By (Date)	Chief Executive Officer (August 2019)	
Last Review Date	August 2019	Next Review Date:	August 2020	