



Exclusion Policy

August 2023

(To be reviewed August 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Aim:

SupaJam works tirelessly to support every student. However, there will be the rare occasion that all support strategies have been exhausted and/or we do not believe that we are able to safeguard an individual or other students around them. In this instance, the student will face permanent exclusion.

As way of example, behaviour that may lead to permanent exclusion within SupaJam

- Making homophobic or other hate comments based on sexuality
- Making racist comments or other hate against race, religion or culture
- Consuming alcohol on the premises
- Physical aggression or assault
- Theft
- Known possession of drugs
- Known drug dealing
- Known use of drugs
- Bringing in a weapon
- Bullying and/or harassment
- Inappropriate IT use

****Note this is not an exhaustive list.**

The Exclusion Process

1. There will be communication with the parent/guardian during any investigation process. During this time, the parent/guardian will be made aware that the student's place is at risk, and, with as much detail as is appropriate, why. The Base Leader (base specific) will also have notified the Local Authority (SEN team) via email that the student's place is at risk, as well as the student's social worker (if applicable).
2. In the decision that a student is going to be excluded, the Base Leader will contact the student's parent or guardian and ask them to attend a meeting within the base. This will allow the Base Leader to explain the situation and the reasons why we can no longer support a student. Depending on the circumstances, we may or may not suggest the student attends the meeting: sometimes it may not be appropriate or safe to have a student back in the building.
3. Following the meeting, the Base Leader will confirm the exclusion of the student in writing within 3 working days of the meeting.
4. The Base Leader will confirm with the Local Authority (SEN team) via email that a student has been excluded and the reason for the exclusion.

The Appeal Process

Should you wish to appeal SupaJam's decision to exclude a student, you will need to write to the Centre Manager within five working days of being notified of the decision in writing.

1. Either email or send in writing your reasons for appealing the decision.
2. The Base Leader will confirm receipt of your appeal and will forward the appeal to a member of the Senior Leadership Team (SLT) or one of the CEOs of SupaJam: wherever possible, someone who was not involved in the investigation.
3. The member of SLT or CEO will review the decision and will decide whether or not to uphold the appeal. They will respond to the parent/guardian within 10 working days and this decision will be final.

Support and Transition

SupaJam recognises the significant impact that an exclusion will have on a student, and will discuss a support and transition plan with the student and parent/guardian when the decision to exclude has been made.

The process of excluding a student - for the Base Leader

1. In the case of a serious incident, it may be appropriate to send a student home whilst you conduct an investigation. At this point, you must ensure the student can continue with their education. This will be labelled 'home schooling'.
2. Establish that it is safe for the student to go home and how they will get there. You may wish to discuss this plan of action with the DSL and the Director of Safeguarding.
3. Establish how long the student is being home schooled for with the student and their parents/guardians. You will need to do this face to face with the student wherever possible, and over the phone to parents/guardians. If you are unable to contact them via phone, ensure you send an email within the same day.
4. Inform the student's teacher and establish a plan of work with them. They should make contact with the student within 24 hours to set up their home schooling schedule and maintain contact with the student throughout the investigation. This will ensure the student does not fall behind in their education, or feel isolated. The teacher should also share the plan with the parent/guardian.
5. The DSL or the Deputy DSL will conduct a wellbeing check-in during the period of home schooling.
6. In the case of a serious incident the DSL should be aware of the nature of the incident and; if they have not already done so, they should be referring the student to external provisions to support them i.e. PREVENT, CAMHS etc.
7. Inform the administration team and make both them and the teacher aware of the correct register code to use moving forward.
8. Conduct the investigation as quickly as possible: a reasonable amount of time would normally be one working week, with a maximum of two (10 days).
9. Complete a report of the investigation, clarifying: time, date, incident, who was involved, who is investigating the incident, any conversations or interviews held and conclusions of your findings.
10. Should the conclusion of the investigation find that the student is not safe to return to SupaJam, communicate this to either the Director of Safeguarding, the Director of SEN or the Director of Education and Innovation.
11. SLT will make the final decision as to whether the student will be excluded and will inform you of this decision. If they disagree with your findings, they will tell you why and have an open conversation with you around your findings. Together you will draw a conclusion around the student as well as a plan moving forward.
12. Inform the relevant staff of the outcome of this decision. If not excluded, the student will need a return to SupaJam plan and you will have agreed a safety plan with SLT that will need to be communicated appropriately with staff. If excluded, you will need to make the following

people aware that this is sadly the outcome: the student's teacher, the Director of SEN (to notify the Local Authority), the admin team (for the registers), the Vocational Coordinator for the base (who will notify the awarding bodies and change their registration if necessary), and the Careers and Transition Manager.

13. Agree a plan of support that SupaJam can offer the student with the Careers and Transition Manager. It is recommended that they receive a wellbeing check after they have heard the decision, and that they meet as regularly as possible with the C&T team in order to find them an alternative provision.
14. Arrange for a face to face meeting with the student's parents. Decide whether it is safe/ appropriate for the student to attend the meeting and make the parents aware.
15. When attending the meeting, ensure that reasonable adjustments have been made to any documentation or the environment of the room in order according to the students SEN (if applicable). Explain that to the student that they are being excluded, the reason why and the next steps: the SEN team will arrange an immediate annual review (if applicable) with the local Authority whilst the Careers and Transition team will take over the support plan.
16. Work with the teacher to create a communication plan that informs the student's classmates of their exclusion and possibly the rest of the student body: there may be times when all students need to be brought together for this message so that they understand the consequences of not following our policies. Where possible however, do not make an example of an excluded student.
17. Let the staff know about the student's exclusion and if appropriate, why they have been excluded.