



# Exclusions and suspensions Policy

May 2025

boomsatsuma Education Ltd

## 1. Introduction

Boomsatsuma is committed to creating a learning environment where all learners and staff feel **safe, supported and respected**.

The college has high expectations of behaviour and conduct. Where serious incidents occur, Boomsatsuma may use **suspension** or **exclusion** as a last resort to:

- protect learners, staff, and visitors
- maintain a safe learning environment
- uphold our values and standards

Boomsatsuma will always aim to resolve concerns through early intervention, support, and behaviour improvement strategies wherever possible.

This policy should be read alongside the Boomsatsuma:

- Behaviour Policy / Code of Conduct
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Equality and Diversity Policy

This policy is informed by key guidance including **Keeping Children Safe in Education (latest DfE guidance)** and national guidance relating to suspensions and exclusions.

## 2. Scope

This policy applies to all **Post-16 learners** studying at Boomsatsuma, including on:

- college sites
- trips and off-site learning activities
- college transport (where applicable)
- online learning spaces and behaviour related to college life
- online behaviour outside college where it impacts safety/wellbeing

### 3. Definitions

#### Suspension

A suspension is a temporary removal from the college site and/or learning activities for a set period. Suspensions may be:

- **Fixed-term** (for a defined number of days)
- **Internal** (attending college but removed from normal timetable/activities, where appropriate)

#### Exclusion

An exclusion is a more serious sanction and may result in:

- a longer removal from learning and site access, or
- **permanent removal from the college programme** (permanent exclusion), where appropriate

Suspension and exclusion are serious measures and will only be used where necessary and proportionate.

### 4. Our principles

Boomsatsuma will ensure suspension/exclusion decisions are:

- **fair, consistent and proportionate**
- in line with **safeguarding duties**
- compliant with the **Equality Act 2010**
- sensitive to learner needs (including SEND, mental health, and vulnerable learners)

Boomsatsuma recognises that exclusion/suspension can increase risk for young people and

will ensure pastoral and safeguarding considerations are central to all decision-making.

## 5. Reasons for suspension or exclusion

Suspension or exclusion may be considered for serious or repeated incidents, including but not limited to:

### **Serious behaviour incidents**

- physical violence or threats of violence
- harassment or discriminatory abuse (racist/homophobic/transphobic/sexist etc.)
- bullying (including persistent behaviour or harmful online behaviour)
- sexual harassment or sexual violence
- serious disruption to learning or the safety of others
- intentional damage to property

### **Safety concerns**

- possession of a weapon or dangerous item
- drug/alcohol-related incidents (including supply)
- serious safeguarding concerns, including risks posed to others

### **Serious breaches of Boomsatsuma values/standards**

- behaviour bringing the college into serious disrepute
- serious misconduct on trips, visits or work placements

## 6. Early intervention and alternatives

Boomsatsuma will try to avoid suspension/exclusion where possible by using appropriate interventions, such as:

- behaviour support plans
- restorative meetings
- mentoring/pastoral support
- mediation (where safe and appropriate)
- timetable adjustments or additional supervision
- referrals for wellbeing or safeguarding support

However, where the risk is significant or the behaviour is severe, suspension or exclusion

may still be necessary.

## 7. Decision-making

The decision to suspend or exclude a learner will be made by the **Principal** (or authorised senior leader) based on:

- investigation outcomes
- witness statements / staff reports
- safeguarding information
- the seriousness and impact of the incident
- whether the behaviour is repeated
- the needs and vulnerabilities of all learners involved

Boomsatsuma will ensure decisions are not influenced by any protected characteristic.

## 8. Investigations

Where concerns are raised, Boomsatsuma will:

- listen carefully to all parties
- gather relevant information
- apply appropriate safeguarding processes
- consider whether external agencies should be involved (e.g. police, social care)

Where safeguarding is involved, safeguarding processes take priority and may affect how information is shared.

## 9. Communication with parents/carers

For learners under 18, Boomsatsuma will normally inform parents/carers when:

- a suspension is issued
- an exclusion is being considered or issued
- safeguarding concerns are present

Where learners are over 18, parental involvement will depend on consent unless there is a safeguarding/legal reason.

## 10. What happens during a suspension?

During suspension:

- the learner must not attend college site or college activities (unless stated otherwise)
- site access may be restricted for safeguarding reasons
- reintegration will be planned before return

Where appropriate and practical, Boomsatsuma will support the learner to keep up with learning and work missed.

## 11. Reintegration following suspension

After suspension, the college will aim to support reintegration through:

- a return meeting with the learner (and parents/carers where appropriate)
- agreement of expectations and support strategies
- a behaviour agreement if needed
- increased monitoring or pastoral support

## 12. Permanent exclusion (removal from programme)

Permanent exclusion is a last resort and may be used when:

- behaviour has created serious risk to others
- there is repeated serious misconduct despite interventions
- continued attendance would undermine safety or college standards

A permanent exclusion decision will always involve:

- senior leadership review
- safeguarding consideration
- clear documentation of rationale and evidence

Boomsatsuma will support the learner (and parent/carer if appropriate) with information about next steps and alternative provision routes where relevant.

## 13. Equality, SEND and vulnerability considerations

Boomsatsuma recognises that some learners may have:

- SEND / neurodiversity
- mental health needs
- trauma-related needs
- vulnerabilities due to home circumstances

These will be considered at all stages. However, vulnerabilities do not remove accountability for serious unsafe behaviour.

## 14. Recording and monitoring

All suspensions/exclusions will be:

- recorded in college systems appropriately
- logged in safeguarding/behaviour records where relevant
- monitored for patterns, trends and fairness

## 15. Complaints and review process

Learners and families can raise concerns about decisions through Boomsatsuma's complaints process.

Boomsatsuma may review suspension/exclusion decisions where there is evidence of:

- procedural error
- unfairness or discrimination
- significant new information

## 16. Policy review

This policy will be reviewed regularly to ensure it remains:

- legally compliant
- aligned with safeguarding guidance and best practice

- consistent with Boomsatsuma's values

## **Approval**

Approved by; David Thorpe

Date; May 2025

Role; Designated Safeguarding Lead (DSL)

Review date; May 2026