

## Fixed Term Exclusion Protocol

Nature of incident	Maximum Possible Duration of Fixed Term Exclusion
Swearing/Abusing Staff (Minor)	1 day Exclusion
Threatening/Swearing/Abusing Staff (Serious)	5 day Exclusion, DS
Physically confronting/challenging staff	5 day Exclusion, DS
Theft/Hitting/Kicking/Damaging Footsteps Property	5 day Exclusion, DS
Smoking on site	1, 2, 3 day Exclusion DS
Attending under the influence of narcotics	1, 2, 3 day Exclusion DS
Bullying	5 day Exclusion DS
Physical altercation (Mild)	2 day Exclusion
Physical altercation (Serious)	5 day Exclusion DS
Ongoing disruption in lesson	1 day Exclusion
Sent out of 2 lessons in 1 day	Same Day Exclusion
Continuous disruption and/or non-compliance	3 day Exclusion DS
Sent out of assessments twice in one day	Same day Exclusion
Sent out 3 times in 2 days	Same day Exclusion
Non-compliance – refusal to remove hoodie, go to lesson, refusal to complete work	Same day exclusion

Footsteps looks to avoid excluding student wherever possible. Exclusion is our last resort. Where we can, we will always look to avoid excluding students.

Minor EG. Minor disruption. Poor behaviour. Walking out of a lesson and telling a teacher to “F off” OR grappling with a peer in play, but no hitting.

Serious EG. Repeated incidents of poor conduct/behaviour. Continuous bad behaviour or disruption. Verbally threatening a staff member or physically intimidating a staff member. Swearing directly at a teacher, calling a teacher “B\*tch” “F\*ck off you dumb b\*tch, what you gonna do” OR assaulting a peer.

All exclusions are to be followed with further disciplinary action including weekly report cards, parent meetings and behaviour reports. Based on the Fixed Term Exclusion Guidelines above, Academy Leaders must determine the need for an exclusion and then notify the Principal, who must make the final decision as to whether an exclusion is appropriate. This decision may be made in conversation with the Academy Leader, or may be made following information gathering via statements, incident reports etc. and further discussions about the incident.

*Please note: The above are guidelines and every incident is treated individually. However, if protocols are not followed questions will be asked and there must be obvious and justifiable reason why that is the case. Disciplinary responses may be subject to change depending on circumstances, mitigating factors, repeated incidents, and the nature, risks and severity of the incident at the time and also looking at the consequences, and potential outcomes of the disciplinary response.*

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Where appropriate, exclusion packs are issued to excluded students to ensure academic curriculum work is available to be completed at home. This is emailed out (or posted if need be) on a daily basis, to be returned for marking.

This guide is not a complete list of exclusion warranting incidents, behaviour and activities. The noted sanctions at the top of the page are for guidance and Footsteps will always seek to avoid exclusions. It is an ever growing and developing document and will be improved and updated on a very regular basis, as required.

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