



# GLEN URQUHART CHILDCARE

Scottish Charitable Incorporated Organisation SC024692

## **EXCLUSION – OUT OF SCHOOL**

### **Purpose**

This policy aims to ensure the safety and well-being of all participants using our Glen Urquhart out of school club (GOOSC).

### **Violent or Threatening Behaviour**

Any child who engages in violent or threatening behaviour towards other children, staff or property will be subject to immediate exclusion from the club.

### **Procedure:**

- Upon witnessing or receiving reports of violent or threatening behaviour, staff members will intervene to ensure the safety of all individuals involved.
- The child in question will be asked to leave the activity and go to the quiet room with two members of staff, for further de-escalation.
- Should the child move to the quiet room of their own accord, staff should ask all other children to move to another room.
- The Parent or guardian will be contacted immediately to inform them of the incident and agree on suitable next steps.
- A meeting will be scheduled with the Child's parents or guardians to discuss the incident and potential next steps, which may include the possibility of reintegration to the club.
- The decision to revoke or reinstate the child's participation in the club will be made by the Management, taking into consideration the severity of the behaviour and the safety of other children and staff.

## **Immediate Revocation of Services**

Services may be revoked without notice if the Child's behaviour poses an immediate risk to the safety of others. This decision will be made at the discretion of the Manager and will be communicated promptly to the child's parents or guardians, within a reasonable timeframe.

## **Confidentiality**

All incidents and decisions regarding exclusions will be treated with the utmost confidentiality, with information shared with individuals directly involved in the process.

## **Review**

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant regulations and guidelines.

Reviewed by: Sian Tembo (Manager)  
Date last reviewed: January 2026  
Date of next review: September 2027

