**2.4 Head Teacher’s Checklist**

It is important to give consideration to the following questions before deciding to exclude for any period of time.

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| --- | --- | --- |
|  | YES | NO |
| Did the pupil’s behaviour directly result in the incident? |  |  |
| Was the behaviour significantly out of line with the school’s behaviour policy? |  |  |
| Does the pupil’s presence seriously harm the education/welfare of pupils/others? |  |  |
| Is this as a last resort following a wide range of other strategies that have been unsuccessful?  Or  Is this a serious first or ‘one off’ incident? |  |  |
| Is exclusion the appropriate response?  Factors to consider:   * Exclusion has not been considered in the heat of the moment? * Has a thorough exploration of circumstances been carried out? * Has the situation been considered in light of policies and discrimination? * Has the pupil’s perspective and account of events been encouraged / heard / recorded? * Are there any mitigating circumstances or any provocation relevant (bullying, harassment etc)? |  |  |
| Has this pupil had multiple exclusions and if so have they proved an effective intervention? |  |  |
| Has there been involvement from Education Inclusion Officer (Secondary) / SEND Services (Primary)? |  |  |
| Has a Pastoral Support Plan been implemented? |  |  |
| Have alternatives to exclusion been considered (e.g. restorative approach, mediation, internal exclusion, alternative provision, managed move)? |  |  |
| Standards of proof:  On the balance of probabilities, did the pupil do it? |  |  |
| **Special Considerations (SEN/Disability/Vulnerable Groups)** |  |  |
| Has the pupil been treated less favourably?  Have reasonable adjustments been made for this pupil?  Has your school reviewed policies, practices and procedures? |  |  |
| Does this pupil have Special Educational Needs / Disabilities?  Have issues of SEN or a disability been taken into account and reasonable adjustments put in place? (Equality Act 2010) |  |  |
| Does this pupil have an EHCP? If so, have you contacted the SAT Casework Officer?  Has an emergency annual review been called? |  |  |
| Is this pupil a (LAC) looked after child? If so, have you contacted the social worker and Virtual School to discuss? |  |  |
| Safeguarding:  If this pupil is subject to a Safeguarding or a Child in Need Plan?  Have you spoken to the Social Worker? |  |  |
| Is there an Early Help Assessment (EHA) for this young person?  Is the EH District Team or SEND Services involved? |  |  |
| Where the family’s first language is not English – Have you taken steps to ensure that the process is fully understood? |  |  |
| **Appropriate length of exclusion considered?**  **Is this for the shortest possible time?** |  |  |