



Beaumont College

Formal Suspension and Exclusion Policy and Procedure

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Angela Johnson September 2024
Delegated Reviewer	Julia Park 24 02 25
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Introduction

Beaumont College is a Specialist Post-16 Further Education College. As a designated Section 41 setting, the College is well resourced and equipped to provide a capable and supportive environment for learners.

Robust processes support a full, detailed multi-disciplinary pre-entry assessment process, which determines through an evaluative evidence-based process if the college can meet a pre-entry applicant's needs. This process takes staff skills, expertise, and experience and learner compatibility into account.

Despite the detailed, person centred, individualised approach to entry to the college, there are exceptional, unique and unplanned circumstances that can and do on occasion require the college to undertake an investigation following a serious incident.

College Culture and Safeguarding Learners and Other Site Users

Positive transition planning, with support, enables learners to begin their college life positively. Staffing levels and ratios of support take individuals and others into





account. Responses and strategies for known events and antecedents to escalations in anxiety, distress, and behaviours of concern are captured and recorded in Positive Behaviour Plans. After each incident, records on Nourish are reviewed to establish if protocols were followed and the support was appropriate. Where the data informs changes to plans, plans are updated and those working with and around the student are supported to deliver on that plan.

See also the Positive Behaviour Policy (pending)

Unexpected Serious Incidents that result in harm to others

Very occasionally, a student can experience an unexpected response to a set of circumstances. If and where this results in harm or injury to others, the College will follow the following steps:

- Determine if it is in the best interests of the student to remain on site; and where it is not, arrange collection with parents/carers
- Appoint an Investigating Officer to undertake an initial review of antecedents and the response to the incident.
- Remain in contact with parents and carers, undertake welfare checks of the student, contact named stakeholders such as Local Authority (education and social workers) and where appropriate CHCs.
- Evaluate the evidence collected to determine if the student can safely return to study, or whether a period of Formal Suspension is necessary to review if their needs can be met, using the lessons learned from the findings of the incident
- The decision to suspend a student can only be made by the College Principal or National Director of Education.
- Stakeholders should be reassured that a period of suspension does not imply a decision, but does take the evidence relating to the incident and the safety of other site users into account
- The period of suspension starts on the date of the letter confirming that decision and consistent with government guidance can last up to 45 days
- During this period of time, a designated named contact known to the student and their parent or carer, will maintain contact on a weekly term time basis.
- If it is practicable and appropriate, the college can agree with the student and/or their parent carer, any college related learning activities that can be undertaken remotely
- The College operates a Duty of Candour and is committed to being open, honest and transparent





Formal Investigation

During the period of Formal Suspension, the Investigating Officer will undertake a full investigation and produce a report of the serious incident. The Report is intended to provide a factual and objective overview to establish the facts, including what led up to the incident (at home, college and otherwise), the incident itself, and the response of College’s staff to the incident.

The summary will make clear what went well, what could have been approached differently and any lessons that can be learned.

Possible Outcomes

Following the conclusion of the Formal Investigation, the College would identify the best Outcome from one of the following three options

- No further action and a date to return to study will be agreed
- A review of provision – can the college offer alternative provision safely and effectively, what would this look like and would commissioners consider this a suitable alternative
- Permanent exclusion as the college cannot offer alternative provision and ensure the safety of all site users.

[School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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V1.0	24 02 25	Final	

