



# Exclusion Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche is committed to inclusion and will always seek to resolve concerns before considering exclusion. Exclusion is an absolute last resort and is only considered when all other strategies have been exhausted and there is a genuine risk to the safety of the child, other children, or staff.

This policy complies with the Children Act 1989 and 2004, the Equality Act 2010, the Child Minding and Day Care (Wales) Regulations 2010, the National Minimum Standards for Regulated Childcare (2016), and the Additional Learning Needs and Education Tribunal (Wales) Act 2018. CIW expects all exclusions to be fair, proportionate, and documented.

## 2. Circumstances That May Lead to Exclusion

Exclusion would only be considered in the following exceptional circumstances:

- Persistent, aggressive behaviour that poses a serious risk to the safety of other children or staff, despite all reasonable support strategies being implemented
- A child requiring a level of 1:1 support that the nursery cannot safely provide, even with reasonable adjustments
- Persistent non-payment of fees (see our separate fee payment terms)
- Persistent and seriously disruptive parental behaviour that threatens the welfare of children or staff

Exclusion will **never** be used as a response to behaviour that is related to a child's disability or additional learning need without first exploring all available support and reasonable adjustments.

## 3. Process Before Exclusion

Before any exclusion is considered, the following steps will have been taken:

1. **Early intervention:** Concerns identified and discussed with parents at the earliest opportunity
2. **Support plan:** An individual support plan is developed in partnership with parents and, where appropriate, external professionals (health visitor, educational psychologist, speech and language therapist)
3. **Reasonable adjustments:** All practicable adjustments to the environment, routines, staffing, and activities have been made

4. **External advice:** Advice has been sought from relevant agencies (e.g., local authority ALN team, SNAP Cymru, Flying Start)
5. **Review meetings:** Regular review meetings with parents have taken place to assess progress and explore further options
6. **Nursery Manager review:** The Nursery Manager has completed a formal review of all interventions and their outcomes

## 4. Decision to Exclude

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- The decision to exclude is made by the Responsible Individual (Samantha Rennison) in consultation with the Nursery Manager
- The decision is communicated to parents in a face-to-face meeting, followed by a written confirmation letter
- The letter sets out the reasons for exclusion, the steps taken to avoid it, and the parents' right to make representations
- Parents have the right to respond in writing within 10 working days
- CIW is notified of all exclusions

## 5. Types of Exclusion

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TYPE	DESCRIPTION
Temporary exclusion	A short fixed period (e.g., 1–5 days) to allow strategies to be put in place or assessments to be completed. A return meeting is held with parents before the child returns.
Permanent exclusion	The child's place is permanently withdrawn. This is only used when all other options have been exhausted. The nursery assists the family in finding alternative provision.

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## 6. Equality & Anti-Discrimination

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- No child is excluded on the basis of any protected characteristic
- Decisions are always made with reference to the Equality Act 2010 and the ALN & Education Tribunal (Wales) Act 2018
- Reasonable adjustments are a legal obligation and are fully explored before exclusion is considered

## 7. Record-Keeping

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- All steps taken prior to exclusion are fully documented
- The exclusion decision, reasons, and correspondence are stored securely in line with our Data Protection Policy

## 8. Related Policies

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- Inclusion & Equity Policy
- Additional Learning Needs Policy
- Behaviour Management Policy

- Concerns & Complaints Policy

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