



## EXCLUSION POLICY – Appendix 14

### **The purpose and scope of this policy statement**

Munchkin Sports works with children and families as part of its activities. These include: rugby, football and multi-sport weekend classes; after school clubs; PPA lessons; after-school WAC provision; birthday parties and activity holiday camps.

The purpose of this policy statement is:

- To ensure the correct process has been followed if it is deemed necessary to exclude a child.
- To ensure that no exclusion will be initiated without first attempting other strategies, or in the case of a serious incident, a proper investigation.

This policy statement applies to anyone working on behalf of Munchkin Sports, including directors, paid staff, volunteers and students.

### **We aim to:**

Include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never “give up” easily on a child.

### **Reasons for exclusion:**

- Serious breach of Munchkin rules and policies
- Serious risk of harm to the education or welfare of other children in the group.

Any exclusion will be at the decision of the Managing Director and Head of the School (if applicable)

### Types of exclusion:

- Temporary/fixed-term exclusion: where a child must not attend a class for a fixed amount of time.
- Permanent exclusion: where a child is permanently excluded from class and will not be allowed to return.

### Reasons for exclusion:

A decision to exclude a child is seen as a last resort by Munchkin Sports. The physical and emotional health of our children and staff is our primary concern, and we therefore accept that in some serious situations, exclusion may be necessary if all other strategies have been exhausted.

The decision to exclude will be in response to a very serious breach of company rules and policies such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Persistent bullying
- Persistent prejudice-based harassment or hatred-based acts

Exclusion may be the result of persistently poor behaviour or a serious single incident.



Prior to exclusion for persistently poor behaviour:

- The child must have received one verbal warning, with the parents informed of this verbal warning, and it is documented in their file that this warning was given. Coaches will continue to communicate with parents on a regular basis following a verbal warning to monitor the behaviour.
- One written warning, which is sent home to the parents (final warning).
- On the next incident, the child would be excluded.

#### Decision to exclude:

If the decision is taken to exclude a pupil, we will:

- Ensure that there is sufficient recorded evidence to support the decision.
- Explain the decision to the pupil.
- Contact the parents, explain the decision and ask that the child be collected.
- Send a letter to the parents confirming the reasons for the exclusion.

#### Re-integration

After a fixed-term exclusion, the pupil and parent will be requested to attend a re-integration meeting with the Head Coach. At this meeting, the behaviour leading to exclusion will be discussed and targets will be set for improvement. Support around behaviour will also be discussed. The meeting will be recorded, and a copy sent to the parent, child and school.

#### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures including:

- Anti-bullying policy and procedures
- Inclusion policy
- Behaviour management policy

#### **Contact details**

##### *Operations Director*

Name: Katie Lewty

Phone: 020 8658 3777

Email: Katie@munchkinsports.com

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05 January 2026

Signed:

Name: Katie Lewty

Position: Operations Director