

## Appendix 1

### Headteacher's Checklist

Any decision to exclude a pupil must be:

- In response to serious breach of the school's behaviour policy and
- If allowing the learner to remain in school would seriously harm the education or welfare of the learner or others in the school.

In making a decision to exclude a pupil, the Headteacher must be able to demonstrate that the exclusion has been carefully considered and is being used as a last resort. The checklist below is designed to assist head teachers in these deliberations.

<b>The circumstances of the case</b>	<b>Yes</b>	<b>No</b>
Has there been a serious breach or breaches of the school behaviour policy?		
Does the pupil's presence seriously harm or threaten to harm the education/welfare of pupils/others?		
Is exclusion a last resort following a wide range of other strategies that have been unsuccessful? Is this a serious 'one off' offence?		
Is exclusion the appropriate response? Factors to consider: <ul style="list-style-type: none"> <li>• Has a thorough investigation been carried out?</li> <li>• Has the pupil's version of events been sought / encouraged / recorded?</li> <li>• Has the evidence been considered in the light of school policies and possible discrimination?</li> <li>• Are there any mitigating circumstances or any provocation which may be relevant (bullying, harassment etc.)?</li> </ul>		
Has a pastoral support programme been used?		
Is this pupil at school action or school action plus? and if so; Has the possibility of additional support from the LA been explored?		
Have alternatives to exclusion been considered (e.g. restorative approach, mediation, internal exclusion)?		
Standard of proof – "on the balance of probabilities" is it more probable than not that the pupil did what he/she is alleged to have done?		
<b>Special considerations</b>	<b>Yes</b>	<b>No</b>
<b>SEN</b> Does this pupil have a statement of special educational needs? Has the SEN team been contacted? Has an emergency review been arranged?		
<b>LAC</b> Is this pupil looked after? Has the LAC Co-ordinator been contacted?		
<b>SAFEGUARDING</b> Is this pupil subject to a child protection or a child in need plan? Has the social worker been contacted?		
Is there a JAFF for this pupil? What other agencies/services are involved?		
Have issues of SEN or disability been taken into account and reasonable adjustments put in place?		