



## Internal Exclusion

**Hours:** Staff 8am – 4pm Students 9:10am – 3:05 pm

The activities of the day are flexible according to the manager's planning for the students in their care and will include reconciliations with staff but will revolve around the following non-negotiable points:

- 8am -850am – Staff to log onto computer and check emails. Staff then to collect and collate work for pupils. (This may mean contacting teachers).
- **9:10am** sign in at reception and wait to be taken by staff to IEX after transition.
- **9:15- 9:45 am** - Upon arrival to IEX hand over mobile phone and begin silent reading (30 minutes)
- Order lunch
- **9:45- 10:05** - *Why am I here* reflection sheet carried out at some point during the isolation period.
- Curriculum study in line with usual timetable or mentoring/group work
- **12.50-1** lunch brought to the IEX followed by 15 minute break within IEX
- Curriculum study in line with usual timetable or mentoring/group work
- **2.30-2.45** 15 minute break within IEX
- Curriculum study in line with usual timetable or mentoring/group work
- **3:10 Bring to DT or walk to gate.**

**Staffing:** Staff are to work with students 1-1 or in groups to break down how the negative behaviour occurs and to increase a sense of responsibility in the students. Staff to ensure they are consistently circulating the room so that all pupils remain on task.

**Capacity and setup:** The IEX can take up to four students pre-booked (with capacity for two more SLT approved students) who will start the Academy day at 9:10 in the morning. They will carry out normal learning with work provided by their teachers, have breaks at a different time from the main Academy community and eat lunch in Internal Exclusion. They will continue their Academy day through until 3.05pm.

If students do not get it right in Internal Exclusion their time in Internal Exclusion will be increased or they will face an Alternative exclusion or Fixed Term.

**Referral process:** Students should be referred to the IEX by a YLM/YPL on the recommendation of SLT. This referral should take place before the end of Academy business the day before IEX is due to begin. YLM should contact home though if communication cannot be made students can still be placed in the IEX. SLT has the final decision of how many days the student should be isolated for which can be between 1 and 10 Academy days.



## Removal Room

Students will be placed into the Removal Room as a holding for the remainder of the removed lesson.

Roaming Team can place a student in the RR for the following reasons:

- Incorrect uniform (to be resolved before returning to normal lessons)
- Staff need to investigate a behaviour incident
- Refusing to hand electronics over
- Sustained or high level defiance
- Failed restorative

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Pupils to complete the following actions:

- *Why am I here* reflection sheet carried out
- Silent Reading
- Cooling off period
- Solution Focus Therapy
- Return to lessons at the end of period if pupil is ready which is assessed by the RR staff.
- **3:10 Bring to DT**

**Staffing:** Staff to work with de-escalating the pupil. Using solution focused therapy techniques.