

Paradis International College	Doc. Ref. :
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Exclusion Policy	

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	AUTHORS	APPROVED BY
Name	ALICE SERBAN Reviewed by Irina Pachita	ALBU OANA
Title	Teacher	Director of College

1. Introduction

- 1.1 This policy should be read in conjunction with the School's [Behaviour Policy](#), [Anti-Bullying Policy](#) and [Online Safety Policy](#). It will be used in cases of serious misconduct (of both a pupil and a parent) (including but not limited to criminal behaviour) which could lead to exclusion or required removal.
- 1.2 This policy is made available on the School's website. A paper copy is available from the School office on request.
- 1.3 For the purposes of this policy:
- **'Designated Safeguard Leads'** – refers to the officers responsible with the safety of the students on School premises
 - **'Online Safety Officer'** – refers to the dedicated staff in charge with the Online Safety Policy
 - **'Anti-Bullying Officer'** - refers to the DSL and DDL as mentioned in the Anti-Bullying Policy
 - **'Governing Body'** – refers to the active investors in the School

2. Serious Misconduct

- 2.1 Serious misconduct of a pupil likely to lead to the application of the procedure set out below is (but is not limited to) conduct of the following nature:
- supply/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco (whether or not on the School site);
 - theft, blackmail, physical violence, intimidation, racism or prejudice-based, discriminatory or persistent bullying (including cyber-bullying);
 - misconduct of a sexual nature;
 - supply or possession of pornography;
 - vandalism or computer hacking;
 - persistent attitudes or behaviour which are inconsistent with the School's ethos /
 - other serious misconduct which affects the welfare of a member or members of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.
- 2.2 Serious misconduct of a parent as a result of unreasonable parental behaviour and/or

conduct likely to lead to the application of the procedure set out below is (but is not limited to) conduct of the following nature:

- treating the School or a member of staff unreasonably;
- making a deliberately invented or malicious allegation about a member of staff or the reputation of the School;
- communicating with the School in person or in writing (directly or indirectly) in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive (on single or repeated episodes);
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community;
- behaving in a manner which brings (or is likely to bring) the School into disrepute (single or repeated episodes);
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a parent's child or other children's progress at the School; and
- behaving in a manner not in accordance with a parent's obligations under the School's Terms and Conditions of Contract.

3. Investigation Procedure

- 3.1 Complaints or allegations of serious misconduct should be referred to the Director of College. The Director of College will address the issue to the Ethics Committee to start the investigation.
- 3.2 Complaints or allegations of serious misconduct arising from online safety incidents should be referred to the School's Online Safety Officer and Designated Safeguarding Leads (DSL) who are senior members of staff from the Senior Leadership and School Management Team (SLMT) with lead responsibility for safeguarding and child protection. They may carry out the investigation themselves in accordance with the Behaviour Policy.
- 3.3 The School will inform the parents as soon as reasonably practicable that the pupil, or in the case of unreasonable parental behaviour, the parent, may face formal disciplinary action and the reason for it. The Designated Safeguard Leads/Online Safety Office/ Anti-Bullying Officer will inform the Director of College on the commencement of the investigation.
- 3.4 As part of the investigation the pupil may be questioned and the pupil's private space (such as locker or desk), belongings (such as a bag or pencil case within a locker) and outer clothing may be searched in appropriate circumstances and in accordance with the procedures set out in the School's Behaviour Policy.
- 3.5 If the allegation is of serious misconduct of a pupil, the pupil shall be entitled to be accompanied by another teacher who would act as 'friend' and support during the investigation and in particular during any investigatory interview. The pupil will be asked to make a written statement in relation to the complaint or allegation.

- 3.6 If the allegation is of serious misconduct of a parent as a result of unreasonable parental behaviour, the parent will be invited to a meeting with the Director of College.
- 3.7 During the investigation:
- the pupil may be suspended from attending the School and from engaging in any School activities. Suspension will also prohibit access to any part of the School site including Zoom classes in case of an online safety/cyber-bullying incident;
 - the parent may be required not to attend the School site or School events or to contact specific members of staff
- 3.8 On completion of the investigation, the person who has carried out the investigation (as appointed in 3.1 or 3.2 above), will prepare a written report on the investigation and advise the Director of College whether:
- **there is a case of serious misconduct which the pupil or parent should answer** (see 4 below); or
 - **the misconduct is less serious** and:
 - for a pupil, a disciplinary sanction other than exclusion or required removal is appropriate in which case the sanctions set out in the School's Behaviour Policy will apply, such sanction to be determined by the Director of College;
 - for a parent, a sanction other than the required removal of their child is appropriate in which case they will receive a sanction including a final written warning determined by the Director of College ;
 - **there is no case for the pupil or parent to answer.**
- 3.9 A copy of the investigation report including written statements and evidence will be provided to the pupil, and their parents, or in the case of unreasonable parental behaviour, to the parents. Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or allegation or which has been acquired during an investigation. Written statements and evidence provided may therefore have names or identifying details removed.

4. Disciplinary Meeting

- 4.1 In a case where it has been concluded that there is a case to answer, a disciplinary meeting will be convened **within seven (7) working days** of receipt of the report at which the Director of College will consider the complaint or allegation of serious misconduct and the findings of the investigation.
- 4.2 If the allegation is of serious misconduct of:
- a pupil, the pupil shall be entitled to attend with their parents but they shall not be

entitled to be legally represented. The pupil and the parents shall be given every opportunity to state the pupil's case.

- a parent, the parent shall be entitled to attend but they shall not be entitled to be legally represented. The parents shall be given every opportunity to state their case.
- 4.3 Notes of the meeting will be taken by the School and the pupil and parents will be provided with a copy after the meeting. In the case of alleged unreasonable parental behaviour, a copy will be provided to the parents.
- 4.4 The Director of College will consider all that is said at the meeting and, if they feel they then have all the information necessary to make a decision, decide whether the complaint or allegation of serious misconduct has been sufficiently proved and the disciplinary sanction they will impose. The Director of College will make their decision on the balance of probabilities.
- 4.5 If the Director of College finds that the pupil has committed an act of serious misconduct or persistent misconduct he may decide that the pupil shall be excluded.
- 4.6 If the Director of College decides that there are mitigating or extenuating circumstances or that the conduct in question is insufficiently serious to warrant exclusion they may decide on required removal and/or another disciplinary sanction as set out in the School's Behaviour Policy such as suspension for a fixed period or suspension from certain School activities and/or the imposition of a final warning.
- 4.7 If the Director of College finds that the parent has behaved or conducted themselves in a way that is unreasonable to constitute serious misconduct (under 2 above), they may decide to require the removal of the parent's child/children from the School.
- 4.8 If the Director of College decides that there are mitigating or extenuating circumstances or that the conduct of the parent in question is insufficiently serious to warrant required removal they may decide on another disciplinary sanction as set out in the School's Behaviour Policy, such as placing restrictions on the parent's access to School / School events, communications with the School and/or the imposition of a final warning.
- 4.9 The Director of College's decision shall be communicated to the pupil and the parents (or in the case of unreasonable parental behaviour, to the parents) within one (1) working day following the end of the disciplinary meeting. The Director of College will confirm their decision and the reasons for it in writing **within 3 working days** of the meeting.
- 4.10 In the case of the pupil's alleged misconduct, the pupil shall stay away from the School following the disciplinary meeting pending the outcome of the Director of College's decision and during any review procedure.

4.11 The decision to exclude the pupil or require a pupil's removal from the School will be effective immediately on its communication to the pupil and their parents, and the pupil will be removed from the School roll with immediate effect. Any appeal (under 5 below) will not alter this process pending the outcome of the appeal.

5. Right to Appeal

- 5.1 The pupil or parents may request a review of the decision to exclude or require the removal of a pupil in terms of 3 to 7 working days through a written appeal. The Appeal Committee will be composed of members of the Senior Management Team – other than the members involved in the exclusion decision – and Bogdan Balan, member of the Governing Body. The final decision will be issued and communicated within 7 working days.

6. Leaving Status

- 6.1 The leaving status of the pupil will be determined by the Director of College as part of his decision, as: excluded, required removal or withdrawn by parents. The Director of College will confirm such matters as:
- The form of reference which will be supplied for the pupil.
 - The entry which will be made on the School roll and the pupil's status as a leaver.
 - Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations.
 - The conditions (if any) under which the pupil may re-enter school premises in the future.