

School Suspension Policy

Introduction

Bateau Bay Before & After School Care (OOSH) is committed to providing a safe, inclusive, and respectful environment for all children, families, and educators. This policy explains how school suspensions are managed at OOSH to ensure children's safety, wellbeing, and continuity of care. It is guided by the My Time, Our Place Framework, the ECA Code of Ethics, the National Law, National Regulations, and the National Quality Standard 2025.

Purpose

The purpose of this policy is to ensure that when a child is suspended from school, the suspension also applies to attendance at OOSH. This alignment ensures that expectations for behaviour are consistent across school and OOSH, promotes accountability, and maintains a safe and respectful environment for all children.

Scope

This policy applies to all children enrolled at Bateau Bay OOSH, their families, and educators. It ensures that children's behaviour is supported appropriately while maintaining a safe and inclusive environment for all.

Policy Statement

Children who are suspended from their school are not permitted to attend Bateau Bay OOSH for the duration of the school suspension. Suspensions may include partial absences, single-day suspensions, or extended suspensions lasting up to two months. The Centre Director and Management Committee will assess any circumstances where a suspension may need to extend beyond the school-imposed period, taking into account the individual needs of the child and any potential risks.

Parents and guardians remain responsible for payment for any booked OOSH sessions during the suspension period, in line with standard payment procedures. This ensures the continuity of care agreements are maintained and the service can continue to operate effectively.

Notification

Parents and guardians must inform the Centre Director as soon as they are notified of a school suspension. The Centre Director may also liaise directly with the school to confirm suspension details. Families will receive formal notification that their child is not permitted to attend OOSH for the duration of the school suspension.

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Behaviour Support and Re-entry

Before a child returns to OOSH after a suspension, a re-entry meeting will be held involving the Centre Director, educators, parents or guardians, and the child. During this meeting, appropriate behaviour support strategies will be discussed and developed, tailored to the child's individual needs and circumstances.

Roles and Responsibilities

The Centre Director is responsible for ensuring that this policy is followed, communicating with families and schools, and managing re-entry procedures. Educators maintain a safe environment and support children with behaviour guidance strategies. Parents and guardians must notify the Centre Director of any school suspensions and participate in re-entry discussions when required. Children are expected to follow the behaviour expectations outlined by both the school and OOSH.

Legislative and Quality Framework

This policy is guided by the Education and Care Services National Law and Regulations, ensuring children's safety and wellbeing, promoting respectful interactions, and maintaining clear behaviour expectations across school and OOSH. It also aligns with the National Quality Standard 2025, particularly Quality Areas 2 and 5, which focus on children's health, safety, and positive relationships. The policy is informed by the My Time, Our Place Framework and the ECA Code of Ethics, reinforcing ethical practice and child-centred care.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the management of school suspensions and behaviour support processes.

This requires that all decisions relating to school suspensions prioritise the safety, wellbeing and protection of all children attending the Service above all other considerations. Educators, staff and management must exercise sound professional judgement to ensure that any child whose behaviour presents a risk to themselves or others is managed in a way that maintains a safe and respectful environment for all children.

The Service will ensure that suspension processes are implemented fairly, consistently and in alignment with school expectations, while also supporting children's individual needs. Where appropriate, behaviour support and re-entry processes will be used to promote positive outcomes, ensuring that children are supported to return safely and successfully to the Service environment. All decisions will consider potential risks, supervision requirements and the overall safety of the Service community.

All practices relating to school suspension and behaviour management must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and respected at all times.

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Review

This policy will be reviewed annually or as required to reflect changes in legislation, the National Quality Framework, or best practice in behaviour management. Feedback from educators, families, and children is considered during policy reviews to ensure the policy remains effective, clear, and family-friendly.



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Review

Date:	Changes:	Reviewed by:
12/03/2025	New policy (All updated)	Charmayne Nathan
18/09/2025	Policy was updated, information was condensed.	Charmayne Nathan
30/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan