

## **Early End of Placement and Suspension of Provision Procedure**

**This procedure implements the End of Placement and Suspension of Provision Policy and provides information regarding the rationale and process for suspending or ending the placement of a young person at St Piers (School & College).**

### **BACKGROUND**

St Piers seeks to demonstrate through this policy and its procedures that it is fulfilling its strategy, values, purpose and the principles of equal opportunity for all. St Piers ensures that actions must be taken in the best interest of young people and that this is displayed through the following actions:-:

- staff will ensure that students who attend St Piers are regularly attending and accessing learning through the application of strategies based on the promotion of positive behaviour and respect for all students and staff.
- the multidisciplinary team at St Piers will take all reasonable steps to resolve problems with respect to challenging behaviour on the part of a student in full liaison with the parents and the placing Authority, before considering the use of formal end of placement procedures;
- strategies could include monitoring the effects of the student's epilepsy/medical condition and drug regime, increasing student motivation and cooperation through the promotion of positive behaviour, implementing behaviour management strategies and programmes, liaising with parents and carers, changing class groups and/or houses and in delivering further training to staff,
- in no case will fixed term suspension from education exceed 45 education days in any one academic year.
- Provision may need to be suspended or a placement ended in circumstances other than concerns over behaviour. There may be changes to a student's physical, medical or mental wellbeing which means:
  - St Piers staff no longer have the appropriate skills and/or experience to support them or ensure their safety
  - the physical environment is no longer able to accommodate them

- time is required to make appropriate adaptations in either of the above cases

In such circumstances, where ever possible St Piers will seek to make adaptations. Where time is required to carry these adaptations out it may be necessary to suspend provision (or some part of provision) in order to ensure the safety of the student. Any such suspension will be as short as possible with the clear aim of getting the student back into their provision as quickly as possible.

Where it is considered that insufficient adaptation can be reasonably carried out and a permanent end of placement is in the best interests of the student, St Piers will usually try to manage this through the Annual Review process unless concerns over safety and well being require a more immediate end.

- end of placement procedures invoked due to behaviour concerns will be used only when challenging behaviour is indicative that a young person is incorrectly placed at St Piers and/or is placing themselves and/or others at risk. The policy and process can be triggered by issues within either or both educational or residential provision(s).
- when there is believed to be a permanent placement breakdown in a residential home then St Piers will consider the following options as potential solutions:
  - consider the feasibility of maintaining the educational placement through a day placement,
  - ascertain if a different residential provision could be provided while the end of placement process is undertaken;
- the ending of a placement at St Piers will not normally result in the student losing the opportunity to take any public examination for which the student has been previously entered;
- St Piers will work with the referring authorities and in partnership with parents to ensure that, as far as possible, learners' transition into a meaningful education placement.

This procedure has regard to the following:

- The St Piers Positive Behaviour Support Strategy
- Section 1A of the Education Act 2002 as inserted by the Education Act 2011
- "Exclusions from School" – DFE Statutory Guidance January 2017
- The National contract (Independent Service Providers and Non-Maintained special schools)
- The Equality Act 2010

## **Key Roles**

The Executive Principal will:

- have the authority to recommend the suspension of provision or the ending of a placement of a student to the Chief Executive Officer (CEO).
- ensure that standards and the application of this procedure are consistently and fairly applied throughout St Piers;

- ensure that all relevant facts and supporting evidence are assembled from all parties before the decision to suspend provision or end placement is taken and that the ending of the placement is carefully documented and a student's right of appeal is advised;
- ensure that parents, the Chair of Governors, and the referring agencies are informed as required by law and good practice.

The Chief Executive will:

- ratify the recommendation or decline it. Individual cases where suspension of provision or end of placement is proposed will be considered in the context of the vision, mission and values of St Piers. In exercising this power, the Chief Executive will balance responsibility of supporting the staff and other students with her/his responsibility to ensure fairness and natural justice to individual students and their families. The Chair of Governors will be notified and effectively monitor the use of the ending of placements to fulfil their responsibilities.

The Education Governing Body will:

- consider the St Piers policy on the ending of placements and suspension of provision within the wider context of the St Piers Positive Behaviour Support Strategy and application of its values with regard to behaviour management.
- where initiated, through an appeal process to The Chair of Governors, they will be able to assure themselves that all reasonable processes, adjustments and considerations are evident with regard to the support of the student to uphold the decision, or, if necessary, overrule the ending of the placement if they feel that sufficient action has not been taken by St Piers to maintain the placement.

## **PROCEDURE**

### **Suspension or permanent ending of placement due to behaviour concerns**

When a student's behaviour indicates that the placement at St Piers is at risk of breakdown then this procedure must be used to ensure that concerns are discussed, support strategies devised, and appropriate professionals are both informed and involved.

### **Incident Reporting system**

Incidents are logged such that there is a record of their severity and their impact on the individual student, their peers and staff. Reports are written by the staff involved and categorised as above by the appropriate manager. The monitoring of incidents may trigger a multi-disciplinary meeting, at which the incident(s) is/are discussed in detail, taking triggers, known behaviour patterns and general circumstances into account.

Actions are then agreed to support the young person and the staff managing the behaviour on a daily basis to de-escalate any situation that might lead to an eventual ending of placement. External professionals and local authorities are informed if the severity or frequency of incidents could cause the placement to be at risk.

Unless special arrangements are requested, or a student over sixteen has mental capacity and has determined otherwise, parents/carers are informed as a matter of course by the key worker or teacher/tutor where there is a risk of suspension or early ending of placement.

The appropriate safeguarding referrals are made at each stage of this incident reporting and management process.

### **Reasonable adjustment**

Where there are concerns relating to behaviour, St Piers will always try to provide additional support to that young person, as far as is possible as an interim arrangement until a more permanent arrangement can be discussed with the relevant commissioner. St Piers will also make any required reasonable adjustment to mitigate risk. This may include changes to the curriculum, residential setting or the support provided. It will also include changes to behaviour support strategies and necessitates close team working and the direct involvement of the student and/or parents/carers. The relevant commissioner will be kept informed of any such arrangements and/or adjustments at the earliest opportunity.

### **Executive and senior management review**

Students whose behaviour has given concern over a period of time will usually have been subject to discussion at the regular behaviour support meetings and/or individual behaviour review meetings. At these meetings patterns and contexts of behaviour are discussed and management strategies adjusted as appropriate. Attendees at such meetings include education, care (for residential students), psychology and medical departments as appropriate, and the decisions from these meetings are minuted.

A list is also maintained of those students who have had the greatest number of severe incidents, or about whom the greatest concerns are held, and is updated regularly for discussion at senior management level at weekly Behaviour Support meetings. Where there is to be a continuing significant risk to a student's placement then this will be communicated in writing to the relevant authorities and, as appropriate, the student and their parents, carers or guardians.

### **Emergency Review Meetings**

Where St Piers believes there is any concern over potential risk of placement failure this will be shared and recorded at annual review meetings. If a placement is at serious risk of breaking down then an emergency review meeting will be held involving all internal and external stakeholders, which, wherever possible, will include parents/carers, to discuss what each can offer to support or continue the placement. All emergency review meetings will be minuted and those minutes made available to all attendees.

### **Suspension from Provision**

The suspension from education process may be implemented when there has been a serious incident of challenging behaviour, or a record of serious challenging behaviour over time including:

- The student themselves expresses a clear desire that they are not happy with their educational placement and want to move on
- Violence to other students or to staff either physical or verbal
- Significant threats of physical violence to staff and/or other students, or in some other way placing the safety of staff or students at risk
- Serious or persistent bullying, sexual intimidation or bullying/intimidation/discriminatory behaviour on the grounds of any protected characteristic
- Serious damage to property
- Dealing in and/or supplying drugs or other dangerous substances within St Piers
- Any other action or incident which is viewed as being of a serious nature. This will include misuse of social media or the internet (i.e trolling, harassment, downloading indecent images).

### **Ending of placement**

The ending of a placement process will be implemented when repeated challenging behaviours that indicate the placement is not meeting the needs of the young person or is not in their own, or others, best interests as it may impact on other students wellbeing. The following types of behaviour might reasonably indicate that the placement is not the right one:

- Violence to other students or to staff either physical or verbal.
- Significant threats of physical violence to staff and/or other students, or in some other way placing the safety of staff or students at risk
- Serious or persistent bullying or racial/sexual intimidation
- Serious damage to property
- Dealing in and/or supplying drugs or other dangerous substances within St Piers
- Any other action or incident which is viewed as being of a serious nature. This will include misuse of social media or the internet (i.e trolling, harassment, downloading indecent images).

### **Suspension of Provision or Early Ending of Placement due to concerns other than behaviour**

Provision may need to be suspended or a placement ended in circumstances other than concerns over behaviour. There may be changes to a student's physical, medical or mental wellbeing which means:

- St Piers staff no longer have the appropriate skills and/or experience to support them or ensure their safety
- the physical environment is no longer able to accommodate them
- time is required to make appropriate adaptations in either of the above cases

In such circumstances, where ever possible St Piers will seek to make adaptations. Where time is required to carry these adaptations out it may be necessary to suspend provision (or some part of provision) in order to ensure the safety of the student. Any such suspension will be as short as possible with the clear aim of getting the student back into their provision as quickly as possible.

### **Suspension of Provision or Early Ending of Placement on urgent medical grounds**

On very rare occasions it may become necessary to temporarily suspend or end provision;

- due to a sudden change of medical/physical/mental state of a student such that St Piers is temporarily unable to maintain provision in a way that is safe for the well being of the student or
- where the medical/physical/mental state of the student is significantly different at the start of their placement from their state at the time of assessment or offer of a place, such that planning for their provision has not prepared staff for the presented state.
- Where the medical team state that they are not able to safely manage the medical needs of a student.

In such circumstances, St Piers will work to make such preparations and adatations are as necessary to recommence the student placement as quickly as possible, unless it is decided that St Piers can no longer meet the needs of the student in a way that is compatible with their health, safety, wellbeing and best interests, at which point the End of Placement procedure would be invoked.

### **Where there is a Suspension of Provision or ending of a placement– the following actions will be taken**

An Internal Meeting (see below guidance) is to be convened to ensure all relevant facts are assembled, including fully documented and signed incident reports. The Executive Principal will recommend to the CEO whether to undertake a fixed term exclusion from education or end the placement based on the facts of the situation and the relevant reports. Dependent upon the circumstances the Executive Principal can recommend:

- A suspension from Education of a day student for a day (and up to no more than 45 student days in an academic year in the case of a behaviour issues)
- Early Ending of placement for a day student
- Suspension from Education for a residential student. In this case the responsibility for the provision of educational activity will continue to lie with St Piers, although delivery of that education will not necessarily take place within the School or College (as appropriate).
- Break down/end of residential placement which may mean a day placement might be considered to provide continuity for the educational element
- Ending of both the educational and residential placement for a residential student

If ratified by the CEO the Executive Principal will inform the appropriate parties of the suspension from education ,residential and/ or the ending of the whole placement, and outline the process.

If the decision is made by St Piers to end placement then the terms of the National Schools and Colleges Contract should be invoked where by six week notice will be given to the Commissioner and a final end date of the placement stated.

Where the student is a day student and subject to a suspension then then they will be kept at St Piers until the parents or other responsible adults can be contacted to collect them or until arrangements can be made for the student to be escorted home or alternative as agreed. St Piers has a duty of care to ensure that the student is in a place of safety. Students should only be escorted to places other than the family home under the specific instruction of the parent. Where that young person is 'looked after' then specific instruction should be sought from the relevant Local Authority representative.

In all cases a risk assessment on the escorting of the day student to a place of safety should be completed by a senior manager and all staff concerned appropriately briefed.

Where appropriate, arrange for the student to be given work to complete whilst at home

The Executive Principal will write on the next working day at the latest, to inform relevant parties of the decision to suspend, or to end placement, and place a signed copy letter in the young person's file.

The education team will organise an External Meeting (see advice below) to review the suspension or early ending of the placement during the course of the exclusion and or in no more than 15 days of the ending of placement. After the external meeting has been held, the education team will communicate with the relevant parties the outcome of the meeting and provide them with copies of the meeting minutes.

After the external meeting has been held, advise the student and/or his or her representative of their right of appeal (see advice below).

### **Internal Meeting guidance**

If the decision is then made to exclude, the Executive Principal should manage the communication with relevant parties. The first communication, following a decision to exclude, should be with the placing authority. The person managing the communication should offer to make contact with the parents, carers or guardians, but it is for the placing authority to determine how this communication should take place.

The following will be sent a letter informing them of either a suspension from education or an early end of placement, inviting them to attend a formal ending of placement meeting at St Piers;

- The student (where appropriate)
- Parents, carers or guardians, where learners do not have capacity under the Mental Capacity Act 2005 or where learners have capacity but do not object to this communication
- The referring agency or agencies
- Other external representatives for the student or family, and

- St Piers staff currently involved with the student including representatives from Education, Therapy and Residential.

If it has been necessary to move rapidly to a decision to suspend a student, then this should be acknowledged in the letter and subsequent external meeting.

### **External meeting guidance**

The meeting should be convened within a maximum of 15 working days from the date the ending of the placement is communicated to the Funding Authority or commencement of fixed term exclusion. The purpose of the meeting is to:

- Outline the reasons for the suspension from education or the ending of placement
- Agree a date for the student to return to the School or College in the case of a suspension or confirm the process for the ending of placement within the six week contracted period of time
- Agree standards of acceptable behaviour and (if appropriate) arrange for a contract to be drawn up;
- Agree strategies to be put in place to reduce the likelihood of a further period of exclusion is not required if this is applicable;
- Agree the steps that should be taken if the conclusion is reached that the student's placement has broken, or is breaking, down and an alternative placement is required.

The Executive Principal will inform the external attendees in advance of the meeting of the process to be followed at the meeting. This should include who will be chairing the meeting (an independent chair may be used), the agenda, and any policy, procedure or code of conduct that will be referred to.

### **Appeal**

Following any decision and subsequent to any external meeting, the student or his/her representative has the right to appeal, normally within 7 working days. This appeal should be made in writing to the Chair of Governors c/o St Piers. The Chief Executive will convene an Appeal Panel, normally within 15 working days of receiving the appeal letter, to decide what action to take.

The Appeal Panel should comprise at least three people who have not been directly involved in the ending of placement decision including the Chair of Governors and at least one other person not employed by St Piers: this person might be another Trustee or Governor. The Panel can take evidence from those involved in the ending of placement decision and should consider the facts of the case, including any parental/student representations. The Panel can adjourn its proceedings to gather further information if required.

The Panel will decide whether to uphold the fixed term exclusion or ending of placement decision or whether to direct the reinstatement of the student. The Appeal Panel can also decide whether to recommend any other actions in the light of information arising from the appeal.

The Chief Executive will inform the parents and the relevant St Piers staff in writing of the decision reached as soon as possible after the Appeal Panel has met. It should be noted the decision of the Appeal Panel is final and there is no further course of recourse.

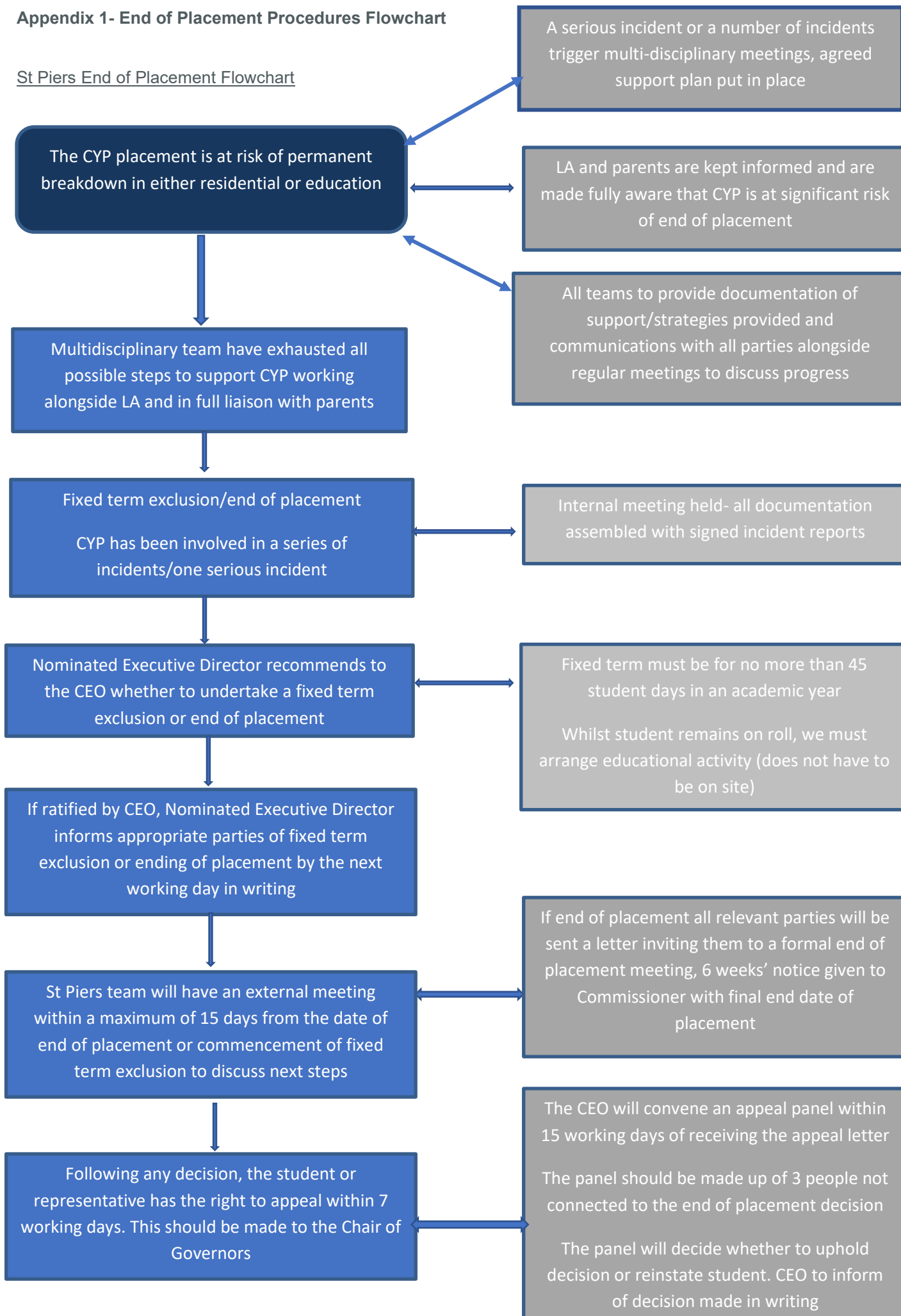
### **Variations to this process**

The only permitted variation to this process is when a young person is in a crisis, e.g. medical/mental health in nature and/or at risk of immediately and seriously harming themselves and/or other people.

Where this is the case then support should be immediately sought from the appropriate external agencies as determined in the St Piers Serious Incident policy and procedures.

## Appendix 1- End of Placement Procedures Flowchart

### St Piers End of Placement Flowchart



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This procedure is agreed by the Educational Governing Body and Executive Principal and will be implemented by the Education Directorates.

Date: September 2025



Signed:

Jeremy Law  
Executive Principal

Date of next review: January 2027

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## Version table

Creation:- Naomi Bradley

Approved by:- Richard Gargon and Rosemarie Pardington

<u>Version No.</u>	<u>Date of changes</u>	<u>Reason for change</u>	<u>Changes made by</u>
2	29/03/22	N/A	Naomi Bradley
3	10/05/22	Request from Governors to include 'Early' End of Placement	Naomi Bradley
4	06/12/24	Inclusion of suspension or end of placement on medical grounds	Jeremy Law
5	04/09/25	Changes to incident reporting to remove references to Red and Amber incidents, to mirror revised behaviour policy.	Jeremy Law