



# Behaviour & Exclusions Policy

## The Odyssey Hub Ltd

### 1. Statement of Commitment

The Odyssey Hub Ltd is committed to providing a safe, respectful, and supportive environment for all learners, staff, and visitors. We believe that positive behaviour management, clear boundaries, and consistent adult support are essential for learners to re-engage with education.

### 2. Scope

This policy applies to:

- All learners attending provision.
- All staff, volunteers, and contractors.
- All external venues used for delivery.

### 3. Principles

- Behaviour expectations are communicated clearly and consistently.
- Learners are supported through trauma-informed and relational approaches.
- Exclusion is a last resort, used only when necessary to protect safety and wellbeing.
- Venue-specific expectations are emphasised to ensure respect for shared spaces.

### 4. Behaviour Expectations

Learners are expected to:

- Treat staff, peers, and venue staff with respect.
- Respect shared spaces and external venues:
  - No damage to property, furniture, or equipment.
  - No graffiti, littering, or misuse of facilities.
  - Follow venue rules (e.g. fire safety, restricted areas).
- Engage positively in structured activities.
- Refrain from behaviour that endangers themselves or others (e.g. aggression, bullying, unsafe conduct).
- Follow staff instructions during transitions and transport.

### 5. Staff Responsibilities

Staff will:



- Model respectful behaviour at all times.
- Use trauma-informed strategies to de-escalate conflict.
- Provide clear, consistent boundaries.
- Record and report incidents promptly.
- Liaise with parents/carers, schools, and commissioners where behaviour concerns arise.

## 6. Behaviour Management Procedures

- **Early Intervention:** Staff use de-escalation, restorative conversations, and structured reflection.
- **Incident Recording:** All incidents logged and reported to the DSL and Health & Safety Lead.
- **Support Plans:** Individual behaviour support plans may be developed for learners with ongoing needs.
- **Partnership Working:** Behaviour concerns shared with schools/LAs to ensure joined-up support.

## 7. Exclusions

Exclusion will only be considered when:

- Behaviour poses a serious risk to the safety of learners, staff, or venue staff.
- Behaviour causes significant damage to property or facilities.
- Behaviour repeatedly disrupts provision despite support and intervention.

Types of Exclusion

- **Fixed-Term Exclusion:** Temporary removal from provision, with clear reintegration plan.
- **Permanent Exclusion:** Used only in exceptional circumstances, after consultation with commissioners and parents/carers.

Exclusion Procedures

- Incident investigated and recorded.
- Parents/carers and commissioners informed promptly.
- Decision made by the Board of Directors in consultation with DSL.
- Reintegration meeting held before learner returns (for fixed-term exclusions).

## 8. Appeals

- Parents/carers and commissioners have the right to appeal exclusion decisions.



- Appeals reviewed by the Board of Directors.
- Outcomes communicated in writing.

## 9. Policy Review

- Reviewed annually, or sooner if legislation or venue arrangements change.
- Updates communicated to staff, learners, parents/carers, and commissioners.

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**Organisation:** The Odyssey Hub

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**Date approved:** 21/01/2026

**Review cycle:** Annual

**Next review:** 20/01/2027

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