

Appendix 1 Emergency Powers of Exclusion and Suspension Procedural Flowchart

INCIDENT OCCURS

that may necessitate emergency action to exclude or suspend student

COMPLETION OF RISK ASSESSMENT

- Two members of staff complete a joint Risk Assessment (see Appendix 3)
- Completed Risk Assessment submitted to Principal or delegated nominee

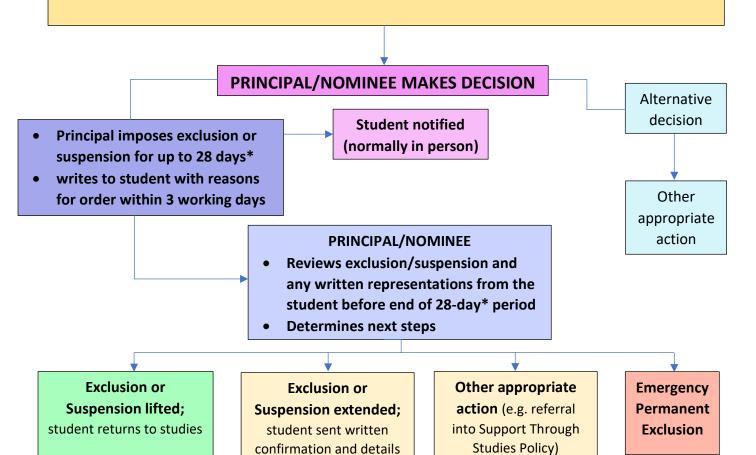
(Academic Registrar & Head of Compliance; Chief Operating Officer; Deputy Principal)

COMPLETION OF RECORD OF DECISION

 One senior staff member completes Record of Decision (see Appendix 4) and submits it to Principal/delegated nominee for review and sign-off

OR

Principal completes Record of Decision in consultation with another senior member of staff



* In exceptional circumstances, a longer period of exclusion or suspension may be set, not normally exceeding 3 months before the next review except where the Principal is satisfied that there is justifiable and reasonable cause.

Right of Appeal to Chair of Board of Governors within 14 days of notification