Template for suspension email to volunteer

*The exact content of the email will depend on the circumstances that led to the suspension.*

**In Confidence**

Dear [*name*]

I write following our [*telephone*] conversation to confirm that in accordance with The Scout Association’s rules, your involvement in Scouts has been suspended with effect from [*date*].

Suspension is a neutral act and is intended to protect Scouts and all the individuals concerned.

[*add this paragraph if the volunteer has been suspended due to a safeguarding incident*] Suspension itself does not imply that any allegation is true but it is necessary in view of [*the serious concerns raised / the accusation against you / your arrest in connection with serious offences*].

The suspension will be reviewed at regular intervals of 14 days, but you should note that it will remain in place until you are formally advised in writing that it has been lifted.

I remind you that during the period of your suspension, you must not:

* participate in any activities related to the Scouts
* seek to influence the business of any scout unit, through any way of communicating
* contact youth members of the Scouts
* enter any premises or be present at any place used by the Scouts or where scouting activities are taking place, unless given permission by the suspending authority
* wear any uniform, badges or emblems of the Scouts

I enclose a copy of guidance notes for adults under suspension, which I hope you will find helpful. Please contact me if you have further queries or if you wish to discuss the appointment of an independent Scout volunteer as a liaison point, as suggested in the guidance notes. Please note that the appointment of a Scout volunteer, to act as a liaison must be undertaken by me. I understand that being suspended can be a difficult time and details of other organisations that can provide support can be found on the [supporting our members webpage](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/supporting-our-members/mental-health/).

If you are a parent/carer of a young person who is in Scouts, I understand, it might be important for you to attend certain Scout events, such as a badge presentation. If you wish to do so, you will need to contact me for permission, which depending on the circumstances, maybe given at my discretion.

Yours sincerely,

**[Area/County/District/Region] Commissioner**