[Insert Scout group logo and address]

[Insert DATE]

[Insert name of parent/carer]

[Insert address of parent/carer]

Dear [insert parent/carer name],

**Safely resuming face-to-face Scouts indoors**

I’m so excited to let you know that we’re now able to restart running indoor face-to-face activities at [insert Section] from [insert date]. As with other things that are restarting, there’ll be some restrictions on what we do and how we do it. This letter will let you know the steps we’ve taken to make sure we keep everyone safe.

Firstly, anyone with COVID-19 symptoms shouldn’t come to any face-to-face activities, and should follow government guidelines on self-isolation and testing.

Secondly, young people who are shielding or are in another vulnerable group might not be able to return to face-to-face activities at this stage. If your child’s shielding or in another vulnerable group, please contact me directly so we can chat through some options.

We’re also aware some young people, including young people with additional needs, might need new or different reasonable adjustments putting in place to support a return to face-to-face Scouts – again, I’m happy to discuss this with you.

I’d also like to let you know some of the updates to our arrangements for making sure our indoor activities will be COVID-19 safe.

**Arrival and departure arrangements**

* [Insert group size information]
* [Insert arrival and departure times]
* [Insert pick up and drop off points]

**Hand sanitisation, hygiene and personal protective equipment**

* [Insert hygiene information]

**Social distancing**

* [Insert your rules on social distancing]

**Other measures in place**

* [Insert venue information]
* [Toilets information]
* [Equipment and cleaning information]
* [First aid information]

**Permission to attend**

* Please confirm that you understand the new measures in place and are happy for your child to resume coming to indoor meetings.
* [Insert information about how parents/carers should confirm consent – such as email reply, text message, OSM, or other methods you’re using]

Finally, we’re required to keep a register of those attending to help with the track and trace process.

We’re all looking forward to getting indoor activities back up and running again, so we can gain more skills and have more fun together. Please don’t hesitate to get in touch [insert contact details] if you have any questions or concerns.

We also plan to chat with young people themselves about this too, and will be [insert details about engaging with young people – such as sending specific comms for young people, running a Zoom session to discuss, or any other things you’re doing].

Look forward to (hopefully) seeing you soon!

Best wishes,

[Insert Name]

[Insert Scout Appointment]