



Checklist: Actions to consider when a volunteer is suspended

District and County / Area / Region (Scotland) Lead Volunteers can use this checklist to manage the impact of the suspension. Not all actions might be applicable and some of them might need to be reversed if the volunteer returns to Scouts after the suspension.

For additional support, read the suspensions guidance webpage or talk to your Lead Volunteer. If you're managing a safeguarding suspension, the UK HQ Safeguarding Team will support you.

Offer a liaison person to the suspended volunteer



If they want a liaison person to support them, identify who this person will be and put them in contact with the suspended volunteer.

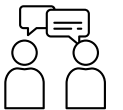
If it's a suspension for a safeguarding reason, share the liaison person's contact details with the UK HQ Safeguarding Team.

Share the guidance notes with the liaison person



Send the liaison person the "Guidance notes for supporting a person under suspension: liaison person".

Help manage the impact and keep Scouts running



Talk to the team, without sharing any details or confidential information.

Make sure ratios are met for upcoming meetings, events or nights away activities.

Remove access to scout premises and vehicles



Collect keys and change the codes to lock boxes, padlocks and alarms for scout premises and vehicles.

Stop access to accounts, digital systems and platforms



Remove access to Online Scout Manager, Social Media Accounts (Facebook, Instagram, WhatsApp groups), email accounts, data storage and bank accounts (you might need to get your own log in).

Change log-in details or contact system administrators for local systems.

Remember that once the suspension has been recorded on My Membership, the suspended volunteer will only be able to see their own details.

Check costs with the Trustee Board



Get approval from the Trustee Board (if needed) on costs to change locks and alarm codes.

Collect Scouts equipment and assets



Collect cash, cheque books, bank statements, payment cards, IT equipment and activity equipment the volunteer might have with them.

Remove access to confidential information



Photos, videos, documents and copies containing names, addresses and medical information of young people and adults.

Update public facing contact details



Change the contact details on local website, social media, directories, contact lists, meeting places, adult and young people joining enquiries and volunteering opportunities tool.

Remove pictures



Remove the suspended volunteer's pictures from meeting places, websites and social media pages, if appropriate.

Communicate any modification to the suspension



Consider if a suspensions modification is needed to, for example, allow the suspended volunteer to drop off or collect their young person from Scouts and communicate this in writing.

Consider if you need support from UK HQ Media team



If there is a chance of media interest on the case, contact the UK HQ Media team to get support.

Look after your own wellbeing



You can contact your Lead Volunteer to ask for support and a lending ear. If you'd like additional support with your mental health and wellbeing, contact your GP or get support from external organisations, like Mind.