Template for suspension email to volunteer for overdue training

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

**In Confidence**

Hi <Name>,  

Over the past three months, I’ve sent you prompts and reminders to complete your [add modules here] training. Unfortunately, these modules still haven’t been completed. Completing your training is very important, as it helps protect young people and yourself in case anything goes wrong. You can do many of the modules online in just 30 minutes, including Safety and Safeguarding.

To make sure we’re following our safety procedures, I’ve had to take further steps and suspend your membership. I’m hoping this is just a temporary measure. To remove your suspension, I’ll need you to complete:

* [Essential Information (module 1)](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/essential-information/) [delete as required]
* [Safety training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safety-training/) [delete as required]
* [Safeguarding training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safeguarding/) [delete as required]
* [GDPR training](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/gdpr-training/) [delete as required
* [Module 03: Tools for the role (Section Leaders)](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/03-tools-for-the-role-section-leaders/) [delete as required]
* [Module 04: Tools for the role (Managers and Supporters)](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/04-tools-for-the-role-managers-and-supporters/) [delete as required]
* [Trustee Introduction](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/trustee-introduction/) [delete as required]
* [First aid](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/10-first-aid/) [delete as required]

I’ll have to keep your suspension in place until you’ve done this training (and it’s been recorded on Compass). When it’s done, we can remove your suspension straight away. Safety is a priority at Scouts, so you’ll need to stop coming to Scouts until your suspension is lifted. For more information, see [the notes for a person under suspension.](https://cms.scouts.org.uk/media/19114/2022-11-notes-for-a-person-under-suspension.pdf)

As I’m sure you'll understand, I want to keep our young people and volunteers safe. The decision to suspend your role hasn’t been made lightly, and I understand this can be difficult news. You can go to the [supporting our members webpages](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/supporting-our-members/mental-health/) for details of other organisations that can provide support.

We hope we can get you back to enjoying Scouts as soon as possible.   

<Line Manager>