Example Suspension Letter for non-compliance for criminal record checks

Subject: Notification of suspension from Scouting

Dear [name],

Your record is showing that your Criminal Record Check has been expired for 30/60 days or more.

In accordance with The Scout Association’s rules, your involvement with Scouting has been suspended with immediate effect. This suspension is in accordance with Policy Organisation and Rules (POR) Rule 16.7 and has been invoked since you do not appear to have completed a criminal record check application.

In order for your suspension to be lifted you will first need to complete a criminal record check application and complete any other outstanding actions from the Joining Journey process. In any case this suspension will remain in force until you are formally advised in writing that it has been lifted.

During the period of your suspension, in accordance with POR Rule 16.7 you must not:

* participate in any activities related to the Scouts
* seek to influence the workings 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

For information and advice, you may wish to look at the guidance notes for adults under suspension. Please contact [name relevant Lead Volunteer] if you have further queries or if you wish to discuss the appointment of an independent Scouting colleague as a liaison point, as suggested in the guidance notes. Please note that the appointment of a liaison person must be undertaken by [the relevant Lead Volunteer], rather than yourself.

If you have any difficulties in adhering to these terms in the course of applying for a criminal record check and completing any other outstanding actions from the Joining Journey process (such as in order to complete the ID check), or if you are the parent/carer of a youth member (and for example need to take or collect them from a Section meeting) please discuss these with [the relevant Lead Volunteer].

Permission to modify these terms will only be in effect when notified by [the relevant Lead Volunteer] in writing, in advance and at their sole discretion.

Yours sincerely,

**[Area/County/District/Region] Lead Volunteer**