

Appendix A - Sanctions for Managing Concerns about Adult Volunteers - overview

When considering applying one or more of the following sanctions, you **must** contact the relevant HQ team for advice and support; and refer to the full Managing Concerns about Adult Volunteers Procedure.

The relevant HQ teams;

Safeguarding - contact with all safeguarding matters; allegations, disclosures and concerns

Compliance team - contact with concerns about a breach of the Volunteer Code of Conduct, or policies such as health and safety, confidentiality or financial conduct

Type of Sanction	Reasons behind restriction include	When is it used	Who can issue/implement	Appeals Process	How is it monitored and reviewed (by HQ with local guiding)	Recording
Suspension <i>A temporary measure which prevents an Adult Volunteer from carrying out their role(s).</i>	<ul style="list-style-type: none"> • Serious breach of Girlguiding Expectations • Children/adults are at risk of harm • Other safeguarding risk is posed • Charged with a criminal offence (before court hearing) 	<ul style="list-style-type: none"> • To allow an investigation to take place • Where conduct is difficult to manage • On recommendation of statutory agencies • Where a safeguarding risk can't be mitigated through other means 	One of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance In partnership with the region/ country chief commissioner	No	<ul style="list-style-type: none"> • Monitored by local Guiding • Formally reviewed every 6 months • Reviewed at the end of an investigation 	Must be recorded on GO by HQ teams
Formal Advice <i>A written warning by letter. Breaches may lead to further sanctions.</i>	<ul style="list-style-type: none"> • Breach of Girlguiding expectations 	<ul style="list-style-type: none"> • To raise concerns about a volunteer's conduct • After an investigation has taken place • In conjunction with an Improvement Plan or Restriction 	County Commissioner, in partnership with Chief Commissioner and one of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance 	No	<ul style="list-style-type: none"> • Monitored by local Guiding • Review can be requested after a period of 1 year 	<ul style="list-style-type: none"> • At region/ country Advised to be recorded on GO by HQ teams
Improvement Plan <i>Allows an Adult Volunteer to continue their role as long as agreed actions are met.</i>	<ul style="list-style-type: none"> • Further training required • Mentorship required 	<ul style="list-style-type: none"> • After an investigation has taken place • As a result of information received from the region/ country or HQ 	County Commissioner, in partnership with Chief Commissioner and one of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance 	No	<ul style="list-style-type: none"> • Monitored by local Guiding • As set by individual plan 	<ul style="list-style-type: none"> • At region/ country Advised to be recorded on GO by HQ teams

Type of sanction	Reasons behind restriction include	When is it used	Who can issue/implement	Appeals Process	How is it monitored and reviewed	Recording
Restriction <i>Includes restrictions on;</i> <ul style="list-style-type: none"> • Role • Activity • Driving • Financial • Involvement with children and young people 	<ul style="list-style-type: none"> • Breach of Girlguiding Expectations • Financial or driving offences on criminal record • Child or adult protection concerns 	<ul style="list-style-type: none"> • During an investigation - where a suspension is not necessary • After an investigation has taken place • As a result of information received from region/ country or HQ 	Chief Commissioner, in partnership with one of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance 	Yes - see Procedures	<ul style="list-style-type: none"> • Monitored by local Guiding • Review can be requested after a period of 3 years or significant change in circumstances 	Must be recorded on GO by HQ teams
Withdrawal of membership or role <i>An Adult Volunteer's Membership is cancelled or role withdrawn (non-member). They can no longer be active in any volunteering or helping capacity</i>	<ul style="list-style-type: none"> • A serious breach of Girlguiding Expectations • Convicted with a serious criminal offence • Risk to children and young people • Other safeguarding risk is posed • Non-compliance with suspension, restrictions or written warning • Failing to comply with vetting process 	<ul style="list-style-type: none"> • After an investigation has taken place • As a result of information received from the region/ country or HQ • On recommendation of statutory agencies 	One of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance in partnership with the region/ country chief commissioner	Yes - see Procedures	Cannot apply for any volunteer role with Girlguiding for 3 years after which a review of the decision can be requested	Must be recorded on GO by HQ teams
Sanction applied under the Recruitment and Vetting Policy and Procedures						
Membership or role refusal <i>Where an enquirer does not satisfactorily complete the required vetting process their</i>	<ul style="list-style-type: none"> • Failing to provide two satisfactory references • Failing to complete required criminal disclosure check • Convicted with a serious 	<ul style="list-style-type: none"> • On recommendation of statutory agencies • As a result of information received from a referee • As the result of 	One of the following HQ teams; <ul style="list-style-type: none"> • Safeguarding • Compliance 	No	Cannot apply for any volunteer role with Girlguiding for 3 years after which a review of the decision can be	Must be recorded on GO by HQ teams

<i>application is refused.</i>	criminal offence <ul style="list-style-type: none">• Children/adults are at risk of harm• Other safeguarding risk is posed	information received from DBS, PVG or Access NI <ul style="list-style-type: none">• As a result of information received from the county or region/ country team	in partnership with the county commissioner		requested	
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