

**FILE SUMMARY REPORT**

File	(Adult's Name)
Date	
By	Virginia Pearce
Summary Nature of Issues/Complaint	Eg Child Protection Issues. (failure to comply with Two Deep Leadership and other alleged behaviour in breach of code.)  Leader suspended based on allegations.
Action taken	
Result of Review/ Investigation	Leader terminated/ reinstated/ reinstated on conditions.
Leader response	Leader ....
Result of Appeal (if any)	
Conclusion	
Conclusion	State if:  <b>NOT TO BE REINSTATED WITHOUT REVIEW AND COMPLIANCE WITH REINSTATEMENT CONDITIONS CONSIDERED NOT SUITABLE FOR ANY FUTURE ROLE IN SCOUTING NEVER TO BE REINSTATED</b>
Member record amended/ noted	Notation- Date-

**Commented [VP(AN1):** Insert name of Adult Leader or Parent

**Commented [VP(AN2):** Person completing file summary

**Commented [VP(AN3):** Categorise issue(s)

**Commented [VP(AN4):** Identify Investigators and Describe outcome

**Commented [VP(AN5):** State if Leader failed to respond to and refused accept conditions and/or resigned.

**Commented [VP(AN6):** State if terminated or if reinstatement conditions, whether conditions accepted. Then note Conclusion. Delete those not applicable.

**Commented [VP(AN7):** Insert notation on Scoutlink member record

**Commented [VP(AN8):** Insert date Scoutlink amended