



Suspension Policy

This policy outlines the circumstances and procedures under which a member may be suspended from activities provided by the charity. The aim is to ensure a safe, respectful, and inclusive environment for all service users, volunteers, and staff. The charity is committed to supporting autistic adults in a way that respects individual needs while also protecting the wellbeing of the wider community.

This policy applies to all service users participating in activities, events, or services provided by the charity, whether in person or online.

Principles

- All members have the right to feel safe, respected, and valued.
- Behaviour will be addressed fairly, consistently, and proportionately.
- Reasonable adjustments will be considered to support autistic needs and communication differences.
- Suspension is a last resort and used only when necessary to protect individuals or the charity community.

Reasons for Suspension

A member may be suspended if their behaviour places others at risk or seriously disrupts activities. This includes, but is not limited to:

- Bullying, harassment, or intimidation
- Hate speech or discriminatory language or behaviour
- Physical assault or threats of violence
- Sexual harassment or inappropriate behaviour
- Repeated disruptive behaviour after warnings
- Serious breaches of the charity's code of conduct
- Behaviour that poses a safeguarding concern

In serious cases, the charity may impose immediate suspension without prior warnings.

Procedure

Step 1: Verbal Warning

- A verbal warning will be given by a volunteer.
- The behaviour will be explained clearly, along with expected changes.
- Support needs or reasonable adjustments will be discussed where appropriate.
- The warning will be noted internally.

Step 2: Written Warning or Formal Discussion

If the behaviour continues or is more serious:

- A written warning may be issued, along with an invite to a solution-based discussion with Beccie Thornhill (Trustee)
- The concerns, expectations, and potential consequences will be clearly explained.
- The service user may be supported by a support person if appropriate.

Step 3: Suspension

If behaviour does not improve, solutions are not adhered to or if there is a serious incident:

- The service user may be suspended from activities for a defined period.
- Suspension details will be confirmed in writing, including:
 - Reason for suspension
 - Length of suspension
 - Conditions for return (if applicable)

Immediate Suspension

The charity reserves the right to suspend a service user immediately where there is:

- A serious risk to others
- A safeguarding concern
- An allegation of assault or serious misconduct

Immediate suspensions will be reviewed by a board member as soon as possible.

During Suspension

- The service user will not attend activities during the suspension period.
- Support options or alternative arrangements may be considered where appropriate.
- Suspension does not automatically result in permanent exclusion.

Review and Return

- Suspensions will be reviewed at the end of the stated period.
- A return to activities may involve a discussion and agreed behaviour expectations.
- In cases of repeated or severe behaviour, permanent exclusion may be considered.

