**TEMPLATE COMMUNICATION TO LOCAL CHURCH**

[Insert Company Name, Logo and Contact Details]

[Insert DATE]

[Insert Chaplain or appropriate Church official]

Dear [insert name],

**Re: [Insert Company Name]**

**The Boys’ Brigade Safely Resuming COVID-Ready**

We are writing to update you about our plans for the next session as we emerge from lockdown and the government restrictions around COVID-19 pandemic begin to be relaxed.

**Framework of Guidance**

The Boys’ Brigade HQ have produced a framework of guidance to ensure that Companies are “COVID-Ready”. The framework is flexible in order to respond to the changes and variations across the Regions and various Denominations to which The Boys’ Brigade works. The framework requires Companies to firstly consider our guidance and that of their denominational Church and then complete both an Action Log and Risk Assessment to ensure the Company is COVID-Ready. Further details in respect of The Boys’ Brigade HQ guidance can be found at [**www.boys-brigade.org.uk/ourframework/**](http://www.boys-brigade.org.uk/ourframework/).

**Approval to re-start**

Final sign off for re-start will be at local level by the Company Captain and Chaplain. If there is no Chaplain registered at the Company it will be an appropriate official nominated by the Church. This process is to reflect, The Boys’ Brigade being a partnering organisation operating within the Church.

**Returning to Face-to-Face Activities**

The Boys’ Brigade HQ have also developed a staged approach (see ‘Guidance’ at [**www.boys-brigade.org.uk/ourframework/**](http://www.boys-brigade.org.uk/ourframework/)) to returning to face-to-face activities which is flexible and will provide clarity to Companies over what activities should be taking place at any given time. New programme material will also be distributed to leaders later in the summer which will support a blended approach to delivery.

**Next steps**

It may be beneficial to arrange a discussion to talk through the above to ensure that plans are coordinated. If you have any questions or require any further details, please do hesitate to contact [insert appropriate contact details].

Kind regards,

[insert name]