

Safeguarding Policy for Staff, Volunteers and Trustees

Name of your

Address of the Gurdwara

Telephone No XXXXXXXXXX

 Registered Charity Number XXX XXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Safeguarding Policy for Staff, Volunteers and Trustees at Name of the Gurdwara and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with SGPC Rehat Maryada.

1. **Introduction**

XXXX makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The types of contact with children and / or vulnerable adults will be regulated and controlled. This policy seeks to ensure that XXXX undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff or volunteers in their practices and clarifies the organisation’s expectations.

XXXX comes into contact with children and / or vulnerable adults through the following activities:

* as visitors to the XXXX
* school visits
* youth and adult classes

For the XXXX the welfare of the child is paramount. All children without exception have the right to protection from harm or abuse regardless of age, gender, ethnicity, disability, racial heritage, sexual orientation or religious beliefs. The policy is approved and endorsed by the board of trustees; who the policy applies to including all trustees, staff and volunteers. Children and parents are informed of the policy and procedures as appropriate. All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - which may require a referral to children's services and in emergencies, the Police. We also have a commitment to safe recruitment, selection and vetting; reference to principles, legislation and guidance that underpin the policy; arrangements for policy and procedures review; reference to all associated policies and procedures which promote children's safety and welfare, e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography.

1. **Confirmation of reading**

This has to be done by all staff paid or unpaid, volunteers, trustees who come in contact with children or vulnerable adults.

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for XXXX.

Please complete the details below and return this completed form to nominated Safeguarding officer.

Employee / Volunteer / Trustee Name:

…………………………………………………………………..

Employee / Volunteer / Trustee Signature:

…………………………………………………………………..

Date:

…………………………………………………………………..

1. **Legislation**

The principal pieces of legislation governing this policy are:

* [Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children (PDF)](https://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf) (HM Government, 2013)
* The Children Act 1989
* The Adoption and Children Act 2002
* The Children act 2004
* Safeguarding Vulnerable Groups Act 2006
* Care Standards Act 2000
* Public Interest Disclosure Act 1998
* The Police Act – CRB 1997
* Mental Health Act 1983
* Equality Act 2010
* United Nations Convention on the Rights of the Child (UNCRC)
* NHS and Community Care Act 1990
* Rehabilitation of Offenders Act 1974

Child protection in England is the overall responsibility of the Department for Education (DfE). The Department for Education issues guidance to local authorities. The current guidance is [**Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children (PDF)**](https://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf) (HM Government, 2013).

1. **Definitions**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

* Physical abuse
* Sexual abuse
* Emotional abuse
* Bullying
* Neglect
* Financial (or material) abuse
* E-safety safe online

We, need to be alert to the potential need for early help for a child who:

* is disabled and has specific additional needs
* has special educational needs
* is a young carer
* is showing signs of engaging in anti-social or criminal behaviour
* is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
* is showing early signs of abuse and/or neglect

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

* Is elderly and frail
* Has a mental illness including dementia
* Has a physical or sensory disability
* Has a learning disability
* Has a severe physical illness
* Is a substance misuser
* Is homeless
1. **Responsibilities**

**All staff** including volunteers (paid or unpaid) plus trustees have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff or volunteers (paid or unpaid) plus trustees to promote good practice by being an excellent role models, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from local children’s social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the designated safeguarding lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.

 All staff have a responsibility to provide a safe environment in which children can learn and all staff should be prepared to identify children who may benefit from early help. If early help is appropriate, the designated safeguarding lead (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to children’s social care for assessment for statutory services, if the child’s situation does not appear to be improving or is getting worse.

**Additional specific responsibilities**

Trustees have responsibility to ensure the policy is implemented and followed.

Safeguarding Officer have responsibility to ensure: the policy is followed on a day to day basis, keep the committee and trustees informed of any failings, risks, training needs, and concerns.

The Designated Safeguarding officer is xxxxxxxxxxxxxxx

They will be supported by the following designated safeguarding officers:

Yoga classes Safeguarding Officer:

School visits Safeguarding Officer:

Saturday Classes Safeguarding Officer1

Saturday Classes Safeguarding Officer2:

Sunday Classes Safeguarding Officer1:

**Some additional important contact details:**

Contact details for xxxxxx Council

Local Authority Designated Officer (Safeguarding Children Services Local

Authority Designated Officer)

Contact details for the Metropolitan Police Croydon

NSPCC:

ChildLine:

Action on Elder Abuse

Social Care Institute for Excellence

1. **Implementation Stages**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

* Whistleblowing –ability to inform on other staff/ practices within the organisation. All staff and volunteers working with children or adults should feel confident to voice concerns about the attitude or actions of colleagues. If a member of staff or volunteer who works with children or adults believes that a reported allegation or concern is not being dealt with appropriately, they should report the matter to the XXXX. See also [Local Safeguarding Children Boards Procedure](http://www.londoncp.co.uk/consultation/lscb.html)
* Grievance and disciplinary procedures – to address breaches of procedures/ policies.
* Health and Safety policy, including lone working procedures, mitigating risk to staff and clients.
* Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory.
* Data protection (how records are stored and access to those records).
* Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose.

**Safe recruitment**

XXXX ensures safe recruitment through the following processes:

**Disclosure and Barring Service Management**

The organisation commits resources to providing Disclosure and Barring Service (DBS) records check on staff or volunteers (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

Disclosure and Barring Service arrangements:

* Candidates to confirm identity
* Verifying authenticity of qualifications and references directly
* Seeking a full employment history for prospective staff and reserving the right to approach any previous employer
* Making appointments only after references and checks are obtained
* Making all appointments to work with children subject to a probationary period
* DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will deemed to be sufficient at Safeguarding officers discretion. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts
* No formal job offers are made until after checks for suitability are completed (including DBS). The trustees in consultation with the safeguarding officer can make the job offer on a probationary if they feel completely comfortable about it.

In order to avoid DBS gaps, the organisation will do a half yearly DBS audit to ensure all staff or volunteers (paid or unpaid) who come into contact with children or vulnerable adults have been cleared.

**Service delivery from SGSS premises:** If any other organisation delivers service from XXXX premises then

* The organisation delivering their services will be asked to produce their safeguarding arrangements.
* Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures’.

1. **Communications training and support for staff**

XXXX commits resources for induction, training of staff or volunteers (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.

**Induction** will include making staff aware of issues that could arise, help/escalation point, identify any training needs. Also it will include

* Discussion of the Safeguarding Policy (and confirmation of understanding) and other relevant policies
* Ensure familiarity with reporting processes, the roles of line manager and safeguarding officer (and who acts in their absence)
* Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the guide for adult safeguarding by Croydon council

**Training**

All staff or volunteers who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level.

**Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice. On a quarterly basis all the safeguarding officers will have a meeting and ensure if there are any concerns they are addressed immediately. Outside professional help will be called to offer advice, guidance and training. Also there will be:

* Provision of a clear and effective reporting procedure which encourages reporting of concerns
* Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed
* Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
* Participation in multi-agency safeguarding procedures and meetings especially with XXXX Council in order to be involved in child/ adult protection procedures

**Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff or volunteers concerned. The mechanism in place to support staff or volunteers is that they should approach the designated Safeguarding Officer with their concerns immediately.

* Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
* Seeking further support as appropriate e.g. access to counselling.
* Staff who have initiated protection concerns will be contacted by line manager / safeguarding officer within a week.
1. **Professional boundaries**

Professional boundaries are what define the limits of a relationship between a safeguarding officer and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

XXXX expects staff and volunteers to protect the professional integrity of themselves and the organisation.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

XXXX staff, volunteers and trustees while dealing with children, vulnerable adults or in general with visitors to XXXX premises should not be:

* giving and receiving gifts from clients: SGSS does not allow paid or unpaid staff who come in contact with children or vulnerable adults to give gifts or receive gifts from them. However gifts may be provided by the organisation as part of a planned activity.
* personal relationships between a member of staff (paid or unpaid) and a child or vulnerable adult who is a current service user is prohibited. This includes relationships via mobile phones, email or social networking sites.
* use abusive language.
* respond to inappropriate behavior / language.
* jump to conclusions about others without checking the facts.
* make suggestive or derogatory remarks in front of children or young people.
* use punishment or chastisement.
* pass on service users’ personal contact details.
* either exaggerate or trivialise child abuse issues.
* show favouritism to any individual.
* rely on your good name or that of the organisation to protect you.
* believe ‘it could never happen.
* Take a chance when common sense, policy or practice suggests another prudent approach.
* borrow money from or lending money to children or vulnerable adults.
* have inappropriate physical or verbal contact personal contact with clients.
* allow yourself to be drawn into inappropriate attention-seeking behaviour.

XXXX staff, volunteers and trustees while dealing with children, vulnerable adults or in general with visitors to SGSS premises should:

* treat all children, young people, vulnerable adults and visitors with respect
* provide an example of good conduct you wish others to follow
* ensure that, whenever possible, there is more than one adult present during activities with children, young people, vulnerable adults or at least that you are within sight or hearing of others
* respect a everybody’s right to personal privacy
* encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
* remember that someone else might misinterpret your actions no matter how well intentioned
* be aware that even physical contact with a child, young person, vulnerable adult may be misinterpreted
* recognise that special caution is required when you are discussing sensitive issues with children or young people
* operate within the organisation’s principles, procedures and guidance, and any specific procedures
* challenge unacceptable behaviour and report all allegations/suspicions of abuse
1. **First Aid and Administration of Medication**

It is expected that adults working with children and young people should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst adults may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents should always be informed when first aid has been administered.

In circumstances where children need medication regularly a health care plan should have been established to ensure the safety and protection of children and the adults who are working with them. Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self-administer medication or treatment including, for example any ointment, use of inhalers.

1. **Physical intervention**

There are occasions where physical intervention may be required to prevent a child harming themselves or others. At XXXX every effort will be made to get the parent of the child to do the physical intervention, other parents who could be present. The paid, unpaid staff, or the trustee should try to do it in the presence of another adult. If such an intervention is required a written report should always be given to the safeguarding officer.

1. **Taking images and video of children**

Children have a right to privacy and to be safeguarded from the inappropriate use of images and video. The parents / guardians permission should always be got.

1. **Intimate care**

Ensuring that children with intimate care needs are safeguarded and treated with dignity requires careful consideration. At XXXX we do not have the need to provide intimate care to anybody.

1. **Reporting**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at SGSS.

The simplest way to communicate your concerns is as follows:

Communicate your concerns with your immediate manager

Seek medical attention for the vulnerable person if needed

Make the designated safeguarding officer aware of your concerns

On safeguarding officer’s advice or in his presence discuss with parents of child or with vulnerable person.

Obtain permission to make referral if safe and appropriate

If needed seek advice from the Children and Families helpdesk or Adults helpdesk numbers under contact details

Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact

Ensure that feedback from the Local Authority is received and their response recorded

The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child or vulnerable adult. The use of this form and compliance with the policy will be mandatory and must be built into your policy. Information on reporting concerns will be found at XXXXX

**Initial action by person receiving or identifying an allegation or concern about a child:**

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. It is advisable that he gets the safeguarding officer involved straight away.

They should not:

* Investigate or ask leading questions if seeking clarification
* Make assumptions or offer alternative explanations
* Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis

They should:

* Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said
* Sign and date the written record
* Immediately report the matter to the designated safeguarding officer, or the deputy in their absence or; where the designated senior manager is the subject of the allegation report to the deputy or other appropriate senior manager. If both are implicated, report to LADO
* You should not discuss your suspicions or allegations with anyone other than those nominated in the above point
* Once a child has talked about abuse the worker/coordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Children’s Services & Education and/or police to discuss putting into effect safety measures for the child so that they do not return home

When informed of a concern or allegation, the safeguarding officer should not investigate the matter or interview the member of staff, child concerned or potential witnesses. They should:

* Obtain written details of the concern / allegation, signed and dated by the person receiving (not the child / adult making the allegation)
* Approve and date the written details
* Record any information about times, dates and location of incident/s and names of any potential witnesses
* Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions

The XXXX and the designated safeguarding officer should consider first whether further details are needed and whether there is evidence or information that establishes that the allegation is false or unfounded

The XXXX is located within children's services and should be alerted to all cases in which it is alleged that a person who works with children has:

* behaved in a way that has harmed, or may have harmed, a child
* possibly committed a criminal offence against children, or related to a child
* behaved towards a child or children in a way that indicates she/he is unsuitable to work with children

The XXXX should also be informed within one working day of all allegations that come to an employer’s attention or that are made directly to the police;

If XXXX removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

The XXXX Councils advice on how can we help protect adults at risk?

There are new guidelines for protecting adults in XXXX from abuse. These are multi agency guides for frontline staff and volunteers. You can download the guidelines using the link at the bottom of this page.

It is the responsibility of all workers to treat abuse or potential abuse of adults seriously, and to know about the XXXX policy and procedure and to abide by them where appropriate.

Every effort has been made to ensure that the policy and procedures are clear and easy to use. They apply equally to paid and unpaid workers.

If you have questions or queries about the XXXX policy and procedures, or anything else about adult abuse contact your manager. If staff and managers are in doubts to whether this policy is applicable in a particular circumstance, guidance should be sought from the professional standards team. Contact details are given below.

Please note: that the contact details for the professional standards team must not be used to send referrals or alerts. Referrals or alerts should be made to the adult abuse reporting line on XXXX or XXXX (out of hours).

1. **Allegations Management**

XXXX recognises its duty to report concerns or allegations against its staff or volunteers (paid or unpaid), trustees within the organisation or by a professional from another organisation.

The vast majority of adults who work with children or vulnerable adults act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children, young people, and vulnerable adults in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behavior of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognized that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse children, vulnerable adults. It is therefore essential that all possible steps are taken to safeguard children, young people, and vulnerable adults and ensure that the adults working with them are safe to do so.

As soon as an allegation is made the harm test should be done, whereby there needs to be credible evidence of a risk of harm to vulnerable groups including children such as statements made by an individual regarding conduct/behavior, etc. For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a “feeling” that a person represents a risk to children and / or vulnerable adults.

These procedures should be applied when there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The process for raising and dealing with allegations is as follows:

* First step: Any member of staff (paid or unpaid) or a trustee from XXXX is required to report any concerns in the first instance to their line manager/ safeguarding officer. It might be good idea to making a written record at this stage e.g. ‘A written record of the concern will be completed by the individual /line manager/ safeguarding officer
* Second Step: The safeguarding officer if he feels the allegation does not pass the harm test and especially if it looks it is of a malicious nature with no evidence, he can get professional advice from external person/body
* Third step: contact local authority for advice. This should be done by the safeguarding officer, in his absence by his deputy or a person nominated by the XXXX executive committee
* Fourth step: strictly follow the advice provided
* Fifth Step: If it is established that an allegation has been deliberately invented, the police should be asked to consider what action may be appropriate

XXXX recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document

http://dera.ioe.ac.uk/10015/7/Referral%20Guidance%20and%20Form%20FINAL%20v%2010-01\_Redacted.pdf

In the meantime the accused member of staff/trustee should:

* Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
* Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process
* If suspended, be kept up to date about events in the workplace

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. If the Local Authority/Police get involved XXXX will give their full cooperation to them.

1. **Monitoring**

The organisation will monitor the following Safeguarding aspects:

The safeguarding aspects which would typically be monitored would include:

* Safe recruitment practices
* DBS checks undertaken
* References applied for new staff
* Records made and kept of supervision sessions
* Training – register/ record of staff training on child/ vulnerable adult protection who need it
* Monitoring whether concerns are being reported and actioned
* Checking that policies are up to date and relevant
* Reviewing the current reporting procedure in place
* Presence and action of Designated senior manager responsible for Safeguarding is in post
1. **Managing information**

Information will be gathered, recorded and stored in accordance with the following XXXX policies Data Protection Policy, and Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding officer.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

1. **Conflict resolution and complaints**

XXXX is aware for the resolution of professional disagreements in work relating to the safety of children / Escalation Policy will be handled by external professionals/Croydon council processes, and if necessary this will be taken forward by safeguarding officer.

Conflicts in respect of safety of vulnerable adults will be taken forward by the safeguarding officer via the XXXX council Safeguarding Adults Co-ordinator.

1. **Communicating and reviewing the policy**

XXXX will make clients aware of the Safeguarding Policy by making trustees, staff and volunteers aware of it at the time of their induction. The parents of children who join the classes and adults who join the classes will be made aware of it when they enrol.

This policy will be reviewed by the trustees and safeguarding officer, every year and when there are changes in circumstances or in legislation.

**Document Reference**

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| Document Signatories |
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**CONTACT DETAILS**

Name of the Gurdwara / Organisation

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