



Polisi Diogelu ac Amddiffyn Plant
Ysgol Gymraeg Nant Gwenlli
Safeguarding & Child Protection Policy

Document Control

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Polisi Diogelu ac Amddiffyn Plant

1. Cyflwyniad

Mae ein hysgol yn cydnabod yn llawn y cyfraniad y mae'n ei wneud i ddiogelu ac amddiffyn plant.

Mae tair prif elfen i'n polisi:

- Atal drwy'r diwylliant, yr addysgu a'r cymorth bugeiliol a gynigir i ddysgwyr
- Gweithdrefnau ar gyfer nodi ac adrodd am achosion, neu achosion tybiedig, o gamdriniaeth – oherwydd ein cyswllt o ddydd i ddydd â phlant mae ein staff mewn sefyllfa dda i arsylwi ar arwyddion allanol camdriniaeth; a
- Chymorth i ddysgwyr a allai fod wedi cael eu cam-drin

Mae'r polisi hwn yn berthnasol i'r **holl** staff a gwirfoddolwyr sy'n gweithio yn yr ysgol a'r llywodraethwyr. Mae'r ysgol hon yn cydnabod mai'r holl staff sy'n dod i gysylltiad â phlant yn aml yw'r pwynt datgelu cyntaf ar gyfer plentyn. Mae'r pwynt cyswllt cyntaf hwn yn rhan bwysig o'r broses amddiffyn plant, ac mae'n hanfodol bod yr holl staff yn ymwybodol o weithdrefnau'r ysgol a'u rhoi ar waith fel y nodir yn y polisi hwn.

2. Atal

Rydym yn cydnabod bod hunan-barch uchel, hyder, ffrindiau cefnogol a chyfathrebu da gydag oedolyn y gellir ymddiried ynddo yn helpu i amddiffyn plant.

Felly bydd yr ysgol yn:

- Sefydlu a chynnal ethos lle mae plant yn teimlo'n ddiogel ac yn cael eu hannog i siarad a bod rhywun i wrando arnynt.
- Sicrhau bod plant yn gwybod y gellir cysylltu â phob oedolyn yn yr ysgol hon os ydynt yn poeni neu'n pryderu am faterion sy'n peri pryder iddynt neu eu brodyr a'u chwiorydd neu eu ffrindiau.
- Cynnwys yn y cwricwlwm, gweithgareddau a chyfleoedd ar gyfer ABCh sy'n rhoi'r sgiliau sydd eu hangen ar blant i gadw'n ddiogel rhag camdriniaeth ac i wybod at bwy i droi am help;
- Cynnwys deunydd yn y cwricwlwm a fydd yn helpu plant i ddatblygu agweddau realistig at gyfrifoldebau bywyd fel oedolyn, yn enwedig o ran gofal plant a sgiliau rhianta.
- meithrin perthynas ag asiantaethau eraill a sicrhau atgyfeiriadau cynnar a phriodol am gymorth ac ymyrraeth yn cael eu gwneud cyn i risgiau waethygu.
- cymryd ymagwedd ysgol gyfan (lleoliad) at lesiant a fydd yn ymgorffori diogelu a mesurau ataliol i gefnogi plant a theuluoedd.

3. Gweithdrefnau

Byddwn yn dilyn Gweithdrefnau Diogelu Cymru ar gyfer Plant ac Oedolion sydd mewn perygl o gael eu cam-drin a'u hesgeuluso (2019). Rydym hefyd yn cydymffurfio â chyfres o ddogfennau diogelu corfforaethol trosfwaol yr Awdurdod Lleol a chanllawiau a phrotocolau eraill sydd wedi'u cymeradwyo a'u cytuno gan y Bwrdd Diogelu.

Bydd ein hysgol yn:

- Sicrhau bod ganddi berson diogelu dynodedig (PDD) a dirprwy amddiffyn plant, sydd wedi ymgymryd â'r hyfforddiant priodol.
- Cydnabod rôl yr uwch berson dynodedig (UBD) a threfnu cymorth a hyfforddiant. Bydd yr ysgol yn edrych i'r Bwrdd Diogelu a Swyddog Diogelu Addysg y cyngor am arweiniad a chymorth i gynorthwyo person diogelu dynodedig yr ysgol.
- Sicrhau bod pob aelod o staff a phob llywodraethwr yn gwybod:
 - enw'r UBD a'u rôl, pwynt cyswllt yr awdurdod lleol a'r llywodraethwr diogelu dynodedig.
 - bod ganddynt gyfrifoldeb unigol dros roi gwybod am blant sydd mewn perygl a
 - phryderon amddiffyn i'r gwasanaethau cymdeithasol, neu i'r heddlu, o fewn yr amserlenni y cytunwyd arnynt â'r Bwrdd Diogelu Rhanbarthol.
 - sut i fwrw'r pryderon hynny yn eu blaen pan nad yw'r UBD ar gael.
- Sicrhau bod pob aelod o staff yn ymwybodol o'r angen i fod yn wyladwrus am arwyddion o gamdriniaeth ac esgeulustod a gwybod sut i ymateb i ddysgwyr a all ddatgelu camdriniaeth neu esgeulustod.
- Sicrhau bod aelodau o staff sy'n gofrestryddion CGA yn ymwybodol o'r *Cod Ymddygiad ac Ymarfer Proffesiynol ar gyfer cofrestryddion sydd â Chyngor y Gweithlu Addysg* (gweler www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html) a'r disgwyliad o fewn y Cod.
Bod yr unigolyn cofrestredig yn rhoi sylw i ddiogelwch a lles dysgwyr yn eu gofal a chynnwys cysylltiedig.
- Sicrhau bod gan rieni/gofalwyr ddealltwriaeth o'r cyfrifoldeb sydd wedi'i roi ar yr ysgol a'r staff ar gyfer diogelu ac amddiffyn plant drwy nodi ei rhwymedigaethau yn llyfryn yr ysgol
- Darparu hyfforddiant i'r holl staff fel eu bod:
 - yn deall eu cyfrifoldeb personol
 - yn gwybod y gweithdrefnau lleol y cytunwyd arnynt a'u dyletswydd i ymateb
 - yn ymwybodol o'r angen i fod yn wyladwrus wrth nodi achosion o gam-drin ac esgeuluso
 - gwybod sut i gefnogi plentyn sy'n datgelu camdriniaeth neu esgeulustod deall y rôl y gallai ymddygiadau ar-lein eu cael ym mhob un o'r uchod
- Hysbysu tîm gwasanaethau cymdeithasol yr awdurdod lleol pan fo:
 - dysgwr ar y gofrestr amddiffyn plant yn cael ei wahardd, naill ai am gyfnod penodol neu barhaol
 - pan fo disgybl sydd ar y Gofrestr Amddiffyn Plant yn absennol o'r ysgol heb esboniad am fwy na dau ddiwrnod (neu un diwrnod ar ôl penwythnos).
- Gweithio i ddatblygu cysylltiadau effeithiol ag asiantaethau perthnasol a gweithredol fel sy'n ofynnol gyda'u hymholiadau ynghylch materion amddiffyn plant gan gynnwys mynychu cynadleddau a grwpiau craidd adolygu cychwynnol ac amddiffyn plant a chyflwyno adroddiadau ysgrifenedig i'r cynadleddau.
- Cadw cofnodion ysgrifenedig o bryderon am blant (gan nodi'r dyddiad, y digwyddiad a'r camau a gymerwyd), hyd yn oed lle nad oes angen cyfeirio'r mater at yr awdurdod lleol ar unwaith.
- Sicrhau y cedwir yr holl gofnodion yn ddiogel mewn lleoliadau wedi'u cloi.

- Glynu wrth y gweithdrefnau a nodir yng *Ngweithdrefnau Disgyblu a Diswyddo ar gyfer Staff Ysgol Llywodraeth Cymru*. Canllawiau diwygiedig ar gyfer cyrff llywodraethu (gweler Gov.wales/disciplinary-and-dismissal-procedures-school-staff)
- Sicrhau bod gweithdrefnau recriwtio a dethol yn cael eu gwneud yn unol â dogfen ganllaw Llywodraeth Cymru *Cadw Dysgwyr yn Ddiogel*
- Dynodi llywodraethwr ar gyfer diogelu a fydd yn goruchwylio polisi ac arfer amddiffyn plant yr ysgol.

Bydd y llywodraethwr hwn yn rhoi ad-dalu i'r Corff Llywodraethu ar faterion amddiffyn plant yn ôl yr angen, a bydd yn ofynnol iddo ysgrifennu adroddiad blynyddol at y Corff Llywodraethu ar weithgareddau amddiffyn plant yr ysgol, yn seiliedig ar y wybodaeth yn yr hunanwerthusiad diogelu blynyddol. Y pecyn cymorth Diogelu (Cadw Dysgwyr yn Ddiogel) yw'r fformat a argymhellir.

4. Cefnogi'r rhai sy'n wynebu risg

Rydym yn cydnabod y gall hyn effeithio'n fawr ar blant sydd mewn perygl, sy'n dioddef camdriniaeth neu drais tystion.

Efallai mai'r ysgol hon fyddai'r unig elfen sefydlog, ddiogel a rhagweladwy ym mywydau plant sy'n wynebu risg. Serch hynny, pan fyddant yn yr ysgol, gall eu hymddygiad fod yn heriol neu efallai y cânt eu tynnu'n ôl. Yn yr ysgol hon byddwn yn cefnogi'r dysgwr drwy:

- Gynnwys y cwricwlwm i annog hunan-barch a hunan-gymhelliant.
- Ethos yr ysgol sy'n:
 - hyrwyddo amgylchedd cadarnhaol, cefnogol a diogel; ac
 - rhoi ymdeimlad i ddisgyblion o gael eu gwerthfawrogi (gweler adran 2 ar Atal)
- Polisi ymddygiad yr ysgol, sydd â'r nod o gefnogi disgyblion sy'n agored i niwed yn yr ysgol.
- Bydd yr holl staff yn cytuno ar ddull cyson sy'n canolbwyntio ar ganlyniad ymddygiadol y plentyn, ond nid yw'n niweidio ymdeimlad y disgybl o hunanwerth.
- Bydd yr ysgol yn ymdrechu i sicrhau bod y disgybl yn gwybod bod rhywfaint o ymddygiad yn annerbyniol, (Wedi'i rannu â rhieni/gofalwyr drwy lyfrynnau ysgol a phwyntiau cyfathrebu eraill) ond bod pob unigolyn yn cael ei werthfawrogi ac nad yw'n cael ei feio am unrhyw gam-drin sydd wedi digwydd.
- Cysylltu ag asiantaethau eraill sy'n cefnogi'r myfyriwr fel y Gwasanaeth Seicoleg Addysgol, y Gwasanaethau Iechyd Meddwl Plant a'r Glasoed neu'r Gwasanaeth Lles Addysg – Gwasanaethau Iechyd Meddwl Plant a'r Glasoed a gwasanaethau eiriolaeth; a
- Chadw cofnodion a hysbysu'r awdurdod lleol os bydd pryder yn digwydd eto.
- Pan fydd disgybl ar y gofrestr amddiffyn plant yn gadael, byddwn yn trosglwyddo'r wybodaeth sensitif i'r ysgol newydd ar unwaith (Gan ddefnyddio'r weithdrefn a amlinellir yn atodiad D, Ffeil Diogelu – Trosglwyddo Cofnodion). Bydd y UDB yn ganolog i'r broses hon, ac os nad yw eisoes wedi'i wneud, bydd yn rhoi gwybod i'r Gwasanaethau Plant am y symudiad.

5. Gwrth-fwlio

Mae ein polisi ar Wrth-fwlio wedi'i nodi yn Polisi Gwrth-Fwlio. Caiff y polisi/gwybodaeth hon ei hadolygu'n flynyddol gan Lywodraethwyr ac mae ar gael yn Ffolder Polisiâu yn HWB.

6. Ymyrraeth corfforol

Mae ein polisi ar ymyrraeth gorfforol wedi'i nodi yn Polisi Ymyrraeth Corfforol (Restrictive Physical Intervention Policy/Physical Handling). Fe'i hadolygir yn flynyddol gan y corff llywodraethu ac mae'n gyson â chanllawiau Llywodraeth Cymru ar ymyrraeth ddiogel ac effeithiol – defnyddio grym rhesymol a chwilio am arfau 097/2013. Gellir dod o hyd i'r polisi/gwybodaeth yn y Ffolder Polisiâu yn HWB.

7. Diogelwch Ar-lein

Mae polisi'r ysgol ar Ddiogelwch Ar-lein wedi'i nodi yn Polisi Diogelwch Ar-Lein. Gellir dod o hyd i'r polisi/gwybodaeth yn y Ffolder Polisiâu yn HWB.

8. Plant gydag Anghenion Dysgu Ychwanegol (ADY)

Mae'r ysgol hon yn cydnabod mai plant a phobl ifanc ag anawsterau ac anableddau emosiynol ac ymddygiadol sydd fwyaf agored i gael eu cam-drin yn ystadegol. Mae angen i staff yr ysgol sy'n ymwneud â phlant ag anableddau dwys a lluosog, nam ar y synhwyrau a/neu anghenion emosiynol a phroblemau ymddygiadol fod yn arbennig o sensitif i arwyddion o gamdriniaeth. Mae polisi'r ysgol ar ADY wedi'i nodi yn Polisi ADY gellir dod o hyd i'r polisi/gwybodaeth hon yn y Ffolder Polisiâu yn HWB.

9. Plant sy'n mynd i mewn i'r System Derbyn Gofal

Mae'r ysgol hon yn cydnabod mai plant sy'n mynd i mewn i'r System Derbyn Gofal yn aml yw'r rhai mwyaf agored i niwed ac anghenus. Mae polisi'r ysgol ar gyfer Plant sy'n Derbyn Gofal yn y Ffolder Polisiâu yn HWB. Gellir gofyn am gyngor ac arweiniad gan Gydgysylltwyr Addysg Plant sy'n Derbyn Gofal yr Awdurdod Lleol.

10. Ymgyrch Encompass

Partneriaeth rhannu gwybodaeth gynnar yr heddlu ac addysg yw Ymgyrch Encompass, sy'n galluogi ysgolion i gynnig cymorth ar unwaith i blant a phobl ifanc sy'n profi cam-drin domestig. Mae'r heddlu'n rhannu gwybodaeth gydag arweinydd diogelu'r ysgol cyn dechrau'r diwrnod ysgol nesaf ar ôl i swyddogion fynychu digwyddiad cam-drin domestig. Mae hyn yn galluogi rhoi cymorth priodol ar waith, yn dibynnu ar anghenion a dymuniadau'r plentyn.

Mae'r amlygiad hwn yn effeithio'n negyddol ar blant sy'n profi cam-drin domestig; cam-drin domestig wedi'i nodi fel Profiad Plentyndod Niweidiol a gall arwain at niwed emosiynol, corfforol a seicolegol. Nod Ymgyrch Encompass yw lliniaru'r niwed hwn drwy alluogi cymorth uniongyrchol i'r plentyn.

11. Trosglwyddo cofnodion

Pan fydd plant yn cael eu trosglwyddo i'r ysgol hon neu oddi arni, byddwn yn sicrhau bod cofnodion priodol yn cael eu cadw wrth drosglwyddo cofnodion amddiffyn plant drwy ddefnyddio'r Ffeil Ddiogelu – Ffurflen trosglwyddo cofnodion (Gweler Atodiad C).

12. Hyfforddiant

Bydd yr ysgol yn sicrhau y bydd yr uwch berson a'r dirprwy dynodedig wedi derbyn hyfforddiant cychwynnol wrth ddechrau eu rôl a diweddariadau proffesiynol parhaus yn ôl y gofyn. Bydd diweddariadau penodol fel yr awgrymir gan ofynion cenedlaethol a lleol yn ganolog i ddatblygiad yr UBD.

Bydd yr holl staff yn derbyn diweddariadau diogelu rheolaidd yn ystod y flwyddyn fel y bo'n briodol gan yr UBD, ond byddant yn derbyn hyfforddiant codi ymwybyddiaeth penodol o fewn cyfnod o 2-3 blynedd.

Argymhellir y bydd y corff llywodraethu hefyd yn derbyn hyfforddiant codi ymwybyddiaeth a bydd y llywodraethwr enwebedig yn cael cynnig cyfleoedd ar gyfer hyfforddiant wedi'i dargedu'n fwy.

13. Cydlyniant Cymunedol – Atal Eithafiaeth

Mae'r ysgol yn ymwybodol o'i chyfrifoldebau (o dan Adran 26 Ddeddf Gwrthderfysgaeth a Diogelwch 2015 a'r Canllawiau ar Ddyletswydd *Prevent*) i ddiogelu disgyblion sydd mewn perygl o radicaleiddio. Mae'r ysgol yn gwneud hyn drwy:

- Darparu amgylchedd diogel i ddisgyblion siarad am faterion a allai beri pryder iddynt, gan gynnwys pynciau sensitif fel terfysgaeth ac ideoleg eithafol.

- Nodi ac asesu risg unigolion y gellir eu tynnu i mewn i derfysgaeth, eithafiaeth treisgar neu ddi-drais.
- Gwybod sut i gwblhau atgyfeiriad Sianel a sut i geisio cymorth i'r plentyn/person ifanc
- Sicrhau bod yr holl staff yn cael hyfforddiant priodol a bod ganddynt y wybodaeth a'r hyder i nodi disgyblion sydd mewn perygl o gael eu tynnu i mewn i derfysgaeth ac eithafiaeth a herio syniadau eithafol, yn ogystal â dealltwriaeth o risgiau a gwendidau lleol.
- Sicrhau bod plant yn ddiogel rhag deunydd terfysgol ac eithafol wrth gael mynediad i'r rhyngwyd yn yr ysgol, gan gynnwys sefydlu lefelau priodol o hidlo.
- Dilyn gweithdrefnau diogelu'r ysgol pan adroddir am unrhyw bryderon am blentyn neu berson ifanc sydd mewn perygl o radicaiddio.

14. Plant sy'n Colli Addysg

Bydd yr ysgol yn dilyn canllawiau'r awdurdod lleol lle mae pryderon bod plentyn sy'n colli addysg ac na ellir ei leoli. Byddwn yn cysylltu â SLIA yr ysgol pan fydd pryderon bod plentyn ar goll o addysg.

15. Adroddiadau gorfodol ar AOCB

Mae'r ysgol yn ymwybodol o'i dyletswydd i roi gwybod i'r heddlu am achosion hysbys o Anffurfio Organau Cenhedlu Benywod (adran 74 o Ddeddf Troseddau Difrifol 2015) a'r Gwasanaethau Plant. Os yw staff yn amau y gallai AOCB fod wedi'i wneud, neu'n meddwl y gallai merch fod mewn perygl, yna bydd yr ysgol yn dilyn gweithdrefnau diogelu presennol yn yr achosion hyn.

Canllawiau allweddol ar gyfer staff

- A) Beth i'w wneud os bydd plentyn yn dweud wrthy ch ei fod wedi cael ei gam-drin gan aelod o staff neu unrhyw oedolyn sy'n gweithio gyda phlant.**

Os caiff honiad o gam-drin ei wneud yn erbyn aelod o staff neu unrhyw oedolyn sy'n gweithio gyda phlant rhaid rhoi gwybod i'r Pennaeth yn ddi-oed am hyn. Os yw'r pryder yn ymwneud â'r Pennaeth, rhaid rhoi gwybod i Gadeirydd y Llywodraethwyr am hyn. Os nad ydych yn siŵr, gallwch gysylltu â Swyddog Diogelu Addysg y Cyngor am arweiniad a chyngor neu'r Tîm Dyletswydd ac Asesu Gwasanaethau Plant (gweler y manylion cyswllt isod).

- B) Beth i'w wneud os bydd plentyn yn dweud wrthy ch ei fod wedi cael ei gam-drin gan rywun heblaw aelod o staff:**

Gall plentyn ymddiried mewn unrhyw aelod o staff ac efallai na fydd bob amser yn mynd at aelod o'r staff addysgu. Dylai staff y gwnaed honiad iddynt gofio:

- Rôl gwrando yw eich rôl chi, peidiwch â thorri ar draws y plentyn pan fydd yn mynd drwy'r digwyddiadau'n ar ei liwt ei hun. Cyfyngwch unrhyw gwestiynau i egluro eich dealltwriaeth o'r hyn y mae'r plentyn yn ei ddweud. Dylid llunio unrhyw gwestiynau mewn modd agored er mwyn peidio ag arwain y plentyn;

- **Mae dyletswydd gennych i roi gwybod am bryderon diogelu i Berson Diogelu Dynodedig (PDD) yr ysgol ar unwaith (neu yn eu habsenoldeb, eu Dirprwy), i roi gwybod iddynt am yr hyn a ddatgelwyd. Yn wahanol i'r ffaith bod y ddau yn absennol, ceisiwch y person lefel uchaf yn yr ysgol;**
 - Gwnewch nodyn o'r drafodaeth, cyn gynted ag y bo'n rhesymol ymarferol (ond o fewn 24 awr) i drosglwyddo i PDD yr ysgol. Dylai'r nodyn a ddylai fod yn glir yn ei ddefnydd o derminoleg gofnodi'r amser, y dyddiad, y lle, a'r bobl oedd yn bresennol a dylent gofnodi atebion/ymatebion y plentyn yn yr union ffordd y dywedwyd wrthynt cyn belled ag y bo modd. Yn y rhan fwyaf o achosion, y nodyn hwn fydd yr unig gofnod ysgrifenedig o'r hyn a ddatgelwyd, a gan mai dyma'r cyswllt cychwynnol, un pwysig yn y broses amddiffyn plant. Cofiwch, gellir defnyddio eich nodyn o'r drafodaeth mewn unrhyw ymchwiliad ffurfiol dilynol ac neu achos llys. Fe'ch cynghorir i gadw copi mewn man diogel;
 - Peidiwch â rhoi ymrwymadau o gyfrinachedd llwyr. (gweler y nodyn yn dilyn yr adran hon am fwy o fanylion) Bydd angen i chi fynegi hyn mewn ffyrdd sy'n gysylltiedig ag oedran i'r plentyn cyn gynted â phosibl yn ystod y datgeliad. Gall hyn olygu bod y plentyn yn 'curo' ac nid yn cwblhau'r datgeliad, ond bydd yn dal yn ofynnol i chi rannu'r ffaith ei fod wedi rhannu pryder gyda chi i'r PDD. Yn aml, nid yw'r hyn a rennir i ddechrau ond yn rhan o'r stori;
 - Efallai y bydd yn rhaid i blentyn fod yn aros i achos fynd i'r llys troseddol roi tystiolaeth neu efallai ei fod yn aros am achos gofal.
 - Y PDD sy'n gyfrifol am benderfynu a ddylid rhoi gwybod am y pryder i'r Gwasanaethau Plant. Fodd bynnag, gall unrhyw ymarferydd gyflwyno adroddiad i'r Gwasanaethau Plant os yw'n teimlo bod hyn yn angenrheidiol. Efallai y bydd gennych rôl yn y dyfodol o ran cefnogi neu fonitro'r plentyn, cyfrannu at asesiad neu weithredu cynllun gofal a chymorth. Gallwch ofyn i'r PDD am y wybodaeth ddiweddaraf am unrhyw atgyfeiriadau, ond maent wedi'u cyfyngu gan weithdrefnau a chyfrinachedd a gallant fod yn gyfyngedig yn eu hymateb. Bydd lefel yr adborth ar angen i wybod, ond mae beth bynnag a rennir yn gwbl gyfrinachol ac nid ar gyfer rhannu gydag eraill.

C) Beth i'w wneud os oes gennych bryderon diogelu am blentyn ond nad oes datgeliad uniongyrchol o gamdriniaeth.

Rhaid trosglwyddo'r holl bryderon diogelu i'r PDD a all roi cyngor ar unrhyw gamau gweithredu/cymorth sydd eu hangen. Gallai'r camau gweithredu gynnwys:

- siarad â'r plentyn am eich pryderon (dylai pob cwestiwn fod yn gwestiynau agored) a chynnig cymorth
- siarad â rhieni/gofalwyr am eich pryderon
- cynnig cymorth mewn ysgolion/cwrsela annibynnol
- gofyn am ganiatâd i gyfeirio at wasanaethau ymyrraeth gynnar (Teuluoedd yn Gyntaf)
- gwneud atgyfeiriad amlasiantaethol i'r Gwasanaethau Plant.

Cyfrinachedd

Mae ein hysgol a'n staff yn gwbl ymwybodol o faterion cyfrinachedd os bydd plentyn yn datgelu ei fod yn cael ei gam-drin neu wedi cael ei gam-drin. Efallai y bydd plentyn ond yn teimlo'n hyderus i ymddiried mewn aelod o staff os yw'n teimlo na fydd y wybodaeth yn cael ei datgelu i unrhyw un arall. Fodd bynnag, mae gan bob aelod o staff addysg ddyletswydd broffesiynol i rannu gwybodaeth berthnasol am amddiffyn plant gyda'r asiantaethau statudol dynodedig pan fydd plentyn yn profi pryderon lles plant.

Mae'n bwysig bod pob aelod o staff yn delio â hyn mewn modd sensitif ac yn esbonio i'r plentyn bod yn rhaid iddynt hysbysu'r bobl briodol a all helpu'r plentyn, ond ni fyddant ond yn dweud wrth y rhai y mae angen iddynt wybod er mwyn gallu helpu. Dylai staff dawelu meddyliau'r plentyn a dweud wrthynt na fydd eu sefyllfa'n wybodaeth gyffredin yn yr ysgol.

Cofiwch y gallai fod wedi cymryd dewrder sylweddol ar ran y plentyn i ddatgelu'r wybodaeth ac efallai eu bod hefyd yn profi emosiynau croes, yn cynnwys teimladau o euogrwydd, embaras, anffyddlondeb (os yw'r camdriniwr yn rhywun agos) ac yn brifo.

Cofiwch gyfrifoldeb bugeiliol y Gwasanaeth Addysg. Sicrhau mai dim ond y rhai sydd â chyfranogiad proffesiynol, h.y. y UBD a'r Pennaeth, sydd â mynediad at gofnodion amddiffyn plant. Ar bob adeg arall, dylid eu cadw dan glo'n ddiogel a'u gwahanu oddi wrth brif ffeil y plentyn.

Y Person Diogelu Dynodedig yn yr ysgol hon yw:

Mrs Lona Jones-Campbell, Pennaeth

Y Dirprwy Berson Diogelu Dynodedig yn yr ysgol hon yw:

Mrs Angharad Perry-Morris, Athro, Mrs Suzanne Harris a Mrs Elin Andrews

Y Llywodraethwr Dynodedig gyfer diogelu yn yr ysgol hon yw:

Mrs S Williams, Cadeirydd y corff Llywodraethwyr

Swyddog Diogelu Addysg y Cyngor yw:

Nicola Davies a gellir cysylltu â nhw drwy: ffôn:
01633656656

Gellir cysylltu â'r **Gwasanaethau Plant** fel a ganlyn:

Hyb Diogelu 01633 656656

Y Tîm Dyletswydd Brys y tu allan i oriau 0800 3284432

Arweinydd Prevent y Cyngor yw: Jane Harvey

Ebost: / Email:

jane.harvey@newport.gov.uk

a gellir cysylltu â nhw drwy ffôn:

01633656656

Safeguarding & Child Protection Policy

1. Introduction

Our school fully recognises the contribution it makes to safeguarding and child protection.

There are three main elements to our policy:

- Prevention through the culture, teaching and pastoral support offered to learners
- Procedures for identifying and reporting cases, or suspected cases of abuse - because of our day to day contact with children, our staff are well placed to observe the outward signs of abuse; and
- Support for learners who may have been abused.

This policy applies to **all** staff and volunteers working in the school and its governors. It is recognised by this school that all staff that come in to contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

2. Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard learners.

The school will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk and share their concerns and will be listened to;
- Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate
- take a whole-school (setting) approach to well-being which will incorporate safeguarding and preventative measures to support children and families.

3. Procedures

We will follow the Wales Safeguarding Procedures for Children and Adults at risk of abuse and neglect (2019). We are also compliant with the Local Authority's overarching corporate "Safeguarding People" suite of safeguarding documents and other guidance and protocols that have been endorsed and agreed by the Safeguarding Board.

Our school will:

- Ensure it has a designated safeguarding person (DSP) and deputy for child protection, who have undertaken the appropriate training.
- Recognise the role of the designated senior person (DSP) and arrange support and training. The school will look to the Safeguarding Board and the council's Education

Safeguarding Officer for guidance and support in assisting the school's designated safeguarding person.

- Ensure every member of staff and every governor knows:
 - the name of the DSP and their role, the local authority point of contact and the designated governor for safeguarding
 - that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales
 - agreed with the Regional Safeguarding Board
 - how to take forward those concerns when the DSP is unavailable
- Ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a learner who may disclose abuse or neglect
- Ensure that members of staff who are EWC registrants are aware of the *Code of Professional Conduct and Practice for registrants with the Education Workforce Council* (see www.ewc.wales/site/index.php/en/fitness-to-practise/codeofprofessional-conduct-and-practice-pdf.html) and the expectation within the Code that the registrant has regard to the safety and well-being of learners in their care and related content
- Ensure that parents/carers understand the responsibility placed on the school and staff for safeguarding and child protection by setting out its obligations in the school brochure
- Provide training for all staff so that they:
 - understand their personal responsibility
 - know the agreed local procedures and their duty to respond
 - are aware of the need to be vigilant in identifying cases of abuse and neglect
 - know how to support a child who discloses abuse or neglect
 - understand the role online behaviours may have in each of the above
- Notify the local authority's social services team if:
 - a learner on the child protection register is excluded, either for a fixed term or permanently
 - there is an unexplained absence of a learner on the child protection register of more than two days' duration from school (or one day following a weekend)
- Work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences and core groups and the submission of written reports to the conferences
- Keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately
- Ensure all records are kept secure and in locked locations

- Adhere to the procedures set out in the Welsh Government's *Disciplinary and dismissal procedures for school staff: Revised guidance for governing bodies* (see Gov.wales/disciplinary-and-dismissal-procedures-school-staff)
- Ensure that recruitment and selection procedures are made in accordance with Welsh Government's *Keeping learners safe* guidance
- Designate a governor for safeguarding who will oversee the school's child protection policy and practice.

This governor will feed back to the Governing Body on child protection matters as and when required, and will be required to write an annual report to the Governing Body on the school's child protection activities, based on the information in the annual safeguarding self-evaluation. The Safeguarding toolkit (Keeping Learners Safe) is the recommended format.

4. Supporting those at risk

We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school, their behaviour may be challenging or they may be withdrawn. At this school we will support the learner through:

- The content of the curriculum to encourage self-esteem and self-motivation
- The school ethos which:
 - promotes a positive, supportive and secure environment; and
 - gives pupils a sense of being valued (see section 2 on Prevention);
- The school's behaviour policy, which is aimed at supporting vulnerable pupils in the school.
- All staff will agree a consistent approach which focuses on the behavioural outcome of the child, but does not damage the pupil's sense of self-worth.
- The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable, (Shared with parents/carers via school brochures and other points of communication) but that each individual is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and advocacy services; and
- Keeping records and notifying the local authority if there is a recurrence of a concern.
- When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (Using the procedure outlined in appendix D, Safeguarding File – Transfer of Records). The DSP will be central to this process, and if not already done, will inform Children's Services of the move.

5. Anti- Bullying

Our policy on Anti-Bullying has been set out in Anti-Bullying Policy. This policy/information is reviewed annually by Governors and can be located in the Policies Folder in HWB.

6. Physical Intervention

Our policy on physical intervention has been set out in Restrictive Physical Intervention Policy/Physical Handling. It is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and Effective intervention – use of reasonable force and searching for weapons 097/2013. This policy/information can be located in the Policies Folder in HWB.

7. On-line Safety

The school's policy on On-line Safety has been set out in the E-Safety Policy. This policy/information can be located in the Policies Folder in HWB.

8. Children with Additional Learning Needs (ALN)

This school recognises that statistically children and young people with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on ALN has been set out in SEP Policy this policy/information can be located in the Policies Folder in HWB.

9. Children who enter the Looked after System

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy for Looked After Children can be located in the Policies Folder in HWB. Advice and guidance can be sought from the Local Authority's Looked After Children's Education Coordinators.

10. Operation Encompass

Operation Encompass is a police and education early information sharing partnership, enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with the school's safeguarding lead prior to the start of the next school day after officers have attended a domestic abuse incident. This enables appropriate support to be put in place, dependent upon the needs and wishes of the child.

Children experiencing domestic abuse are negatively impacted by this exposure; domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling immediate support for the child.

11. Transfer of records

Where children are transferred to or from this school, we will ensure appropriate record keeping of the transfer of child protection records through the use of the Safeguarding File – Transfer of records proforma (See Appendix C).

12. Training

The school will ensure that the designated senior person and deputy will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSP's development.

All staff will receive regular safeguarding updates during the year as appropriate from the DSP, but will receive specific awareness raising training within a 2-3 year period.

It is recommended that the governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more targeted training.

13. Community Cohesion – Preventing Extremism

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent Duty Guidance*) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas, as well as an understanding of local risks and vulnerabilities.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

- Following the school's safeguarding procedures when any concerns about a child or young person who is at risk of radicalisation are reported.

14. Children Missing from Education

The school will follow the local authority guidance where there are concerns that a child is missing from education and cannot be located. The school's EWO will be contacted when there are concerns that a child is missing from education.

15. Mandatory reporting of FGM

The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015) and Children's Services. Where staff suspect FGM may have been carried out, or think a girl may be at risk, then the school will follow existing safeguarding procedures in these cases.

Key Guidance for Staff

A) What to do if a child tells you they have been abused by a member of staff or any adult working with children.

If an allegation of abuse is made against a member of staff or any adult working with children this must be reported to the Head Teacher without delay. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Council's Education Safeguarding Officer for guidance and advice or the Children's Services Duty and Assessment Team (see contact details below).

B) What to do if a child tells you they have been abused by someone other than a member of staff:

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- **You have a duty to report safeguarding concerns to the school's Designated Safeguarding Person (DSP) straight away (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikelihood of both being absent seek out the most senior person in the school;**
 - Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's DSP. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed, and as it is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;
 - Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have a shared a concern with you to the DSP. Often what is initially shared is the tip of an iceberg;
 - That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings.

- The decision as to whether to report the concern to Children’s Services rests with the DSP. However, any practitioner can make a report to Children’s Services if they feel this is necessary. You may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing a care and support plan. You can ask the DSP for an update on any referrals, but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know, but whatever is shared is strictly confidential and not for sharing with others.

C) What to do if you have safeguarding concerns about a child but there is no direct disclosure of abuse.

All safeguarding concerns must be passed on to the DSP who can advise on any action/support needed. Actions may include:

- talking to the child about your concerns (all questions should be open questions) and offering support
- talking to parents/carers about your concerns
- offering school-based support/independent counselling
- seeking consent for a referral to early intervention services (Families First)
- making a multi-agency referral to Children’s Services.

Confidentiality

Our school and staff are fully aware of confidentiality issues if a child divulges that they are being or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, all education staff have a professional duty to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. Be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Remember the pastoral responsibility of the Education Service. Ensure that only those with a professional involvement, i.e. the DSP and Headteacher, have access to child protection records. At all other times, they should be kept securely locked and separate from the child’s main file.

The Designated Safeguarding Person at this school is:

Mrs Lona Jones-Campbell, Pennaeth

The Deputy Designated Safeguarding Person at this school is:

Mrs Angharad Perry-Morris, Teacher, Mrs Suzanne Harris and Mrs Elin Andrews

The Designated Governor for safeguarding at this school is:

Mrs S Williams, Chair of the Governors

The Council's Education Safeguarding Officer is: Nicola Davies
and can be contacted by: phone: 01633656656

Children's Services can be contacted as follows:
Safeguarding Hub 01633 656656
Out of Hours Duty Team 0800 3284432

The Council's Prevent Lead is:
and can be contacted by: Jane Harvey

Ebost: / Email: jane.harvey@newport.gov.uk

phone: 01633656656

Polisiau, Canllawiau a Chyngor Cysylltiedig

[Gweithdrefnau Diogelu Cymru ar gyfer Plant ac Oedolion sydd mewn perygl o gael eu cam-drin a'u niweidio \(2019\)](#)

- Cadw dysgwyr yn ddiogel 2020: Rôl awdurdodau lleol, cyrff llywodraethu a pherchnogion ysgolion annibynnol dan Ddeddf Addysg 2002 <https://llyw.cymru/cadw-dysgwyr-ynhttps://eur03.safelinks.protection.outlook.com/?url=https://gov.wales/keeping-learners-safe&data=04|01|Nic.Davies@newport.gov.uk|c06142be6bac4ec358f208d8705eb163|2c4d0079c52c4bb3b3cad8eaf1b6b7d5|0|1|637382899428603399|Unknown|TWfPbGZsb3d8eyJWljoic4wLjAwMDAiLCJQljoicV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0=|1000&sdata=DAfjWCdP91oCiu+Wkwrxn1T5rv3dSy6HCITyJyF5lfo=&reserved=0ddiogel>
- Diogelu Plant mewn: trin honiadau o gamdriniaeth yn erbyn athrawon a staff eraill <https://llyw.cymru/canllawiau-ar-ymdrin-honiadau-o-gam-drin-yn-erbyn-athrawon-staff>
- Protocol Honiadau/Pryderon Diogelu am Ymarferwyr a'r rhai sydd mewn Sefyllfa Ymddiriedolaeth (Mawrth 2020). <https://www.gwentsafeguarding.org.uk/Documents/en/Adults/Protocols-andhttps://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdfProcedures/Regional-Documents/SafeguardingAllegationsConcerns-abouthttps://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdfPractitioners-and-those-in-a-Position-of-TrustProtocol.pdf>
- Gweithdrefnau disgyblu a diswyddo staff ysgol <https://llyw.cymru/gweithdrefnauhttps://gov.wales/disciplinary-and-dismissal-procedures-school-staffdisgyblu-diswyddo-staff-ysgol>
- Gweithdrefnau ar gyfer Chwythu'r Chwiban mewn Ysgolion a Pholisi Enghreifftiol Cylchlythyr Llywodraeth Cymru 036/2007 <http://dera.ioe.ac.uk/23182/1/150608-reporting-misconduct-en.pdf>
- Cam-drin rhywiol, camfanteisio ac ymddygiad rhywiol niweidiol gan gyfoedion: Sut i atal ac ymateb i gam-drin rhywiol gan gyfoedion, camfanteisio ac ymddygiad rhywiol niweidiol, gan gynnwys cam-drin digidol a chamfanteisio. <https://llyw.cymru/cam-drinhttps://gov.wales/peer-sexual-abuse-exploitation-and-harmful-sexual-behaviourrhywiol-gan-gyfoedion-camfanteisio-ac-ymddygiadrhywiol-niweidiol>
- Anffurfio organau cenhedlu benywod Llythyr at ysgolion am helpu i atal anffurfio organau cenhedlu benywod a sut i helpu merched sydd mewn perygl. <https://llyw.cymru/anffurfio-organau-cenhedlu-benywod>
- Ymyrraeth ddiogel ac effeithiol: Defnyddio grym rhesymol a chwilio am arfau <https://llyw.cymru/ymyriadau-diogel-ac-effeithiol-canllawiau-ar-gyfer-ysgolionhttps://gov.wales/safe-and-effective-intervention-guidance-schools-and-local-authoritiesacawdurdodau-lleol>

- Canllawiau Ymarfer Da Dull Addysg Gyfan o Ymdrin â Thrais yn erbyn Menywod, Camdrin Domestig a Thrais Rhywiol yng Nghymru
<http://gov.wales/docs/dsilg/publications/commsafety/151020-whole-educationapproach-good-practice-guide-en.pdf>
- Plant sy'n Colli Addysg Cylchlythyr Llywodraeth Cymru 002/2017 (yn disodli cylchlythyr 006/2010)
<http://learning.gov.wales/docs/learningwales/publications/170323statutory>
<http://learning.gov.wales/docs/learningwales/publications/170323-statutory-guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf>
[guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf](http://learning.gov.wales/docs/learningwales/publications/170323-statutory-guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf)
- Canllawiau i ysgolion ar achosion eithafiaeth dreisgar a mesurau ataliol
<https://llyw.cymru/gwrthsafiad-pharch-datblygu-cydlyniant-cymunedol>
- Parch a gwydnwch: offeryn hunanasesu ar gyfer ysgolion'. Defnyddiwch y ffurflen hon i wirio eich bod yn dilyn arfer gorau wrth ddarparu cymuned ddysgu ddiogel.
<https://gov.wales/respect-and-resilience-self-assessment-tool-schools>

Canllawiau sianel: <https://www.gov.uk/government/publications/channel-guidance>

Canllawiau ar Ddyletswydd Prevent:<https://www.gov.uk/government/publications/preventduty-guidance>

Deddfwriaeth berthnasol arall

- Deddf Plant 2004
- Deddf Addysg 2002
- Deddf Addysg 2011
- Deddf Hawliau Dynol 1998
- Deddf Diogelu Data 1998
- Deddf Plant 1989
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014

Associated Policies, Guidance and Advice

- [Wales Safeguarding Procedures for Children and Adults at risk of abuse and harm \(2019\)](#)
- Keeping Learners Safe 2020: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
<https://gov.wales/keeping-learners-safe>
- Safeguarding in Education: handling allegations of abuse against teachers and other staff
<https://gov.wales/handling-allegations-abuse-against-teachers-and-staff>
- Safeguarding Allegations/Concerns About Practitioners and Those in a Position of Trust Protocol (March 2020).
<https://www.gwentsafeguarding.org.uk/Documentsen/Adults/Protocols-and-https://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdf>
[Procedures/Regional-Documents/SafeguardingAllegationsConcerns-about](https://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdf)
[Practitioners-and-those-in-a-Position-of-TrustProtocol.pdf](https://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdf)
- Disciplinary and dismissal procedures for school staff
<https://gov.wales/disciplinary>
<https://gov.wales/disciplinary-and-dismissal-procedures-school-staff>
- Procedures for Whistle blowing in Schools and Model policy- Welsh Assembly Government circular 036/2007
<http://dera.ioe.ac.uk/23182/1/150608-reporting-misconduct-en.pdf>
- Peer sexual abuse, exploitation and harmful sexual behaviour: How to prevent and respond to peer sexual abuse, exploitation and harmful sexual behaviour, including digital abuse and exploitation.
<https://gov.wales/peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour>
- Female genital mutilation: Letter to schools about helping to stop female genital mutilation and how to help girls at risk. <https://gov.wales/female-genital-mutilation>
- Safe and effective intervention: Use of reasonable force and searching for weapons
<https://gov.wales/safe-and-effective-intervention-guidance-schools-and-https://gov.wales/safe-and-effective-intervention-guidance-schools-and-local-authorities>
[localauthorities](https://gov.wales/safe-and-effective-intervention-guidance-schools-and-local-authorities)
- Good Practice Guide: A Whole Education Approach to Violence against Women, Domestic Abuse and Sexual Violence in Wales
<http://gov.wales/docs/dsijg/publications/commsafety/151020-whole-educationapproach-good-practice-guide-en.pdf>
- Children Missing from Education WG circular 002/2017 (replaces circular 006/2010)
<http://learning.gov.wales/docs/learningwales/publications/170323-statutory->

[guidanceto-help-prevent-children-and-young-people-from-missing-education-en.pdf](#)

- Guidance for schools on the causes of violent extremism and preventative measures
<https://gov.wales/respect-and-resilience-developing-community-cohesion>
- Respect and resilience: self-assessment tool for schools'. Use this form to check you are following best practice in providing a safe learning community.
<https://gov.wales/respect-and-resilience-self><https://gov.wales/respect-and-resilience-self-assessment-tool-schools>[assessment-tool-schools](#)

Channel Guidance: <https://www.gov.uk/government/publications/channel-guidance>

Prevent Duty Guidance:<https://www.gov.uk/government/publications/prevent-duty-guidance>

Other relevant legislation:

- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- Social Services and Well-being (Wales) Act 2014

Mathau o niwed

Mae'r canlynol yn rhestr anghyflawn o enghreifftiau ar gyfer pob un o'r categorïau o niwed, camdriniaeth ac esgeulustod sydd wedi'u cynnwys yn Cyfrol 5 Gweithio Gyda'n Gilydd i Ddiogelu Pobl: Cyfrol 5 – Ymdrin ag Achosion Unigol i Amddiffyn Plant mewn Perygl (Deddf Gwasanaethau Cymdeithasol a Llesiant 2014)

- **cam-drin corfforol** – bwrw, slapio, gordddefnyddio neu gamdddefnyddio meddyginiaeth, atal yn afresymol, neu gosbau amhriodol;
- **cam-drin emosiynol/seicolegol** - bygwth niweidio neu adael y plentyn, rheolaeth dan orfod, codi cywilydd, cam-drin geiriol neu hiliol, ynysu neu dynnu'n ôl o wasanaethau neu rwydweithiau cefnogol, gweld eraill yn cael eu cam-drin
- **cam-drin rhywiol** - gorfodi neu ddenu plentyn neu berson ifanc i gymryd rhan mewn gweithgareddau rhywiol, boed y plentyn yn ymwybodol o'r hyn sy'n digwydd ai peidio, gan gynnwys: cyswllt corfforol, gan gynnwys gweithredoedd treiddiol neu anhreiddiol; gweithgareddau di-gyswllt, megis cynnwys plant wrth edrych ar, neu gynhyrchu, deunydd pornograffig neu wyllo gweithgareddau rhywiol neu annog plant i ymddwyn mewn ffyrdd rhywiol amhriodol
- **cam-drin ariannol** - bydd y categori hwn yn llai cyffredin ymhlith plant ond gallai dangosyddion gynnwys:
 - peidio ag ateb eu hanghenion gofal a chymorth a ddarperir drwy daliadau uniongyrchol; neu gwynion bod eiddo personol ar goll
- **esgeulustod** - peidio â bodloni anghenion corfforol, emosiynol neu seicolegol sylfaenol sy'n debygol o arwain at nam ar iechyd neu ddatblygiad

Mae'n cynnwys risg gan niwed gwirioneddol neu botensial i blentyn neu berson ifanc sydd yn deillio o:

- Camfanteisio troseddol megis llinellau cyffuriau
- Camfanteisio'n rhywiol ar blant
- Radicaleiddio
- Anffurfio organau cenhedlu benywod
- Caethwasiaeth fodern

Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in Vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk (*Social Services & Wellbeing Act 2014*)

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **financial abuse** - this category will be less prevalent for a child but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.
- **neglect** - failure to meet basic physical, emotional or psychological needs, which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery

Trosglwyddo cofnodion diogelu disgyblion

RHAN 1: I'w llenwi gan yr ysgol sy'n danfon

- Pan ydych chi'n gwybod bod plentyn sydd ar y Gofrestr Amddiffyn Plant (neu pan fo pryderon ynghylch diogelu) yn symud ysgolion cysylltwch â'r DSP yn yr ysgol sy'n ei dderbyn ymhen 2 diwrnod ar ôl i'r plentyn adael yr ysgol i rannu gwybodaeth.
- Sicrhewch y caiff y ffeil diogelu ei throsglwyddo at yr Uwch Berson Dynodedig yn yr ysgol sy'n derbyn trwy **dddefnyddio dull danfon diogel** gyda Rhan 1 y ffurflen hon wedi'i chwblhau. Dylid ei farcio fel 'cyfrinachol at sylw'r DSP yn unig'.
- Dylid trosglwyddo'r ffeil ymhen 10 diwrnod gwaith
- Dylech gadw copi o'r ffurflen hon ar gyfer eich cofnodion eich hun.

ENW'R PLENTYN	
DYDDIAD GENI:	
ENW'R YSGOL ANFON FFEIL DIOGELU:	
CYFEIRIAD YR YSGOL SY'N ANFON:	
DYDDIAD ANFON Y FFEIL:	
ENW'R UWCH BERSON DYNODEDIG (DSP) DROS DDIOGELU:	
DULL DANFON:	
LLOFNOD:	

RHAN 2: I'w gwblhau gan yr ysgol dderbyn

- Llenwch a dychwelwch y ffurflen hon i'r DSP a restrir yn Rhan 1 uchod.
- Os dewiswch ddychwelyd y ffurflen yn electronig, sicrhewch ei bod yn cael ei llenwi'n ddiogel.
- Dylech gadw copi o'r ffurflen hon i chi gyfeirio ati.
- Dylid cadw'r ffeil diogelu'n ddiogel, ac ar wahân i brif ffeil y disgybl.

ENW'R YSGOL SY'N DERBYN Y FFEIL:	
CYFEIRIAD:	
DYDDIAD DERBYN:	
ENW'R UWCH BERSON DYNODEDIG (DSP) SY'N DERBYN Y FFEIL:	
A YW'R FFEIL YN GYFAN WRTH EI DDERBYN?	
LLOFNOD	

Transfer of pupil safeguarding records

PART 1: To be completed by sending school

- When you know that a child on the CP register (or where there are safeguarding concerns) is moving schools contact the DSP at the receiving school within 2 days of the child leaving your school to share information.
- Please ensure that the safeguarding file is passed to the Designated Senior Person at the receiving school **using a secure method of delivery** with Part 1 of this form completed. It should be marked as 'confidential for the attention of the DSP only'.
- The file should be transferred within 10 working days
- You are advised to keep a copy of this form for your own records.

NAME OF CHILD	
DOB:	
NAME OF SCHOOL SENDING SAFEGUARDING FILE:	
ADDRESS OF SENDING SCHOOL:	
DATE FILE SENT:	
NAME OF DESIGNATED SENIOR PERSON (DSP) FOR SAFEGUARDING:	
METHOD OF DELIVERY:	
SIGNATURE:	

PART 2: To be completed by receiving school

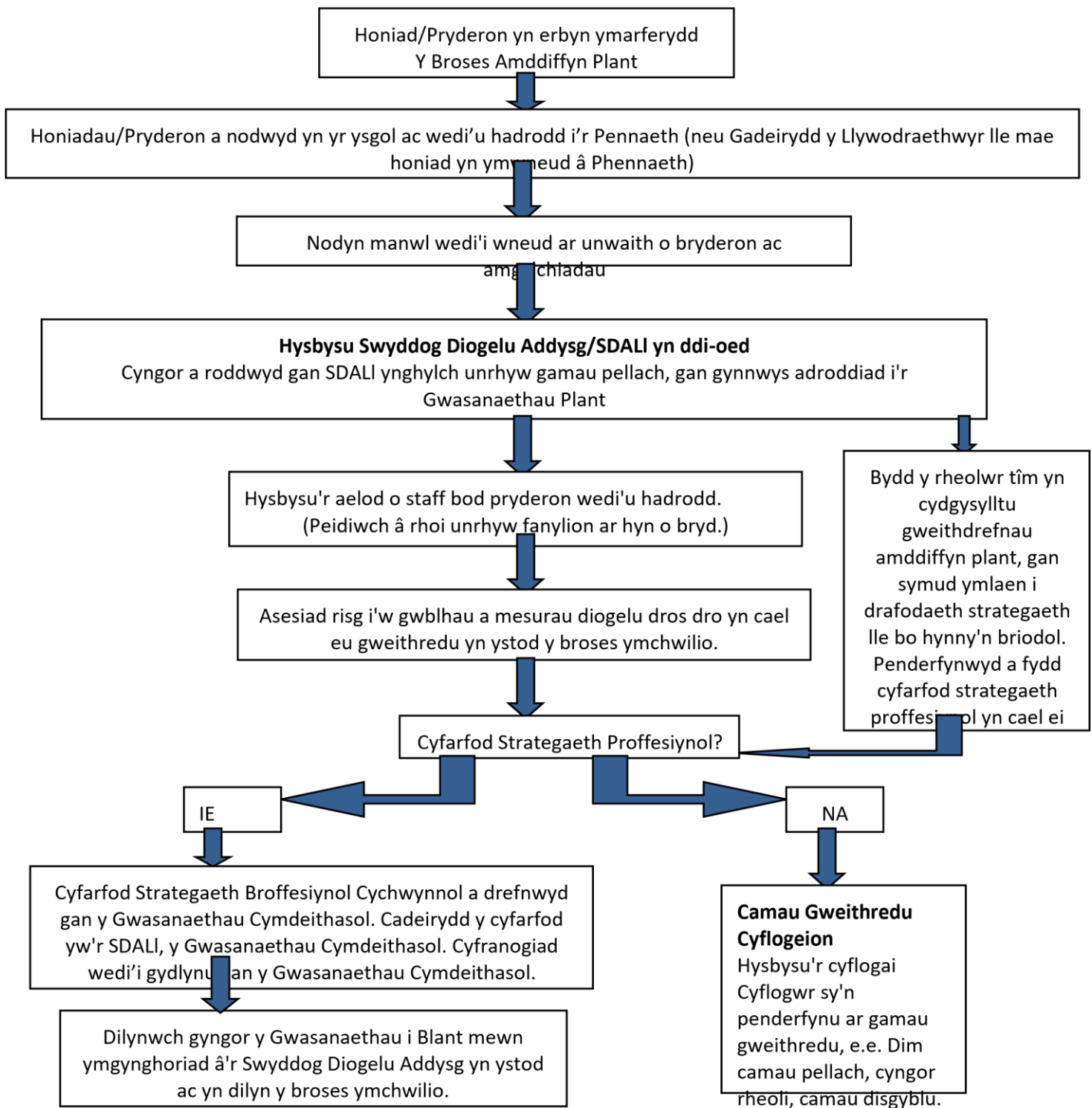
- Please complete and return this form to the DSP listed in Part 1 above.
- If you choose to return this form electronically, please ensure this is completed securely.
- You are advised to keep a copy of this form for your own reference.
- The safeguarding file should be stored securely, and away from the main pupil file.

NAME OF SCHOOL RECEIVING FILE:	
ADDRESS:	
DATE RECEIVED:	
NAME OF DESIGNATED SENIOR PERSON (DSP) RECEIVING FILE:	
IS THE FILE INTACT ON RECEIPT?	
SIGNATURE	

HONIADAU/PRYDERON PROFFESIYNOL

Dylid defnyddio'r Siart Llif hwn fel rhestr wirio fer o weithdrefn ar gyfer honiadau/pryderon ynghylch unrhyw ymarferydd mewn ysgol.

- Amlinellir gweithdrefnau manwl yn y Gweithdrefnau Diogelu ar gyfer Plant ac Oedolion sydd mewn perygl o gael eu cam-drin a'u hesgeuluso 2019



Awdur: Nicola Davies - Swyddog Gofal a Chymorth Diogelu Addysg

Dyddiad: Rhagfyr 2020

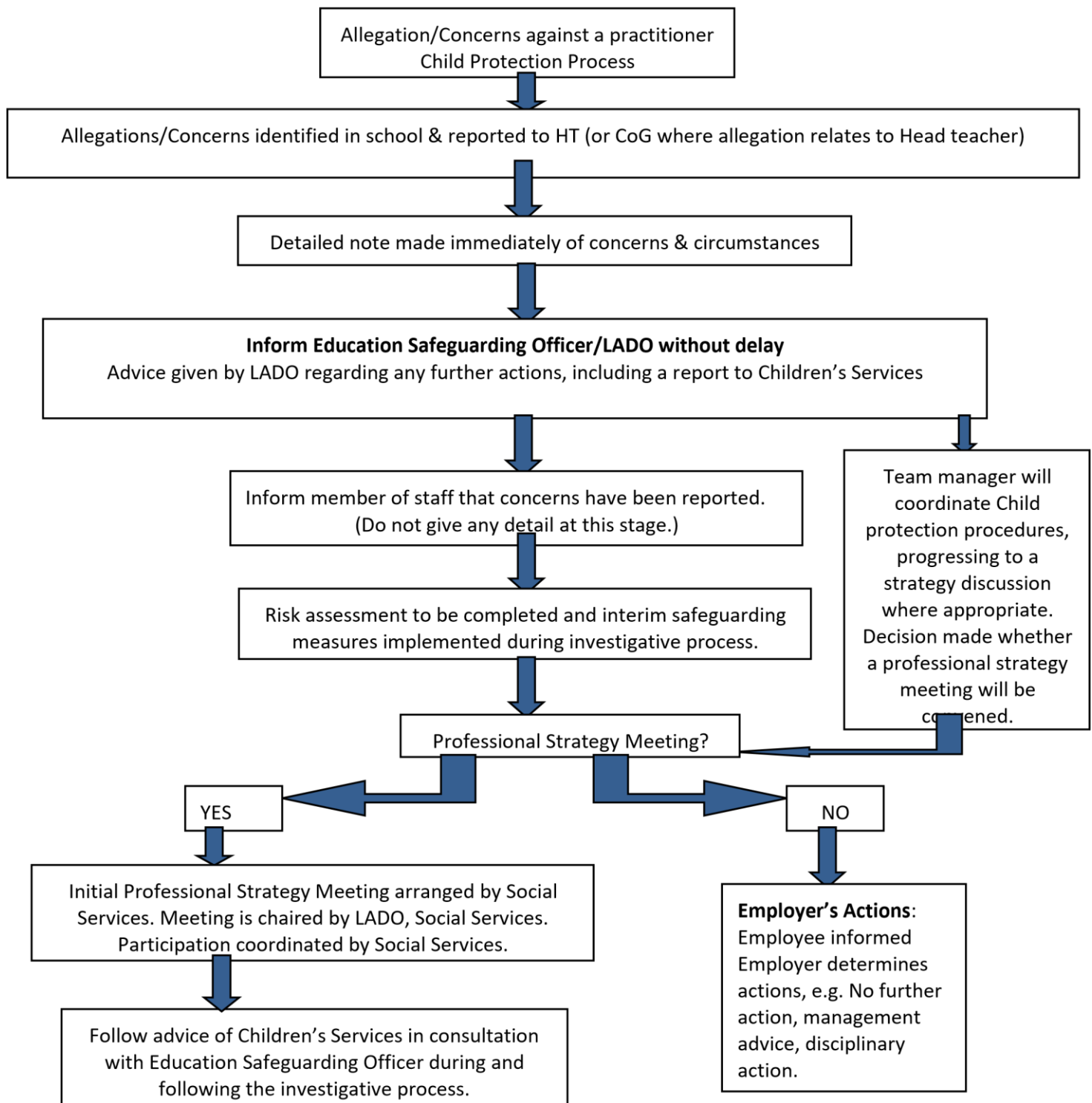
Dyddiad Adolygu: Rhagfyr 2021

Fersiwn: 1.4

PROFESSIONAL ALLEGATIONS/CONCERNS

This Flowchart should be used as a brief checklist of procedure for allegations/concerns regarding any practitioner in a school.

Detailed procedures are outlined in the Safeguarding Procedures for Children and Adults at risk of abuse and neglect 2019



Author: Nicola Davies - Education Safeguarding, Care & Support Officer

Date: December 2020

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Version: 1.4



Camau Cyfathrebu Gwybodaeth Materion Diogelu

Os oes ganddoch chi bryder ynglyn â lles neu iechyd a diogelwch plentyn yn yr ysgol, rhowch wybod i'r **Swyddog Diogelu Penodedig** sef y Pennaeth, er mwyn trafod eich pryderon. Yn absenoldeb y Pennaeth fe fyddwch angen trafod y mater gyda'r **Dirprwyion Diogelu Penodedig**. Amlygu'r ar y murlun "Ar Hyd Ein Fordd" yn y brif fyneddfa pwy yw'r staff dynodedig a chyfrifoldeb am faterion diogelu plant.

Pan fyddwch yn trafod y mater gyda'r plentyn **ni ddylid arwain y plentyn o gwbl**. Rydych chi yno i wrando. Cofnodwch eich sylwadau ar y daflen "Cyfarthrebu Materion Diogelu".

Cofiwch yr acronym "TED" sy'n amlygu y strategaethau cwestiynnu i'w defnyddio:

T – Tell me what happened/Dwed wrtha' i beth ddigwyddodd;

E – Explain to me what happened/Eglura i mi beth ddigwyddodd;

D - Describe what you saw or heard/Disgrifia i mi beth welaist ti neu glywaist ti.

Cofnodwch yr hyn mae'r plentyn yn dweud yng ngeiriau'r plentyn, peidiwch byth ag arall eirio – taflenni i'w defnyddio yn y dosbarthiadau ac yn yr ystafell athrawon.

Peidiwch byth ag addo i'r plentyn eich bod yn gallu cadw yr hyn a drafodwyd yn gyfrinachol!

Cofnodir am ddigwyddiad un waith yn unig mewn ysgol i osgoi tystiolaeth croesddywedol. Cyflwynir y cofnodion o'r cyfarfodydd i'r Swyddogion Diogelu Penodol – ni chaniateir i gopïau gael eu cadw ar lawr y dosbarth.

Os rydych chi am drafod mater sy'n ymwneud âg aelod o staff ewch i weld y Pennaeth. Os mae'r mater am y Pennaeth fe fydd angen i chi gysylltu gyda Cadeirydd y Corff Llywodraethol/Swyddog Diogelu Cyngor Dinas Casnewydd.