

Canllawiau Diogelu'r Gwasanaeth Addysg

<u>Atodiad 1</u>	Polisi Amddiffyn Plant Ysgol Enghreifftiol
<u>Atodiad 2</u>	Rôl Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg
<u>Atodiad 3</u>	Rôl Person Dynodedig Amddiffyn Plant Mewn Ysgol
<u>Atodiad 4</u>	Adroddiad Blynyddol Diogelu Plant
<u>Atodiad 5</u>	Canllawiau Cyffredinol Cyfarfodydd

1. Cyflwyniad

- 1.1. Mae'r polisïau a'r gweithdrefnau ar gyfer y Gwasanaeth Addysg yn cyd-fynd â pholisïau corfforaethol Cyngor Gwynedd ac wedi'i llunio yng nghyd-destun gweledigaeth y cyngor ar gyfer sicrhau diogelwch a lles plant a phobl ifanc Gwynedd.
- 1.2. Mae Gwasanaeth Addysg Gwynedd yn cydnabod ei rwymedigaethau statudol o ran diogelu plant mewn addysg. Mae'r gwasanaeth addysg yn amcanu i sicrhau lles a diogelwch plant a phobl ifanc sy'n defnyddio gwasanaethau o fewn a thu allan i ysgolion a darpariaethau addysgol eraill.

2. Cefndir Deddfwriaethol

- 2.1. Mae'r Awdurdod yn cydymffurfio â gofynion ac egwyddorion:

- Canllawiau Amddiffyn Plant Cymru Gyfan 2008
- Diogelu Plant Mewn Addysg: Cylchlythyr 158/2015 LLC
- Gweithio Gyda'n Gilydd – o ran Deddf 2004
- Protocolau a Pholisïau Bwrdd Diogelu Plant Gwynedd a Môn a Bwrdd Diogelu Lleol Gogledd Cymru
- Gweledigaeth Panel Strategol Diogelu Plant ac Oedolion Gwynedd
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014

- 2.2. Yn ogystal mae gan y gwasanaeth addysg rôl fonitro ar gyfer sicrhau bod Ysgolion Gwynedd yn deall ac yn gweithredu gweithdrefnau diogelu plant.

3. Cyfrifoldebau o Fewn y Gwasanaeth Addysg

- 3.1. Y Pennaeth Addysg (Mr Garem Jackson) yw'r Prif Swyddog Statudol gyda chyfrifoldeb dros sicrhau bod y gwasanaeth yn cyflawni'n llawn ei rwymedigaethau statudol yng nghyd-destun Diogelu Plant.
- 3.2. Dirprwyir y cyfrifoldeb arweiniol ar gyfer datblygu polisïau a gweithdrefnau i'r Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg (Mrs Delyth Lloyd Griffiths). Cydweithia yn agos gyda'r Gwasanaethau Plant i sicrhau polisïau a gweithdrefnau aml asiantaethol a hyfforddiant o ansawdd. **Yr Uwch Swyddog Diogelu Plant (Delyth Lloyd Griffiths) yw Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg ar gyfer derbyn unrhyw ymholiadau (gweler [Atodiad 2](#)).**
- 3.3. Y Pennaeth Addysg sy'n cynrychioli Addysg ar y Bwrdd Diogelu Plant ac ar y Panel Strategol Diogelu Plant ac Oedolion Gwynedd. Mae'r Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg (Delyth Lloyd Griffiths) yn cynrychioli Addysg ar y Panel Gweithredol Diogelu Plant ac Oedolion Gwynedd. Mae Swyddogion Addysg yn cyfrannu'n llawn ar is-grwpiau amrywiol.
- 3.4. Adroddir yn chwarterol i'r Tîm Rheoli Addysg yn erbyn dangosyddion cytunedig y Cyngor sy'n amlygu perfformiad yr Adran yn y maes diogelu. Bydd dilysu allanol am ansawdd gweithdrefnau diogelu yn cael ei gwblhau'n flynyddol, e.e. drwy asesu ysgolion gan gymheiriaid allanol.

4. Dyletswyddau Diogelu'r Gwasanaeth ac Ysgolion / Sefydliadau Addysgol

- 4.1. Rôl y gwasanaeth Addysg ac Ysgolion Gwynedd o fewn y drefn Diogelu Plant yw sicrhau amgylchfyd ac ethos diogel lle y gall plant a phobl ifanc ddysgu gan roddi sylw digonol i'w lles a'u diogelwch. Dylai pob gweithiwr ystyried ei rôl ar gyfer:
 - diogelu plant rhag niwed
 - atal camdriniaeth
 - hybu lles

4.2 Mae gan ysgolion a'r Gwasanaethau Addysg gyfrifoldeb i gydweithio gyda Gwasanaethau Cymdeithasol ac adrannau eraill y cyngor i hyrwyddo diogelwch trwy godi ymwybyddiaeth, gwella dealltwriaeth a chryfhau gwytnwch plant a phobl ifanc thrwy'r cwricwlwm yn ogystal â thrwy waith ataliol ac ymyrraeth gynnar; trwy gyfeirio pryderon, cyfrannu gwybodaeth a thuag at asesiadau o angen.

Bydd y gwasanaeth yn cydgordio'r gofynion ac yn gweithio'n agos gydag ysgolion ac asiantaethau eraill yn y maes diogelu, yn benodol felly Gwasanaethau Plant, Iechyd a'r Heddlu.

4.3. Mae'r gwasanaeth addysg yn gweithredu ar gyfrifoldebau corfforaethol ac addysgol Gwynedd wrth sicrhau i'r holl ysgolion, unedau, colegau Addysg Bellach, lleoliadau addysg eraill a phartneriaid fod yn berchen ar weithdrefnau effeithiol wrth:

- rwystro pobl amhriodol rhag gweithio gyda phlant a phobl ifanc
- hyrwyddo arferion ardderchog a herio arferion annigonol ac annigol
- adnabod ac ymateb yn gadarn ac amserol i unrhyw achos o bryder yng nghyswllt diogelwch a lles plentyn gan weithredu ar weithdrefnau sy'n sicrhau diogelwch
- monitro ac arfarnu'n rheolaidd i wella ansawdd strwythurau a gweithdrefnau diogelu'r gwasanaeth

4.4. Pe bai achos o ddiffyg gweithredu priodol yng nghyswllt achosion amddiffyn plant o fewn ysgolion Gwynedd yn cael ei amlygu, bydd y camau isod yn cael eu gweithredu:

- Bydd Delyth Lloyd Griffiths, Uwch Swyddog Diogelu Plant yr Adran yn cwblhau awdit diogelu o fewn yr ysgol heb unrhyw rybudd blaenorol
- Bydd llythyr yn cael ei anfon i Gadeirydd Llywodraethwyr yr Ysgol i'w hysbysu o'r pryder
- Bydd adroddiad yn cael ei llunio a'i rhannu gyda'r Ysgol a'r Llywodraethwyr yn dilyn yr awdit

4.5. Mae disgwyl i holl sefydliadau addysgol Gwynedd sicrhau:

- bod polisi diogelu plant cyfredol a chynhwysfawr mewn lle sy'n cyd-fynd a'r arweiniad a gynigir ([Atodiad 1](#));
- bod polisiau Diogelu ehangach yn cael eu hadolygu a'u mabwysiadu yn amserol gan gorff llywodraethol yr Ysgol
- bod y polisiau Diogelu ehangach a'r gweithdrefnau'n ystyried gweithgareddau all ddigwydd y tu mewn a thu allan i oriau i furiau'r ysgol (defnydd o gyfleusterau hamdden, ymweliadau addysgol, defnydd o gyfleusterau'r ysgol i ddibenion cymunedol ayyb)
- bod un aelod o'r uwch dim rheoli yn berson dynodedig Diogelu Plant ac yn cymryd cyfrifoldeb o fewn y sefydliad am faterion Diogelu. Gweler [Atodiad 3](#). Dylent roddi cyngor, anwytho pob aelod o staff newydd/llanw, cynnig arweiniad penodol a chyffredinol, sicrhau trefniadau hyfforddi a diweddarau, a bod yn ddolen gyswllt gyda'r gwasanaeth addysg/gwasanaethau cymdeithasol/asiantaethau eraill mewn materion diogelu;
- bod y Person Dynodedig Diogelu yn berchen ar yr awdurdod priodol i weithredu, wedi'i hyfforddi i'r lefel priodol a gyda phrofiad addas;
- bod 'eilydd/dirprwy' diogelwch yn wybyddus i bawb yn absenoldeb y Person Dynodedig;
- bod pob ysgol ac uned yn cyflwyno Adroddiad Blynnyddol Diogelu Plant i sylw'r gwasanaeth Addysg pob blwyddyn, erbyn diwedd tymor yr Haf
- bod Llywodraethwr Dynodedig Diogelu Plant hefyd wedi'i hyfforddi i'r lefel priodol, eu bod ar gael i gynorthwyo'r Person Dynodedig pan yn briodol, ac yn cyfrannu at a chyflwyno'r Adroddiad Blynnyddol i Lywodraethwyr i sylw'r Corff Llywodraethol yn flynyddol ([Atodiad 4](#));

4.6. Rhoddir sylw dyladwy i'r categorïau o gamdriniaeth fel y'u hamlygir yng Nghanllawiau Amddiffyn Plant Cymru Gyfan 2008:

- Cam driniaeth gorfforol
- Cam driniaeth emosiynol

- Cam driniaeth rywiol ac ecsplōitio plant yn rhywiol
- Esgelustod

4.7. Mae gan holl weithlu Gwasanaeth Addysg Gwynedd gyfrifoldeb:

- i fod yn ymwybodol o Ganllawiau Amddiffyn Plant Cymru Gyfan 2008
- i ymddwyn yn broffesiynol a chyfreithiol dros les a diogelwch plant a phobl ifanc
- “Chwythu’r Chwiban” os ydynt yn ymwybodol o unrhyw achos o gamdriniaeth
- i fod yn effro i arwyddion o gamdriniaeth ac i ymateb yn unol â chanllawiau Amddiffyn Plant Cymru Gyfan 2008 (gweler Rhan 2.1, 2.2, 2.3 a 2.4)
- i fod yn effro i arwyddion o gamdriniaeth gan oedolion sy’n gweithio gyda neu yn goruchwyllo plant a phobl ifanc, ac ymateb yn unol â chanllawiau Amddiffyn Plant Cymru Gyfan 2008 (gweler Rhan 2.1, 2.2, 2.3 a 2.4)
- i fod yn effro i arwyddion o fwlio (gweler canllawiau cenedlaethol a lleol)
- gwybod sut i ymateb pan fo plentyn yn datgelu gwybodaeth a pha gamau priodol i’w cymryd (gweler Rhan 2.1, 2.2, 2.3 a 2.4)
- gwybod at bwy y dylid cyfeirio unrhyw amheuan neu ddatgeliad gan blentyn neu berson ifanc, y tu mewn a thu allan i oriau’r ysgol;
- i gyflwyno datganiad/cofnod ysgrifenedig o’r hyn a welwyd neu a glywodd gan blentyn neu berson ifanc

4.8. Yn unol â chanllawiau LLC mae’n ofynnol i bob ysgol adnabod athro a llywodraethwr dynodedig sydd â chyfrifoldeb dros faes Diogelu Plant (gweler Diogelu Plant Mewn Addysg: 158/2015).

4.9. Bydd Swyddogion yr Adran Addysg yn cynllunio a chydlynu darpariaeth gwasanaethau a dyrannu adnoddau er mwyn cyflawni gofynion Diogelu, yn unol â’r gofynion cyfreithiol, cenedlaethol a lleol. Cydweithir mewn partneriaeth, drwy’r Bwrdd Diogelu Gogledd Cymru, a’r Paneli Strategol/Gweithredol Diogelu Gwynedd ag asiantaethau eraill gan gyd gynllunio a darparu gyda gweithwyr proffesiynol ym maes gofal iechyd, gwasanaethau cymdeithasol, tîm cyfiawnder ieuencid.

4.10. Ar lefel strategol bydd gwasanaeth addysg Gwynedd yn:

- sicrhau cyswllt cyson â’r awdurdodau esgobaethol priodol ynghylch trefniadau ar gyfer yr ysgolion a gynorthwyr;
- monitro ac adrodd ar lwyddiant ysgolion yn flynyddol i gydymffurfio â Chanllawiau Amddiffyn Plant Cymru Gyfan 2008, yn enwedig gweithrediad polisiau a gweithdrefnau priodol;
- sicrhau strwythurau recriwtio a chyflogi diogel, yn unol â’r polisiau Corfforaethol;
- cydweithio’n gorfforaethol i sicrhau hyfforddiant staff i’r lefel priodol, gan gynnwys y personau dynodedig sy’n gyfrifol am amddiffyn plant (athrawon a llywodraethwyr);
- dwyn unrhyw ddiffygion i sylw Corff Llywodraethu’r Ysgol a’i gynghori ynghylch pa gamau sydd angen eu cymryd i’w cywiro;
- gweithredu i ddatrys unrhyw broblemau rhyngasiantaethol cyn gynted ag y deir i wybod amdanynt;
- chwarae rhan lawn mewn adolygu achosion yn unol â Phennod 10 - Diogelu Plant; Gweithio Gyda’n Gilydd - dan Ddeddf Plant 2004 a Deddf Gwasanaethau Cymdeithasol a Llesiant Cymru 2014;
- rhannu gwybodaeth a deilliannau perthnasol am achosion ac adolygiadau gydag ysgolion/personau dynodedig fel rhan o’r drefn gwella ansawdd;
- sicrhau cydweithio amlasiantaethol a phartneriaethol ar draws y gwasanaeth;
- cydweithio gyda’r Bwrdd Diogelu Lleol a’r cyngor i sicrhau adnoddau priodol i ddiwallu anghenion yn y maes Diogelu

4.11. Ar lefel gefnogol bydd y gwasanaeth addysg yn sicrhau bod:

- hyfforddiant ar gael i’r lefel priodol i holl staff newydd yn yr Awdurdod, i staff fydd yn gweithio gyda phlant mewn ysgol a gwasanaethau addysg eraill, ac i lywodraethwyr ysgolion. Bydd yr hyfforddiant yn eu galluogi i gyflawni eu cyfrifoldebau amddiffyn plant yn effeithiol. Bydd

hyfforddiant blynyddol ar gyfer sicrhau bod sgiliau a gwybodaeth staff yn cael eu diweddarau'n rheolaidd.

- hyfforddiant bellach i staff yr Awdurdod sy'n bennaf gyfrifol am amddiffyn a diogelu plant, wedi'i ddarparu drwy gydweithrediad gyda Bwrdd Diogelu Gogledd Cymru.
- cofnod o'r holl unigolion dynodedig a'r llywodraethwyr a enwebwyd gan y cyrff llywodraethu i fod yn gyfrifol am amddiffyn plant o fewn ysgolion, pa hyfforddiant a roddwyd i'r unigolion hynny a dyddiadau'r hyfforddiant.
- cyfleoedd i staff ddiweddarau hyfforddiant i'r lefel priodol yn unol â pholisï'r Adran a'r Cyngor (Lefel 1 yn flynyddol ar gyfer pawb a Lefel 2 pob tair blynedd ar gyfer swyddogion dynodedig o fewn ysgolion).
- cynnig polisiau enghreifftiol a gweithdrefnau enghreifftiol i ysgolion ar bob agwedd o amddiffyn plant.
- gweithredu'n briodol yng nghyswllt honiadau o gam-drin yn erbyn staff a gwirfoddolwyr.
- darparu cyngor a chefnogaeth i ysgolion a gwasanaethau addysg eraill er mwyn delio ag achosion unigol: gweithredu ar eu rhan lle bo angen i ddatrys unrhyw anawsterau gydag asiantaethau partner y Bwrdd Diogelu.

4.12. Ar lefel weithredol bydd y Cyngor, mewn cydweithrediad a'r gwasanaeth addysg yn:

- sicrhau gweithdrefnau recriwtio diogel a bod yr holl archwiliadau penodol yn cael eu cyflawni a'u diweddarau ar staff, gwirfoddolwyr a llywodraethwyr sydd yn gweithio â phlant, fel bo'n briodol.
- Sicrhau trefniadau diogelu a hybu lles plant sydd ddim yn mynychu ysgolion, rhai sydd wedi eu gwahardd o'r ysgol, sy'n cael eu dysgu mewn unedau cyfeirio, sydd ag anghenion meddygol cymhleth a dwys, neu sy'n derbyn gwasanaeth gan diwtoriaid cartref.
- Monitro lles a diogelwch a budd addysgol plant sy'n cael eu haddysgu gartref.
- Cydweithio gyda'r asiantaethau perthnasol i fonitro trefniadau Diogelu i ddysgwyr sy'n cael eu haddysgu y tu allan i'r sir.
- Sicrhau bod gweithdrefnau ar waith i ddelio â honiadau o gam-drin yn erbyn aelodau o staff yn unol â chanllawiau Llywodraeth Cymru. Gweithio gydag ysgolion ac asiantaethau partner y Bwrdd Diogelu Plant i sicrhau yr ymdrinnir â honiadau yn sydyn, yn deg ac yn gyson.
- Sicrhau bod staff yr Awdurdod (gan gynnwys unrhyw staff sy'n cyflawni swyddogaethau ar ran yr Awdurdod) sy'n gweithio â phlant yn cael eu harchwilio i lefel briodol ac yn derbyn hyfforddiant i gyflawni cyfrifoldebau amddiffyn plant yn effeithiol.
- Sicrhau cefnogaeth i ysgolion wrth gysylltu â sefydliadau a gwasanaethau y tu allan i'r sir, er mwyn derbyn neu gyfnewid gwybodaeth berthnasol a hyrwyddo cydweithrediad effeithiol traws-sirol.

5. Rôl y Corff Llywodraethol mewn Ysgolion a Cholegau Addysg Bellach

Rôl y Corff Llywodraethol mewn Ysgol neu Goleg Addysg Bellach yw;

- Sicrhau bod gan eu sefydliad bolisiau a gweithdrefnau effeithiol ar waith i ddiogelu a hybu lles plant yn unol â'r canllawiau cenedlaethol a lleol, gan gynnwys ymrwymo adnoddau i faterion amddiffyn plant a monitro bod yr ysgol yn cydymffurfio â gofynion yn y maes;
- bod gan yr ysgol gweithdrefnau recriwtio diogel ac yn sicrhau bod yr holl archwiliadau priodol yn cael eu cyflawni ar staff newydd a gwirfoddolwyr newydd fydd yn gweithio â phlant, gan gynnwys archwiliadau'r Swyddfa Cofnodion Troseddol. (gweler Polisi Recriwtio Diogel);
- bod uwch aelod o dîm arwain/rheoli'r ysgol wedi'i ddynodi fel Person Dynodedig Diogelu, ac yn derbyn lefel briodol o hyfforddiant gloywi a diweddariad rheolaidd i ddiweddarau ei sgiliau a'i wybodaeth yn gyson, er mwyn rhoi cyngor a chefnogaeth i staff eraill. Bydd y Person Dynodedig yn cynnal cyswllt â'r gwasanaeth addysg ac yn gweithio ag asiantaethau eraill (gweler [Atodiad 3](#) – rôl y Person Dynodedig mewn ysgol) a, lle bo hynny'n briodol, yn cyfarwyddo staff eraill. Dylid dynodi dirprwy yn absenoldeb y person dynodedig ac mewn sefydliadau mawr, neu rhai gyda nifer fawr o bryderon amddiffyn plant, bydd angen dynodi mwy nac un dirprwy;
- bod y Person Dynodedig a'r holl staff a gwirfoddolwyr parhaol eraill sy'n gweithio â phlant yn derbyn yr hyfforddiant priodol fel y gallant gyflawni eu cyfrifoldebau amddiffyn plant yn effeithiol,

a hyfforddiant gloywi i ddiweddarau eu gwybodaeth (Lefel 1 yn flynyddol ar gyfer pawb a Lefel 2 pob tair blynedd ar gyfer y Person Dynodedig). Hefyd bod staff a gwirfoddolwyr llanw/dros dro sy'n dirprwyo yn ystod absenoldebau tymor byr, ac a fydd yn gweithio â phlant, yn derbyn canllawiau clir ynghylch trefniadau'r ysgol ar gyfer amddiffyn plant a'u cyfrifoldebau;

- i sicrhau Llywodraethwr Dynodedig Diogelu wedi'i hyfforddi i lefel hyderus o ddeallusrwydd yn y maes (Llywodraethwr dynodedig a'r Cadeirydd yn derbyn Lefel 2 a'r Llywodraethwyr eraill yn derbyn Lefel 1), i gyflawni eu swyddogaethau ac i ddeall eu cyfrifoldebau diogelu ehangach. Dylai'r Llywodraethwr dynodedig gael cyswllt rheolaidd â'r pennaeth, a chynorthwyo i ddarparu gwybodaeth ac adroddiadau blynyddol i'r corff llywodraethu ar faterion lle nad oes honiadau yn erbyn staff;
- i ddilyn y canllawiau a gweithdrefnau cywir ble mae honiad o amddiffyn plant wedi'i wneud yn erbyn aelod o staff, gan gynnwys penodi ymchwilydd annibynnol pan yn briodol, yn unol â chanllawiau amddiffyn plant Cymru Gyfan 2008 (Rhan 4) a'r cylchlythyr Gweithdrefnau Disgyblu a Diswyddo Staff Ysgol: Canllawiau Diwygiedig i Gyrff Llywodraethu 002/2013.
- bod y polisi Diogelu'n cael ei adolygu'n flynyddol a'r adroddiad blynyddol yn cael ei gyflwyno i'r adran addysg pob blwyddyn, ac ar gael i rieni neu ofalwyr ar gais;
- bod y corff llywodraethu yn cywiro'n ddi-oed unrhyw ddiffygion neu wendidau yn y trefniadau amddiffyn plant sy'n cael eu dwyn i'w sylw.

6. Cyfrifoldebau Ychwanegol Cyrff Llywodraethol ar Gyfer Addysg Aml Sale, Tu Allan I Oriau Ysgol a'r Defnydd Cymunedol o Leoliadau

- 6.1. Corff Llywodraethol ysgolion sy'n gyfrifol am reoli'r defnydd diogel o'u safleoedd y tu allan i oriau'r ysgol, heblaw pan mae trefniant ymddiriedolaeth mewn lle, neu mae cytundeb trosglwyddiad rheolaeth mewn lle (gweler Diogelu Plant Mewn Addysg 2015).
- 6.2. Pan fo Corff Llywodraethol yn comisiynu neu yn cynnig gweithgareddau a gwasanaethau o dan oruchwyliaeth uniongyrchol staff yr ysgol, mae'n rhaid gweithredu polisiau a gweithdrefnau diogelu'r ysgol.
- 6.3. Ble mae plant a phobl ifanc yr ysgol yn cael cynnig gweithgareddau, gwasanaethu a phrofiadau y tu allan i'r ysgol, rhaid sicrhau bod yr endid hwnnw yn cydymffurfio'n llawn a pholisiau recriwtio diogel a bod gweithdrefnau diogelu cadarn mewn lle. Dylai'r Corff Llywodraethol ddynodi person cyfrifol i sicrhau hyn, gan lunio asesiad risg diogelwch priodol a'i fonitro.
- 6.4. Mae'n ddyletswydd cyfeirio unrhyw arferion diogelu annigonol neu gwynion am leoliadau i sylw'r Swyddog Gweithredol Dynodedig Diogelu Plant (Delyth Lloyd Griffiths) yn yr adran addysg, er mwyn gallu gweithredu i leihau'r risg i holl blant a phobl ifanc Gwynedd.

7. Rol Prifathrawon a Phenaethiaid

Rôl y Prifathrawon a Phenaethiaid yw;

- sicrhau bod y polisiau a'r gweithdrefnau amddiffyn plant sy'n cael eu mabwysiadu gan y corff llywodraethu yn cael eu gweithredu'n llawn, a bod yr holl staff yn eu dilyn;
- sicrhau bod digon o adnoddau ac amser yn cael eu dyrannu fel bod y person dynodedig a staff eraill yn gallu cyflawni eu cyfrifoldebau, gan gynnwys cyfrannu at drafodaethau strategaeth a chyfarfodydd rhyngasiantaethol eraill, ac at asesiadau plant; a
- bod yr holl staff a gwirfoddolwyr yn deall y gweithdrefnau ac yn teimlo y gallent godi pryderon yng nghyswllt unrhyw arferion gwael neu anniogel yng nghyswllt plant, ac yr ymdrinnir yn sensitif, yn effeithiol ac yn brydlon â'r pryderon hynny yn unol â'r *Gweithdrefnau ar gyfer Chwythu'r Chwiban mewn Ysgolion a Pholisi Enghreifftiol - cylchlythyr 36/2007*.

8. Rol y Person Dynodedig Mewn Ysgol

- 8.1. Mae'r Person Dynodedig yn cyflawni rôl allweddol o fewn ysgol wrth sicrhau ethos diogel, bod gweithdrefnau a pholisiau diogel yn cael eu sefydlu a'u gweithredu er lles disgyblion.

8.2. Dylai'r Person Dynodedig:

- arwain a chymryd cyfrifoldeb dros reoli materion ac achosion diogelu ac amddiffyn plant
- hyrwyddo lles a buddiannau Plant Mewn Gofal a grwpiau sy'n agored i niwedd
- bod yn aelod o dîm rheoli'r ysgol,
- cymryd cyfrifoldeb am arferion, polisiau, gweithdrefnau a datblygiad proffesiynol yn y maes Diogelu. (gweler [Atodiad 3](#))
- wedi derbyn Hyfforddiant Lefel 2 ac yn ei ddiweddarau pob tair blynedd

9. Rol Perchennog Ysgolion/Sefydliadau Preswyl Annibynnol a Rol Perchnogion Annibynnol

- Gweler Cylchlythyr Diogelu Plant Mewn Addysg 158/2015.

10. Rol Rheolwyr Gofal Plant Cyn ac ar ôl Ysgol, Meithrinfeydd, Lleoliadau ac Unedau Blynyddoedd Cynnar

10.1. Dylai rheolwyr lleoliadau blynyddoedd cynnar, meithrinfeydd a phartneriaid sicrhau:

- eu bod yn gweithredu fel Person Dynodedig Diogelu ac yn ysgwyddo rôl arweiniol mewn materion a gweithdrefnau diogelu, gan sicrhau diogelwch y plant yn eu gofal;
- bod pob aelod o staff a gwirfoddolwyr wedi'i recriwtio'n ddiogel, eu bod yn derbyn hyfforddiant a chysiau gloywi diogelu, a'u bod yn dilyn gweithdrefnau diogelu i'r safonau uchaf;
- bod amser ac adnoddau priodol ar gael i staff gyflawni eu dyletswyddau'n llawn, gan gynnwys amser i gyfrannu at asesiadau plant/mynychu cynadleddau achos a strategaeth fel bo'n briodol;
- bod polisiau a chanllawiau diamwys a safonol wedi'i mabwysiadu ac ar gael i rieni, staff a buddiolwyr eraill.

11. Hyfforddiant i Staff y Gwasanaeth Addysg Gan Gynnwys Ysgolion

11.1. Dylai pob aelod o staff, fel rhan o drefniadau anwytho'r sefydliad (boed yn barhaol neu dros dro, a gwirfoddolwyr) dderbyn **arweiniad ysgrifenedig am bolisi a gweithdrefnau Diogelu**, gyda manylion cyswllt y Person Dynodedig, ar y diwrnod cyntaf yn y gwaith. (gweler [Atodiad 1](#) - ysgolion)

- Disgwylir i holl staff newydd y gwasanaeth addysg, gan gynnwys ysgolion, ymgymryd â hyfforddiant Lefel 1/sylfaenol cyn gynted â phosib, yn unol â pholisi hyfforddiant Diogelu corfforaethol Gwynedd.
- Disgwylir i staff dderbyn hyfforddiant gloywi/adnewyddu yn unol â'u rôl.
- Disgwylir i'r Person Dynodedig a'r Llywodraethwr Dynodedig ddilyn cwrs lefel uwch, er mwyn sicrhau eu bod yn gallu cyflawni eu dyletswyddau'n llawn.
- Bydd Penaethiaid/Llywodraethwyr yn derbyn hyfforddiant/arweiniad ar gyfer delio gyda honiadau ac achosion o gamdriniaeth broffesiynol (Rhan 4)
- Bydd y gwasanaeth addysg yn cadw cofnodion hyfforddiant ac arweiniad, gan gynnwys manylion hyfforddiant staff a llywodraethwyr.
- Disgwylir i ysgolion gyflwyno cofnod hyfforddiant diogelu staff yn flynyddol i'r gwasanaeth addysg, fel rhan o'r Adroddiad Blynyddol i Lywodraethwyr yn y maes Diogelu.
- Trefnir rhaglen hyfforddiant blynyddol drwy raglen hyfforddiant y Bwrdd Diogelu Gwynedd a Môn.

12. Honiadau o Gamdriniaeth gan Oedolyn yn Erbyn Plentyn

12.1. Mae'n hanfodol bod pob honiad o gamdriniaeth yn cael sylw sydyn, teg a chyson er mwyn sicrhau diogelwch y plentyn a sicrhau lles y person a gyhuddwyd o'r gamdriniaeth.

12.2. Dylai pob aelod o staff y gwasanaeth addysg, gan gynnwys ysgolion, gyfeirio'n syth at *Ran 4 Canllawiau Amddiffyn Plant Cymru Gyfan, 2008*, gan ddilyn y drefn a nodir yn glir yno.

12.3. Os am arweiniad pellach, ac nad yw'r Person Dynodedig ar gael NEU mae'r honiad yn erbyn y Person Dynodedig, cysylltwch â'r adran addysg a'r Swyddog Gweithredol Dynodedig Diogelu Plant (Delyth Lloyd Griffiths) neu'r Swyddog Addysg (Gwern ap Rhisiart).

12.4. Os am arweiniad pellach cysylltwch â Thîm Cyfeiriadau Plant y Gwasanaethau Cymdeithasol:

01766 772 577

CyfeiriadauPlant@gwynedd.gov.uk

ac os y tu allan i oriau gwaith 01248 353551

13. Trefniadau a Gweithdrefnau Cyfeirio, Cadw Cofnodion a Chyfrannu i'r Broses

13.1 Gweler [Atodiad 5](#) am arweiniad.

Polisi Amddiffyn Plant



Ysgol Tryfan

Dyddiad Cymeradwyo: 04/04/2019

Dyddiad Adolygu:

Llofnodwyd

Cadeirydd Cyngor yr Ysgol ar ran y disgyblion:

Person Dynodedig Ddiogelu:

Llywodraethwr Dynodedig Diogelu:

Pennaeth:

Pwrpas y Polisi

'Gwneud y pethau sylfaenol yn dda sydd yn cadw plant yn ddiogel.' Arglwydd Lamming 2008

Yr unigolion canlynol yw'r Person Penodedig Diogelu Plant yn yr ysgol: **Mr Dyfrig Jones (Dirprwy Bennaeth)**

Dirprwy Berson Dynodedig Diogelu Plant: **Mr Gwyn Tudur – Pennaeth**

Llywodraethwr Dynodedig dros Ddiogelu Plant: **Mrs Lowri Elis**

1. Rhagarweiniad

1.1 Mae Ysgol Tryfan yn cydnabod yn llawn ei chyfraniad at ddiogelu plant.

Mae pedair prif elfen i'n polisi:-

- a) rhwystro niwed i blant trwy'r addysgu a chynhaliadaeth fugeiliol a gynigir i ddisgyblion;
- b) gweithdrefnau i adnabod ac adrodd am achosion, neu achosion lle'r amheuir bod camdriniaeth yn digwydd;
- c) Oherwydd y cyswllt dyddiol rhwng staff a phlant rydym mewn sefyllfa fanteisiol i adnabod arwyddion o gamdriniaeth a chynnig;
- d) cynhaliadaeth i ddisgyblion sydd o bosib wedi'u cam-drin.

1.2 Mae ein polisi'n berthnasol i'r holl staff a gwirfoddolwyr sydd yn gweithio yn yr ysgol gan gynnwys ein Llywodraethwyr. Gall fod mai cynorthwydd dysgu, goruchwylwyr egwyl a chinio, gofalydd, ysgrifenyddes, staff technegol a staff gweinyddol fydd y person cyntaf i gael gwybod bod plentyn yn cael ei gam-drin.

2. Rhwystro

2.1 Rydym yn gwybod bod hunan werth uchel, hyder, ffrindiau da a chyswllt a pherthynas dda gydag oedolion dibynadwy yn lleihau'r risg o niwed difrifol i blentyn wrth ei gadw'n ddiogel.

Wrth ddeall hyn, bydd yr ysgol yn:

- a) sefydlu a chynnal ethos lle gall plant deimlo'n ddiogel a lle yr anogir hwy i siarad yn agored a chael gwrandawriad gydag unrhyw un o staff yr Ysgol ;
- b) sicrhau bod disgyblion yn gwybod bod oedolion yn yr ysgol y gall unrhyw blentyn droi atyn nhw am gyngor mewn cyfyngder gan deimlo'n hyderus eu bod yn mynd i dderbyn gwrandawriad teg heb ragfarn ;
- c) cynnwys gweithgareddau a chyfleoedd yn y cwricwlwm ar gyfer ABaCh sydd yn datblygu'r sgiliau angenrheidiol i ddiogelu'u hunain rhag camdriniaeth a gwybod at bwy y gallan nhw droi am help; a
- d) chynnwys deunydd yn y cwricwlwm fydd yn helpu plant i ddatblygu agweddau realistig tuag at gyfrifoldebau bywyd, yn enwedig o ran gofalu am blant, magu teulu a bod yn rhieni da.

3. Gweithdrefnau

3.1 Byddwn yn dilyn Gweithdrefnau Diogelu Plant sy'n gymeradwy gan y Bwrdd Diogelu Plant Lleol ac yn unol â Chanllawiau Diogelu Plant Cymru Gyfan 2008.

3.2 Bydd yr ysgol yn:

- a) sicrhau bod ganddi aelod o'r Uwch Dim Rheoli wedi ei ddirprwyo gan y Pennaeth, gyda'r prif gyfrifoldeb am Ddiogelu Plant ac sydd wedi derbyn yr hyfforddiant addas;
- b) cydnabod rôl y Cydlynnydd Penodedig am Ddiogelu Plant, trefnu hyfforddiant a darparu cynhaliadaeth. Bydd yr holl staff sydd yn ymwneud â Diogelu Plant wedi derbyn yr hyfforddiant Lefel 2 priodol sydd yn gymeradwy gan y Bwrdd Diogelu Lleol.
- c) sicrhau bod pob aelod o staff a llywodraethwr yn gwybod:-

- Enw'r person penodedig a'u rôl;
 - Y drefn gywir i ddilyn os ydynt yn amau bod plentyn yn dioddef neu mewn perygl o ddioddef niwed sylweddol
 - Bod arnyn nhw gyfrifoldeb fel unigolion i sôn am unrhyw ofidiau sydd gyda nhw am ddiogelu plant a hynny trwy'r ffyrdd priodol ac o fewn terfynau amser a gytunwyd gan y Bwrdd Diogelu Plant Lleol; a'u
 - Bod yn gwybod sut i fynd i'r afael â'r gofidiau hynny os nad yw'r person penodedig ar gael a deall y drefn o gyfeirio.
 - Y drefn o gyfeirio os oes pryderon am y Pennaeth.
- d) sicrhau bod staff yn ymwybodol o bwysigrwydd bod yn wylidwrus am arwyddion o gamdriniaeth a sut i ymateb os bydd plentyn yn gwneud honiad ei fod yn cael ei gam-drin;
- e) bod angen cofnodi manwl a chywir o unrhyw ddatgeliad sy'n cael ei wneud gan blentyn sy'n codi pryder
- f) sicrhau bod rhieni'n deall y cyfrifoldeb sydd ar yr ysgol a'r staff o ran diogelu plant trwy osod y cyfrifoldebau hynny ym mhrosbectws yr Ysgol, ac yn codi ymwybyddiaeth o'r rhifau cyswllt ar wefan yr ysgol.
- g) Gellir cyfeirio disgybl at y Gwasanaethau Cymdeithasol naill ai fel Plentyn sydd angen ymyrraeth gynnar, gyda chaniatâd rhiant neu fel Plentyn mewn risg o Niwed Sylweddol (nid oes angen caniatâd rhieni i gyfeirio o dan y canllawiau yma). Mae'n bwysig fod staff, disgyblion a rhieni'n deall NAD OES angen caniatâd rhiant i gyfeirio at y Gwasanaethau Cymdeithasol os bydd plentyn yn gwneud honiad o gamdriniaeth yn erbyn rhiant ac yn dioddef neu'n debygol o ddioddef niwed sylweddol. Bydd angen i'r Gwasanaethau Cymdeithasol gychwyn asesiad cychwynol fydd yn cynnwys siarad gyda'r plentyn cyn gynted a bod modd.
- h) Darparu hyfforddiant diogelu plant i'r holl staff drwy becyn hyfforddi lefel 1 yr Awdurdod sydd yn cael ei ddiweddarau'n flynyddol. Bydd hyfforddiant lefel 2 i'r Pennaeth, Person Dynodedig a Llywodraethwr dynodedig drwy'r Adran Addysg bob tair blynedd. Mae'r hyfforddiant yma i sicrhau fod pawb yn deall;
- Eu cyfrifoldeb nhw eu hunain
 - Y drefn yn lleol;
 - Bod angen bod yn wylidwrus er mwyn adnabod symptomau ac arwyddion camdriniaeth; a
 - Sut i gynnal plentyn sydd yn gwneud honiad am gamdriniaeth.
- i) Rhoi gwybod i'r tîm gwasanaethau cymdeithasol lleol os:
- Caiff disgybl sydd ar y gofrestr diogelu plant ei wahardd o'r ysgol am gyfnod neu'n barhaol; ac
 - Os bydd disgybl sydd ar y gofrestr diogelu plant yn absennol heb reswm am fwy na dau ddiwrnod ysgol (neu un diwrnod yn dilyn penwythnos);
- j) Datblygu cysylltiad effeithiol gyda'r asiantaethau priodol a chydweithio mewn ymholiadau i gamdriniaeth gan gynnwys:
- Mewn trafodaethau ynglŷn â'r achos o'r dechrau,
 - Mewn cynadleddau diogelu plant,
 - Mewn grwpiau craidd a
 - Cyflwyno adroddiadau ysgrifenedig i bob Cynhadledd a Grwpiau Craidd.
- k) Cadw cofnodion ysgrifenedig am bryderon am blant unigol (gan gynnwys dyddiadau, digwyddiadau a'r hyn a wnaed amdano), hyd yn oed os nad oes eisiau rhoi gwybod i'r awdurdodau ar unwaith;

- l) Sicrhau bod cofnodion am achosion felly o dan glo bob amser yn swyddfa'r Person Dynodedig gyda chyfrifoldeb dros ddiogelu plant;
- m) Glynu at y gweithdrefnau fel y gwelir yng nghylchlythyr canllawiau Llywodraeth Cynulliad Cymru 45/2004 Gweithdrefnau Disgyblaethol.

4. Y Drefn Recriwtio a Phenodi Staff Mewn Ysgolion

- 4.1. Sicrhau bod y drefn recriwtio ac apwyntio staff yn cydymffurfio gyda Pholisi'r Cyngor am Weithdrefnau'r Adran Gofnodi Troseddau (DBS) a'r Polisi Datgelu.
- 4.2. Apwyntio Llywodraethwr dynodedig gyda chyfrifoldeb dros Ddiogelu Plant fydd yn goruchwyllo polisi'r ysgol am ddiogelu plant a sut y caiff ei weinyddu.

5. Cynhaliath i'r Disgybl Mewn Perygl

- 5.1 Rydym yn cydnabod y gall blentyn sydd mewn perygl o niwed sylweddol, neu'n cael ei gam-drin neu'n dod o gartref treisgar, fod yn dioddef yn ofnadwy o'r herwydd.
- 5.2 Mae'n bosib mai bywyd a threfn ysgol yw'r rhan fwyaf diogel, tawel a sefydlog ym mywyd y plentyn. Er hyn, gall blentyn sy'n dioddef yn y cartref ymddwyn mewn ffordd sy'n denu sylw, boed hynny trwy ymddygiad heriol neu ymddygiad sy'n wahanol i ymddygiad arferol y plentyn.
- 5.3 Bydd yr ysgol yn gwneud pob ymdrech i gynnal y disgybl trwy:
 - a) ethos yr ysgol sydd yn :
 - hyrwyddo amyglchedd diogel , cynhaliol a phositif: a
 - hyrwyddo pob disgybl fel unigolyn sy'n aelod gwerthfawr o gymdeithas yr ysgol.
 - b) ddilyn Polisi Ymddygiad a Disgyblaeth yr ysgol sydd yn cyfeirio'n benodol at ddisgyblion bregus. Mae gan bob aelod o staff agwedd gadarnhaol sy'n canolbwyntio ar ymddygiad y plentyn ond heb niweidio hunan-barch y person ifanc.
 - c) sicrhau fod pob disgybl yn sylweddoli fod rhai mathau o ymddygiad yn annerbyniol, fod pob unigolyn yn bwysig yng ngolwg yr ysgol a'i fod yn sylweddoli nad bai'r plentyn yw'r gamdriniaeth sydd wedi digwydd.
 - d) gydgysylltu gydag asiantaethau eraill sydd yn gefn i ddisgyblion fel y Gwasanaethau Cymdeithasol, Gwasanaethau Iechyd Meddwl Plant a Phobl Ifainc, y Gwasanaeth Addysg Seicolegol, Gwasanaethau Cynnal Ymddygiad a'r Gwasanaeth Cynhwysiad Mewn Addysg;
 - e) gadw cofnodion clir a chryno a rhoi gwybod i'r Gwasanaethau Cymdeithasol os oes gofid cyson am blentyn;
 - f) sicrhau bod gwybodaeth am berson ifanc sydd ar gofrestr amddiffyn plant ac sydd ar fin gadael yr ysgol, yn cael ei drosglwyddo ar unwaith i'r ysgol newydd a rhoi gwybod i'r Gwasanaethau Cymdeithasol.

Cyfeirio Plentyn sydd angen ei Ddiogelu at Adran Wasanaethau Cymdeithasol

6. Caniatâd

- 6.1 Os oes honiadau o natur ddifrifol neu os yw'r honiad yn erbyn rhiant neu rywun sy'n rhannu cartref y plentyn, yna NID YW'N briodol i drafod y mater, na chael caniatâd rhieni cyn rhoi'r mater yn nwylo'r Gwasanaethau Cymdeithasol a dylid ei gyfeirio o dan y drefn briodol o ddiogelu plant.

7. Gwrth-fwlio

7.1 Mae'n bolisi gwrth-fwlio i'w weld mewn dogfen ar wahân ac fe gaiff hwn ei adolygu'n flynyddol gan y Corff Llywodraethol.

8. Grym Rhesymol

8.1 Gosodir ein polisi ymyriad diogel mewn dogfen ar wahân ac fe gaiff ei adolygu'n flynyddol gan y corff llywodraethol.

9. Plant â Datganiad Anghenion Addysgol Arbennig

9.1 Yn ystadegol, plant sydd â phroblemau ymddygiad ac anabledau sydd yn fwyaf bregus. Rhaid i staff sydd yn delio â phlant gydag anabledau dwys ac amrywiol neu anabledau'r synhwyrau fod yn effro iawn i weld symptomau bod camdriniaeth yn digwydd.

10. Delio gyda honiad fod aelod o Staff yn gyfrifol am gamdriniaeth.

10.1 Os bydd yr honiad yn fater o gamdriniaeth dylai'r Pennaeth gyfeirio'r achos at y Tîm Derbyn yn y Gwasanaethau Cymdeithasol a hysbysu'r Swyddog Dynodedig yn yr Awdurdod Addysg Lleol (Delyth Lloyd Griffiths) ar unwaith. Er hyn, rhaid derbyn weithiau bod rhaid delio gyda sefyllfa yn y fan a'r lle a phryd hynny dylai'r ysgol ddilyn y camau canlynol:

Cam 1 Rhaid i BOB AELOD o staff sy'n dyst i'r digwyddiad rhoi cofnod llafar ac ysgrifenedig i sylw'r Pennaeth am yr honiad(au). (*oni bai mai yn erbyn y Pennaeth mae'r honiadau - gweler isod)

Cam 2 Bydd rhaid i'r Pennaeth /Rheolwr asesu ar unwaith y perygl i'r plentyn a phenderfynu beth fydd yn fwyaf llesol i'r plentyn. (Mae'n bosib y bydd angen cyngor meddygol).

Cam 3 Os nad ydy'r aelod o staff yn gwybod am y cyhuddiadau peth doeth yw cael cyngor gan y Gwasanaethau Cymdeithasol a ddylai'r aelod o staff gael gwybod bod honiad wedi cael ei wneud yn ei erbyn. Ni ddylai'r aelod o staff gael gwybod gan bwy y gwnaethpwyd yr honiad.

Cam 4 Gan ddibynnu pa mor ddifrifol yw'r cyhuddiad, efallai bydd angen i'r Pennaeth gadw'r aelod o Staff a'r disgybl ar wahân a gwneud penderfyniad a ddylid atal yr aelod o staff o'r gwaith. Bydd angen gweithredu yn unol â chymalau 5.2 (Honiadau sy'n cynnwys materion amddiffyn plant - cael honiad) a 6 (Gwahardd) o Bolisi Disgyblu'r Ysgol. Os nad oes penderfyniad yn cael ei wneud i atal aelod o staff yna dylid sicrhau fod asesiad o risg yn cael ei wneud ar y cyd rhwng y Pennaeth a Chadeirydd y Corff Llywodraethu. Dylid ystyried gwaharddiad fel gweithred niwtral a diduedd.

Heblaw bod yr aelod yn gwybod yn barod, does gan y Pennaeth ddim hawl i ddweud pwy sydd yn gwneud y cyhuddiad, na manylion am y cyhuddiad.

Er mwyn i'r ymchwiliad gael ei wneud yn drylwyr, efallai bydd angen atal ar unwaith. Mae gan yr aelod o Staff hawl i gysylltu â'i Undeb am gyngor ac mae hynny'n weithred niwtral.

Rhaid i'r aelod o staff gael enw cyswllt o fewn yr ysgol y gallan nhw fod mewn cysylltiad â nhw.

Rhaid i'r aelod o Staff gael rhif ffôn Gwasanaeth Cwnsela'r Sir.

Cam 5 Rhaid rhoi gwybod i'r Gwasanaethau Cymdeithasol cyn gynted ag sydd bosib fod cyhuddiad wedi ei wneud yn erbyn aelod o staff, ac ar yr un diwrnod y daw'r mater gerbron y Person Dynodedig Diogelu.

Dylai'r aelod o staff sydd â chyfrifoldeb ffonio 01758704455 i siarad â'r Tîm Derbyn yn y Gwasanaethau Cymdeithasol er mwyn cael Cyngor ac arweiniad.

Wedi derbyn gwybodaeth ar lafar rhaid i'r Uwch Reolwr priodol â chyfrifoldeb yng Ngwasanaethau Cymdeithasol yr Awdurdod Lleol gydgyssylltu'r ymateb.

Cam 6 Mae'n hanfodol fod y Swyddog Penodedig dros Ddiogelu Plant yr AAL yn cael gwybod am yr honiadau cyn gynted ag sydd bosib ac ar yr un dydd y daw'r mater i sylw'r Person Dynodedig Amddiffyn Plant, gan y gallan nhw hefyd gynnig cyngor- Dylid ffonio Delyth Lloyd Griffiths ar 01286 679007 a chadarnhau'r alwad drwy e-bost.

Cam 7 Cyn gynted ag sydd bosib, dylid cwblhau Ffurflen Cyfeiriad Amddiffyn Plant Gwynedd gyda manylion y plentyn sydd yn gwneud y cyhuddiad a'r holl fanylion sydd yn wybyddus am y digwyddiad. Dylid e-bostio'r ffurflen at Dîm Derbyn Gwasanaethau Cymdeithasol Gwynedd: cyfeiriadauplant@gwynedd.gov.uk Ar yr un pryd dylid e-bostio copi i'r Swyddog Penodedig yn AAL Gwynedd. delythgriffiths@gwynedd.llyw.cymru

Cam 8 O fewn 48 awr neu ynghynt o bosib, bydd Uwch Reolwr Adran Gwasanaethau Cymdeithasol Gwynedd yn galw cyfarfod strategaeth lle caiff y Pennaeth wahoddiad i roi'r holl wybodaeth sydd ar gael gerbron y cyfarfod o ran : a) y plentyn a b) yr aelod o staff
*Dylai'r Pennaeth /Rheolwr roi gwybod i Gadeirydd y Llywodraethwyr am y cyhuddiad, a'i wahodd i fod yn bresennol yn y cyfarfod strategaeth.

NID RÔL Y PENNAETH YW YMCHWILIO'R HONIAID - CYMERIR Y PENDERFYNIAD HWNNW YN Y CYFARFOD STRATEGAETH.

Er hyn, bydd angen i'r Pennaeth gael cymaint o wybodaeth ag sydd bosib er mwyn darganfod y ffeithiau am yr honiad. Bydd y wybodaeth o ddefnydd yn y cyfarfod strategaeth wrth iddynt benderfynu ar y camau priodol nesaf.

11. Delio gyda Chyhuddiad yn erbyn y Pennaeth

11.1 Os ydy'r cyhuddiad yn erbyn y Pennaeth, dylai Cadeirydd y Corff Llywodraethol gael gwybod a chyfrifoldeb y Corff yw rhoi gwybod i'r Swyddog Penodedig Dros Ddiogelu Plant yn yr ALL.

Y Swyddog Penodedig Dros Ddiogelu Plant Gyda Chyngor Gwynedd yw Delyth Griffiths. Ei rhif cyswllt yw 01286679007 delythgriffiths@gwynedd.llyw.cymru

Os nad yw Mrs Griffiths ar gael yna rhaid i Gadeirydd y Llywodraethwyr gysylltu â'r Pennaeth Addysg neu'r dirprwy trwy ffonio 01286 679467.

Os nad yw Swyddog yr ALL ar gael, neu os penderfynir fod angen cyngor pellach, dylai hynny ddod wrth y rheolwr penodedig dros ddiogelu plant yng Ngwasanaethau Cymdeithasol yr Awdurdod. Nid yw hyn yr un fath â chyfeirio achos at yr awdurdod ond gall helpu'r awdurdod a'r ysgol wrth asesu'r sefyllfa a phenderfynu ar y camau mwyaf priodol.

Os ydy'r honiad yn ymwneud â throedd neu'n ymddangos bod niwed wedi ei wneud i blentyn neu'n debygol o gael ei wneud i blentyn rhaid i'r ALL a'r ysgol gyfeirio'r achos ar unwaith yn unol â gweithdrefnau diogelu plant fel y sefydlwyd gan y Bwrdd Diogelu Plant Lleol. Cyfeirir yr achos at y Gwasanaethau Cymdeithasol yng Ngwynedd. Bydd yr Heddlu'n ymyrryd os oes cyhuddiad am drosedd.

12. Delio gyda honiad yn erbyn aelod o'r Corff Llywodraethol

12.1 Os gwneir honiad yn erbyn aelod o'r Corff Llywodraethol, yna fel yn Rhan 4.3.6 o Weithdrefnau Diogelu Plant Cymru - Honiadau o gamdriniaeth am, neu yn erbyn aelod o staff cymwysedig neu wirfoddolwr sydd yn ymwneud â phlant neu oedolion bregus (neu sydd yn rheoli/ arolygu/ neu'n dylanwadu arny'n nhw) yna dylid cyfeirio'r achos at y Swyddog Penodedig yr AAL dros Ddiogelu Plant .

Cam 1 Rhaid i Adran Wasanaethau Cymdeithasol yr ALI gael gwybod cyn gynted ag sydd bosib am honiad o gamdriniaeth / trosedd yn erbyn plentyn gan aelod o Staff neu'r Pennaeth ac ar yr un diwrnod y daw'r digwyddiad i sylw'r Person Dynodedig Amddiffyn Plant, neu unrhyw aelod arall o'r Corff Llywodraethol.

Dylid ffonio 01758704455 i siarad â'r Gweithiwr Cymdeithasol ar Ddyletswydd am gyngor.

*Wedi derbyn manylion ar lafar, cyd-gysylltir yr ymateb gan yr Uwch Reolwr priodol yn Adran Wasanaethau Cymdeithasol.

Cam 2 Mae'n hanfodol fod Swyddog Penodedig yr AAL dros Ddiogelu Plant yn cael gwybod am yr honiad ar yr un diwrnod ag y daw'r honiad i sylw Person Dynodedig Amddiffyn Plant yr Ysgol neu unrhyw aelod arall o'r Staff neu'r Corff Llywodraethol er mwyn cynnig cyngor pellach-

Dylid ffonio 01286679007

Cam 3 O fewn 48 awr neu ynghynt os bosib, bydd Uwch Reolwr o Wasanaethau Cymdeithasol Gwynedd yn galw am gyfarfod strategaeth lle y gwahoddir yr Uwch-Aelod Staff i fod yn bresennol a chyflwyno'r holl sydd yn wybyddus am:

a) y plentyn a b) yr aelod o staff neu'r Pennaeth
(os gwneir yr honiad yn erbyn aelod o staff neu'r Pennaeth, gwahoddir Cadeirydd y Corff Llywodraethol i'r cyfarfod strategaeth)

Os gwneir yr honiad yn erbyn Cadeirydd y Corff Llywodraethol bydd y Pennaeth yn bresennol yn y cyfarfod strategaeth yn ogystal â'r Llywodraethwr â chyfrifoldeb am Ddiogelu Plant.

Bydd Swyddog Penodedig yr ALI dros Ddiogelu Plant neu gynrychiolydd y Cyfarwyddwr Addysg yn bresennol ymhob cyfarfod strategaeth sydd yn ymwneud ag aelod o Staff neu'r Corff Llywodraethol. Hefyd fe wahoddir aelod o'r Adran Adnoddau Dynol i fod yn bresennol.

13. Cyfeirio

Rhaid cyfeirio pob achos sydd yn ymwneud â phlant trwy lenwi Ffurflen Gyfeirio Gogledd Cymru gan gynnwys cymaint o wybodaeth â phosib.

Os oes gofid brys am ddiogelwch plentyn, dylid cyfeirio'r sefyllfa trwy alwad ffôn ar unwaith at dîm derbyn Gwasanaethau Plant Gwynedd. Mewn achosion fel hyn caiff y Ffurflen Gyfeirio ei chwblhau a'i hanfon at y Tîm Derbyn/ Asesu ar yr un diwrnod gwaith yn unol â GWEITHDREFNAU DIOGELU PLANT CYMRU GYFAN 2008.

Atodiad 2

SWYDDOG DYNODEDIG DIOGELU PLANT YR ADRAN ADDYSG (Delyth Lloyd Griffiths)

delythgriffiths@gwynedd.llyw.cymru

01286679007

Cyfrifoldebau

1. Strategol

- Cynllunio a chydlynu'r ddarpariaeth Diogelu plant mewn addysg.
- Gweithio mewn partneriaeth ac asiantaethau eraill lleol.

2. Cefnogi

- Sicrhau bod ysgolion a gynhelir yn ymwybodol o'u cyfrifoldebau amddiffyn plant a monitro eu perfformiad.
- Darparu a chynllunio hyfforddiant priodol a pholisïau a gweithdrefnau enghreifftiol.
- Darparu cyngor a chefnogaeth.
- Hwyluso cysylltiadau a chydweithrediad a phob asiantaethau eraill.

3. Gweithredol

- Bod yn rhan o ddelio gyda honiadau o gam-drin yn erbyn staff a gwirfoddolwyr.

4. Darparu cyngor, arweiniad a chefnogaeth i staff addysg ac ysgolion

Bydd y Swyddog Dynodedig Diogelu Plant yn;

- dadansoddi ac yn cyflwyno arweiniad ar unrhyw ddeddfwriaeth newydd;
- rhoi cyngor a chydlynu gwaith mewn ymateb i honiadau yn erbyn staff/Llywodraethwyr.
- arwain ar faterion Diogelu plant ehangach sydd yn cynnwys amgylchiadau penodol o gamdriniaeth, e.e. llurgunio'r organau cenhedlu mewn merched, hunan niweidio, gorfodaeth i briodi, salwch ffug neu salwch gwneud, trais yn y cartref, cam-drin plentyn gan blentyn arall, cam-fanteisio'n rhywiol a mudwyr ifanc.

5. Datblygu cysylltiadau gweithio da a phartneriaethau da

Bydd y Swyddog Dynodedig Diogelu Plant yn;

- rhan o wneud penderfyniadau ar y cyd trwy gynrychiolaeth fel aelod o'r Bwrdd Diogelu Plant Gwynedd ac Ynys Môn neu is-grwpiau;
- meithrin cysylltiadau gweithio cefnogol ac effeithiol â'r awdurdod lleol a rhwng asiantaethau partner;
- rhwydweithio ag unigolion dynodedig a llywodraethwyr dynodedig mewn ysgolion sy'n gyfrifol am amddiffyn plant;

6. Hyfforddiant

Bydd y Swyddog Dynodedig Diogelu Plan yn;

- llunio pecynnau hyfforddiant i godi ymwybyddiaeth ar faterion sydd yn ymwneud ac amddiffyn plant (e.e. hyfforddiant lefel 1 a hyfforddiant lefel 2, seiberfwlio, radicaleiddio, cam-fanteisio'n rhywiol);

- llunio calendr o ddigwyddiadau i godi ymwybyddiaeth am amddiffyn plant, y broses gyfeirio a phwysigrwydd cyd-weithio i gadw plant yn ddiogel;
- creu a chynnal bas data cyfredol hyfforddiant adrannol;
- cynghori ar gyfrinachedd, cadw cofnodion a throsglwyddo cofnodion;
- cynghori ysgolion lleol preswyl fel yn berthnasol.

8. Monitro

Bydd y Swyddog Dynodedig Diogelu Plant yn monitro;

- lefelau cydymffurfio â gweithdrefnau a pholisiau ym mhob ysgol
- unigolion dynodedig mewn ysgolion, ynghyd a'u cofnod hyfforddiant;
- llywodraethwr dynodedig mewn ysgolion ynghyd a'u cofnod hyfforddiant;
- cyfrannu at waith y Bwrdd Diogelu Plant Lleol a grwpiau sicrhau ansawdd; cyfeirio plant i'r Adran Gwasanaethau Cymdeithasol (niferoedd, ansawdd ac ymateb);
- lefel y gweithgareddau amddiffyn plant yn yr ysgolion a'r cysylltiadau i hyfforddiant a dderbyniwyd;
- mynychu cynadleddau achos;
- plant ar y gofrestr amddiffyn plant; plant sydd angen ymyrraeth gynnar a grwpiau bregus eraill.
- cydymffurfio a chanllawiau Llywodraeth Cymru, gweithdrefnau neu safonau Bwrdd Diogelu Plant Lleol;
- gweithredu argymhellion Adolygiadau Achosion Difrifol, neu debyg; a
- defnydd o rym rhesymol.

Atodiad 3

1. Rôl y Person Dynodedig mewn ysgol

- 1.1. Mae'r Person Dynodedig yn cyflawni rôl allweddol o fewn ysgol wrth sicrhau ethos diogel, bod gweithdrefnau a pholisiau diogel yn cael eu sefydlu a'u gweithredu er lles disgyblion.
- 1.2. Dylai'r Person Dynodedig;
 - arwain a chymryd cyfrifoldeb dros reoli materion ac achosion diogelu ac amddiffyn plant,
 - hyrwyddo lles a buddiannau Plant Mewn Gofal a grwpiau sy'n agored i niwed,
 - bod yn aelod o dîm rheoli'r ysgol,
 - gymryd cyfrifoldeb am arferion, polisiau, gweithdrefnau a datblygiad proffesiynol yn y maes Diogelu.

2. Cyfeirio

Dylai'r Person Dynodedig;

- cyfeirio achosion lle mae amheuron o gam-drin neu honiadau o gam-drin i Wasanaethau Cymdeithasol. Lle maent yn berthnasol i achosion lle amheuir camdriniaeth neu honiadau o gam-drin yn erbyn staff, dylai staff ddilyn canllawiau Llywodraeth y Cynulliad Gweithio Gyda'n Gilydd Deddf Plant 2004;
- weithredu fel ffynhonnell cymorth, cyngor ac arbenigedd o fewn y sefydliad addysgol wrth benderfynu a ddylid cyfeirio rhywun neu beidio, drwy gael cyswllt â'r asiantaethau perthnasol;
- gael cyswllt â'r prifathro/prifathrawes neu'r pennaeth (lle nad y prifathro/prifathrawes sy'n cyflawni'r rôl hon) i'w hysbysu ynghylch unrhyw faterion a sicrhau bod rhywun o hyd ar gael i gyflawni'r rôl hon;
- gadw cofnodion ysgrifenedig manwl, cywir a diogel ar gyfer cyfeirio achosion neu bryderon; a
- chael cyswllt â'r swyddog dynodedig amddiffyn plant arweiniol yn yr awdurdod lleol.

3. Hyfforddiant

Dylai'r Person Dynodedig;

- fod wedi derbyn hyfforddiant lefel 2 bob tair blynedd,
- wybod sut i adnabod arwyddion o gam-drin a, lle bo hynny'n briodol, cyfeirio achos;
- fod â gwybodaeth ymarferol o sut y mae Byrddau Lleol Diogelu Plant yn gweithio, gwybod sut y cynhelir cyfarfodydd strategaeth, cynhadledd achos amddiffyn plant a grwpiau craidd ac iddynt allu mynychu a chyfrannu at y rhain yn effeithiol pan fo angen gan gynnwys sicrhau bod adroddiad ysgol yn mynd i bob cynhadledd achos;
- sicrhau bod pob aelod o staff ac unrhyw wirfoddolwr yn gallu cael gafael ar bolisi amddiffyn plant yr ysgol, a'u bod yn ei ddeall, yn enwedig staff newydd neu ran amser sydd efallai'n gweithio i wahanol sefydliadau addysgol;
- sicrhau bod pob aelod o staff yn derbyn hyfforddiant cynefino gloywi sy'n cynnwys amddiffyn plant a'u bod yn gallu adnabod a rhoi gwybod am unrhyw bryderon yn syth; a
- gallu cael mynediad i adnoddau a mynychu unrhyw gyrsiau hyfforddi perthnasol neu loywi ar adegau priodol.

4. Codi Ymwybyddiaeth

Dylai'r Person Dynodedig;

- sicrhau bod polisi amddiffyn plant y sefydliad yn cael ei ddiweddarau a'i adolygu'n flynyddol a gweithio â'r corff llywodraethu neu'r perchennog ar hyn;

- sicrhau bod rhieni/gofalwyr yn gweld copïau o'r polisi amddiffyn plant fel eu bod yn effro i'r ffaith y bydd achosion efallai'n cael eu cyfeirio a rôl y sefydliad yn y broses hon, er mwyn osgoi gwrthdaro nes ymlaen;
- mewn cydweithrediad a'r pennaeth a'r llywodraethwr dynodedig Diogelu, cyflwyno Adroddiad Blynyddol Diogelu i sylw'r Corff Llywodraethol a'r adran addysg yn rhyngor yr haf; a
- lle mae plant yn gadael y sefydliad, sicrhau bod copi o'u ffeil amddiffyn plant yn cael ei roi i'r sefydliad newydd cyn gynted â phosibl, ond yn cael ei throsglwyddo ar wahân i brif ffeil y disgybl.

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

1. Darparu adroddiad i'r corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfio a gofynion Diogelu Plant ac adnabod lleoedd ar gyfer gwella. (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011) Mae Cyrff Llywodraethu yn atebol ar gyfer sicrhau bod gan eu sefydliad bolisiau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylai copi o'r ddogfen a gwblhawyd cael ei hatodi at gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.
2. Darparu gwybodaeth ar gyfer yr awdurdod Lleol fel y gall arferion Diogelu mewn ysgolion gael eu monitro ac ardaloedd ar gyfer eu cefnogi eu hadnabod. 'Dylai ALL fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisiau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Wedi ei chwblhau mae'n rhaid felly anfon y ddogfen hon at: Delyth Lloyd Griffiths
DelythGriffiths@gwynedd.llyw.cymru

, Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

1. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement. (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are ... accountable for ensuring their establishment has effective child protection policies and procedures in place that are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.
2. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should ... monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: Delyth Lloyd Griffiths
DelythGriffiths@gwynedd.llyw.cymru

Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodi'r y rhannau yma gyda logo Estyn.

The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn Logo.

Beth yw'r trefniadau ar gyfer datblygu dealltwriaeth ac ymwybyddiaeth plant o faterion diogelu a datblygu eu gwydnwch drwy'r cwricwlwm?
Sut caiff dysgwyr eu gwneud yn ymwybodol o'r polisi a beth maent yn ei wneud os oes ganddynt bryderon?
Disgrifiwch sut mae'r ysgol yn delio ag addysg rhyw a pherthnasoedd, a chamdddefnyddio cyffuriau a sylweddau.



Tystiolaeth

Sut ydych chi'n sicrhau bod gan staff y wybodaeth a'r medrau i roi'r polisi a'r gweithdrefnau amddiffyn plant ar waith?





A yw pob un o'r staff a'r gwirfoddolwyr wedi cael hyfforddiant amddiffyn plant ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?


A yw'r Uwch Unigolyn Dynodedig a'r dirprwy Uwch Unigolyn Dynodedig wedi cael eu hyfforddi mewn gweithio rhyngasiantaeth ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?


A yw staff dros dro, gwirfoddolwyr a staff newydd a benodir yn cael gwybod am y polisi a'r gweithdrefnau amddiffyn plant?

Tystiolaeth

<p>A oes polisi amddiffyn plant sy'n adlewyrchu'r model yng Nghylchlythyr 158/2015 Cadw Dysgwyr yn Ddiogel trwy gynnwys adrannau ar:</p> <p>atal drwy'r addysgu a'r cymorth bugeiliol sy'n cael eu cynnig i ddysgwyr gweithdrefnau ar gyfer nodi a rhoi gwybod am achosion, neu achosion tybiedig, o gam-drin cymorth i ddysgwyr a all fod wedi cael eu cam-drin?</p> <p>A yw polisiâu a gweithdrefnau'n cael eu hadolygu o leiaf bob blwyddyn?</p>	
<p>Tystiolaeth</p>	

<p>A yw'r ysgol wedi rhoi gwybod i rieni am y polisi a'r gweithdrefnau, ac am yr angen i rannu gwybodaeth ag asiantaethau eraill os oes angen?</p>	
<p>Tystiolaeth</p>	

<p>Rhowch fanylion am unrhyw bolisi gwrth-fwlio sy'n cydymffurfio â Deddf Hawliau Dynol 1998 a Deddf Cydraddoldeb 2010, a sut mae'r ysgol yn delio ag unrhyw gwynion gan ddisgyblion neu rieni sy'n deillio o ddigwyddiadau o'r fath.</p>	
<p>Tystiolaeth</p>	

<p>Rhowch fanylion ynghylch sut mae sicrhau diogeled safle'r ysgol.</p>	
<p>Tystiolaeth</p>	

Polisiâu a dogfennau eraill perthynol i ddiogelu / Policies and other documents relating to safeguarding

Polisiâu a/neu (g)weithdrefnau ar gyfer Diogelu Policies and/or procedures for Safeguarding	Dyddiad yn eu lle Date in place	Dyddiad adolygu Date reviewed	Dyddiad adolygu nesaf Date of next review
Diogelu Plant <i>Safeguarding Children</i>			
Datganiad diogelu ym mhrosiectws yr ysgol <i>Safeguarding statement in school prospectus</i>			
Rheoli cyhuddiadau yn erbyn staff <i>Management of allegations against staff</i>			
Cyhuddo <i>Whistle blowing</i>			
Polisi CRB <i>CRB Policy</i>			
Recriwtio a Dethol <i>Recruitment and Selection</i>			
Llawlyfr Staff – arweiniad ar ymddygiad <i>Staff Handbook – guidance on conduct</i>			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) <i>School Visits Policy (uploaded to Evolve)</i>			
Polisi Ymyrryd Corfforol Cyfyngol <i>Restrictive Physical Intervention Policy</i>			
Gwrth-fwlio/Anti-bullying			
Rheoli ymddygiad <i>Behaviour management</i>			
Presenoldeb/Attendance			
Camddefnyddio cyffuriau a Sylweddau <i>Drugs and Substance Misuse</i>			
Cyfle Cyfartal <i>Equal Opportunities</i>			
Cynlluniau Cydraddoldeb Strategol <i>Strategic Equality Plans</i>			
Cynllun Mynediad Ysgol <i>School Access Plan</i>			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) <i>Extended school / before and after school activities (safeguarding arrangements and suitability issues)</i>			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) <i>First Aid (including management of medical conditions, intimate care)</i>			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) <i>Health and Safety (including school security)</i>			
Defnyddio ffotograffau / fideo <i>Use of photographs/video</i>			
E ddiogelwch ar gyfer disgyblion a staff <i>E safety for pupils and staf</i>			
Personol, Cymdeithasol ac Emosiynol (AbaCH) <i>Personal, Social and Emotional (PSE)</i>			
Addysg Rhyw a Pherthnasoedd <i>Sex and Relationships Education</i>			
Lleoliad gwaith <i>Work placement</i>			
Gwrth Radicaleiddio <i>Anti-radicalisation</i>			

Rhowch fanylion am y polisi iechyd a diogelwch. Disgrifiwch sut mae'r ysgol yn delio â chymorth cyntaf, camddefnyddio cyffuriau a sylweddau, ymweliadau addysgol, diogelwch ar y rhyngwrwd ac, os yw'n briodol, lles dysgwyr ar leoliadau galwedigaethol estynedig.



Tystiolaeth

Rhowch fanylion am sut mae'r ysgol yn sicrhau bod disgyblion yn defnyddio'r rhyngwrwd yn ddiogel ac yn gwybod sut i gadw'n ddiogel ar-lein.



Tystiolaeth

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.

An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.

A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig? <i>Have all the following groups of people had DBSs checks and written references?</i>			
Swydd <i>Post</i>	Nifer y staff <i>Number of staff</i>	Nifer y DBS <i>Number of DBSs</i>	Geirdaon ysgrifenedig <i>Written references</i>
Staff <i>Staff</i>			
Llywodraethwyr <i>Governors</i>			
Gwirfoddolwyr <i>Volunteers</i>			
Staff y Gegin <i>Kitchen Staf</i>			
Staff Glanhau <i>Cleaning Staff</i>			

Cofrestr DBS
DBS Register



Enw / Name	Rhif DBS / DBS Number	Dyddiad Date



Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddsbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol)
Number of referrals made to Children's Referral Team (if it may identify child or children please do not separate into categories of abuse but give overall number)

Dosbarthiadau Categories	Corfforol Physical	Rhywiol Sexual	Emosiynol Emotional	Esgeulustra Neglect	Canlyniad yr achos / Outcome
Nifer Number					

Cyfarfodydd a fynychwyd
Meetings Attended

Cyfarfod Meeting	Nifer a wahoddwyd i Number invited to	Nifer a fynychodd Number attended	Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb Number of reports submitted in lieu of attendance	Nifer o weithiau yr anfonwyd y SLIA i gynrychioli'r ysgol Number of times EWO sent to represent the school
Cynhadledd gychwynnol Amddiffyn Plant Initial Child protection Conference				
Cyfarfod Strategaeth proffesiynolwyr Professionals Strategy meeting				
Cynhadledd arolwg Amddiffyn Plant Child Protection Review Conference				
Cyfarfod Grŵp Craidd Core Group Meeting				
Cyfarfodydd Gyda'n Gilydd Gyda'n Gilydd meeting				
Cyfarfodydd Proffesiynol Professionals Meeting				

Nifer y disgyblion sy'n destun cynllun Amddiffyn Plant: Number of pupils subject to a Child Protection Plan:	
Nifer y Plant mewn gofal Cyhoeddus: Number of children in Public Care:	
Nifer yr honiadau a wnaed yn erbyn staff: Number of allegations made against staff:	

Monitro digwyddiadau o fwlio
Monitoring incidents of bullying

Mathau o fwlio <i>Types of Bullying</i>	Nifer digwyddiadau / <i>Number of incidents</i>		
	Tymor yr Haf <i>Summer Term</i>	Tymor yr Hydref <i>Autumn Term</i>	Tymor y Gwanwyn <i>Spring Term</i>
Seibrfwlio <i>Cyberbullying</i>			
Hil, crefydd a diwylliant <i>Race, religion and culture</i>			
Homoffobia <i>Homophobic</i>			
Rhywiaethol, rhywiol a thrawsffobig <i>Sexist, sexual and transphobic</i>			
O amgylch anghenion addysgol arbennig ac anabledau <i>Around special educational needs and disabilities</i>			
Arall <i>Other</i>			

Rhowch fanylion ynghylch polisiau'r ysgol ar ymyrraeth ac atal corfforol, a sut mae'r ysgol:

- yn cofnodi digwyddiadau pan ddefnyddiwyd ymyrraeth gorfforol
- yn darparu hyfforddiant i staff ar y dulliau i'w defnyddio yn yr ysgol
- yn monitro'r defnydd ar ymyrraeth gorfforol
- yn rhoi gwybod i rieni a rhanddeiliaid eraill am y defnydd ar ymyrraeth gorfforol

A yw'r trefniadau ar gyfer defnyddio ymyrraeth ac atal corfforol yn adlewyrchu'r trefniadau a ddisgrifiwyd yng Nghylchlythyr 097/2013 Llywodraeth Cynulliad Cymru?



Tystiolaeth

Rhowch fanylion am y defnydd ar amser saib / tynnu allan o wersi / neilltuo.



A yw'r trefniadau'n adlewyrchu'r arweiniad a amlinellir yng Nghylchlythyr 097/2013 Llywodraeth Cymru?

Tystiolaeth

Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol
Monitoring incidents involving physical restraint

Nifer digwyddiadau / Number of incidents

Tymor yr Haf
Summer Term

Tymor yr Hydref
Autumn Term

Tymor y Gwanwyn
Spring Term

**Hyfforddiant Radicaleiddio
Extremism Training**



Enw / Name

Dyddiad
Date

Disgrifiwch sut mae'r ysgol yn cadw disgyblion yn ddiogel rhag peryglon radicaleiddio ac eithafiaeth.



Tystiolaeth

Rhowch fanylion am sut caiff adroddiadau eu cyflwyno am ddigwyddiadau yn ymwneud â diogelu o fewn strwythur rheoli'r ysgol, gan gynnwys yng nghyfarfodydd y Corff Llywodraethol.



Tystiolaeth



Atodiad 5

1. Canllaw i bobl broffesiynol sy'n mynychu cynadleddau amddiffyn plant yng Ngwynedd

Os cewch eich gwahodd i Gynhadledd Amddiffyn Plant, efallai y bydd gennych gwestiynau am yr hyn fydd yn digwydd a beth a ddisgwylir ohonoch. Nod y canllaw hwn yw ateb rhai o'ch cwestiynau

2. Beth yw cynhadledd amddiffyn plant?

Mae'r Gynhadledd Amddiffyn Plant yn rhan allweddol o'r trefniadau a lunnir ar gyfer cydweithio rhyngasiantaethol er mwyn amddiffyn plant. Cynhelir cynhadledd amddiffyn plant cychwynnol wedi i ymholiadau ynghylch amddiffyn plant ddod i ben. Mae'r cyfarfod yn dod ag aelodau'r teulu, gan gynnwys y plentyn pan fo hynny'n briodol, a'r bobl broffesiynol hynny sydd wedi bod yn ymwneud fwyaf â'r plentyn a'r teulu ynghyd.

3. Pwrpas y gynhadledd amddiffyn plant.

Pwrpas y gynhadledd yw: -

- Rhannu a gwerthuso gwybodaeth ynghylch iechyd, datblygiad a gweithrediad y plentyn, ynghyd â gallu'r rhieni neu warcheidwaid i sicrhau diogelwch y plentyn a hybu iechyd a datblygiad y plentyn.
- Er mwyn penderfynu a yw'r plentyn neu unrhyw blant eraill yn y teulu wedi dioddef niwed arwyddocaol ac os oes yna berygl y gallant gael niwed yn y dyfodol.
- Er mwyn penderfynu pa gamau gweithredu sydd ei angen yn y dyfodol er mwyn diogelu'r plentyn ac annog ei ffyniant, sut mae symyd ymlaen â'r gweithredu a pha ddeilliannau a ddisgwylir.

4. Pwy ddylai fynychu?

Gwahoddir pobl broffesiynol ac ymarferwyr sydd â **chyfraniad sylweddol** i'w wneud, a hynny oherwydd eu gwybodaeth nhw ynghylch y plentyn neu'r teulu, neu'n deillio o'u harbenigedd proffesiynol.

Gwahoddir aelodau'r teulu.

5. Cynadleddau amddiffyn plant cychwynnol ac adolygiadol.

Ceir dau fath o Gynhadledd Amddiffyn Plant: -

5.1. Cynhadledd Amddiffyn Plant Cychwynnol:

Fe'i trefnir fel arfer wedi i'r Gweithiwr/wraig Gymdeithasol a Swyddog yr Heddlu wneud ymholiadau amddiffyn plant. Dylai'r cyfarfod hwn ddigwydd o fewn 15 diwrnod gwaith o gynnal y cyfarfod strategaeth rhwng yr heddlu a'r gwasanaethau cymdeithasol. Mae hyn yn golygu na fyddwch yn derbyn hysbysiad o'r cyfarfod tan yn hwyr iawn, ond dylech wneud popeth o fewn eich gallu i fod yn bresennol.

Byddwch yn derbyn gwahoddiad ysgrifenedig yn rhoi manylion y teulu, rhesymau dros y cyfarfod a rhestr o bobl fydd yn bresennol.

Fe fydd y Gynhadledd Amddiffyn Plant Cychwynnol yn penderfynu a ddylid rhoi enw'r plentyn a'r Gofrestr Amddiffyn Plant Gwynedd. Os yw hyn yn angenrheidiol, fe fydd yn rhaid cytuno ar Gynllun Amddiffyn Plant.

5.2. Y Gynhadledd Amddiffyn Plant Adolygiadol:

Adolygir enw pob plentyn sydd ar Gofrestr Amddiffyn Plant Gwynedd. Fe fydd yr adolygiad cyntaf yn digwydd o fewn 3 mis a'r adolygiadau yn dilyn hynny o fewn 6 mis.

Tasg y cyfarfod hwn yw adolygu'r Cynllun Amddiffyn Plant, a hynny er mwyn sicrhau y bydd y plentyn yn parhau i dderbyn gofal digonol; penderfynu a ddylai enw'r plentyn aros ar Gofrestr Amddiffyn Plant Gwynedd ac os yw'r risg o niwed arwyddocaol wedi ei leihau, ac os bydd, penderfynu a ddylid newid y cynllun.

6. Paratoi ar gyfer y gynhadledd amddiffyn plant.

Os ydych yn cynrychioli'r ysgol yn y cyfarfod, gadewch ddigon o amser i baratoi ar gyfer y cyfarfod ac ystyriwch y wybodaeth sydd gennych ynghylch y materion canlynol: -

- Unrhyw beth o bwys sydd wedi digwydd i'r teulu neu i'r plentyn.
- Iechyd, datblygiad ac anghenion y plentyn.
- Gallu'r rheini/gofalwyr i ddiogelu'r plentyn a hyrwyddo'i (h)iechyd a sicrhau ei (d)datblygiad.
- Unrhyw gefnogaeth ychwanegol gan y teulu neu'r gymuned sy'n bwysig i'r teulu.

Dylai pob asiantaeth gynrychioladol sy'n mynychu'r cyfarfod **ddarparu adroddiad ysgrifenedig o flaen llaw a dylent fod yn barod i ddarllen eu hadroddiad yn y cyfarfod.** Lle bo hynny'n bosibl, dylid dangos yr adroddiad i'r teulu cyn y diwrnod y cynhelir y cyfarfod.

Mae'n bwysig y gall y cyfarfod rannu'r holl wybodaeth berthnasol er mwyn deall amgylchiadau'r teulu ac asesu i ba raddau y mae'r plentyn mewn perygl.

Os nad ydych yn gallu bod yno, dylech hysbysu Cadeirydd y cyfarfod a gofynnwch i weithiwr uwch ddirprwyo, (os yw hynny'n briodol), **ac anfonwch eich adroddiad ysgrifenedig at y Cadeirydd o flaen llaw. Fe gofnodir eich ymddiheuriadau a'ch safbwyntiau a fynegwyd gennych.**

7. Gwybodaeth gyfrinachol

Hanfod llwyddiant unrhyw gydweithio rhyngasiantaethol yw cyfnewid a rhannu gwybodaeth berthnasol. Ymhob achos lle y ceir honiadau o gam-drin plant neu amheuaeth o ran hynny, mae'n ddyletswydd rhannu gwybodaeth berthnasol.

Cedwir pob darn o wybodaeth a roddir yn y cyfarfod yn gwbl gyfrinachol ac ni ddatgelir unrhyw beth y tu allan i'r cyfarfod at ba ddiben bynnag, oni bai y bydd Cadeirydd y Cyfarfod yn rhoi caniatâd.

8. Ydych chi'n gwneud penderfyniad ynghylch rhoi enw plentyn ar y gofrestr amddiffyn plant?

Pan fyddwch yn mynychu Cynhadledd Amddiffyn Plant, gofynnir i chi a ddylid rhoi enw'r plentyn ar y Gofrestr Amddiffyn Plant ai peidio, a gofynnir i chi leisio'ch barn ynghylch y mater. Dylech gadw mewn cof y cwestiwn canlynol pan fyddwch yn dod i benderfyniad ynghylch cofrestru plentyn:

Oes yna berygl parhaus y bydd y plentyn yn cael niwed difrifol/arwyddocaol?

Pan fyddwch yn ystyried y wybodaeth ac yn dod i'r penderfyniad, yr hyn sy'n dyngedfennol yw naill ai...

- Bod y plentyn yn ymddangos ei b/fod wedi dioddef camdriniaeth, afiechyd neu drafferthion wrth ddatblygu o ganlyniad i gamdriniaeth gorfforol, rhywiol, emosiynol neu esgeulustod, a'r farn broffesiynol yw y byddai'r cam drin neu wendidau'n debygol o barhau; neu
- Fod barn broffesiynol, a gefnogir gan ganfyddiadau'r ymholiadau yn yr achos unigol hwn neu gan dystiolaeth yr ymchwiliad, yn nodi ei bod yn debygol y bydd y plentyn yn dioddef camdriniaeth, afiechyd neu drafferthion wrth ddatblygu o ganlyniad i gamdriniaeth gorfforol, emosiynol, cam-driniaeth rhywiol neu esgeulustod.

Pan roddir enw plentyn ar y Gofrestr Amddiffyn Plant, nid yw rhoi'r enw ar y gofrestr ynddo'i hun yn golygu y diogelir y plentyn oni bai y bydd Cynllun Amddiffyn Plant yn cyd-d â hyn. Mae'r Cynllun Amddiffyn Plant yn argymhell dulliau y gall asiantaethau, pobl broffesiynol a'r teulu weithio mewn partneriaeth er mwyn sicrhau y caiff y plentyn ei (d)diogelu rhag niwed yn y dyfodol.

9. Cadeirydd y gynhadledd amddiffyn plant

Rôl y Cadeirydd yw sicrhau bod y cyfarfod yn canolbwyntio ar anghenion y plentyn; bod pawb yn gallu cyfrannu'n llawn at y drafodaeth a'r penderfyniadau; y caiff pawb eu trin yn deg a gyda parch; a bod penderfyniadau a chynlluniau'r cyfarfod yn diogelu'r plentyn.

10. Y Grŵp Craidd

Dewisir aelodau'r Grŵp Craidd yn y gynhadledd, ac y mae'n cynnwys pobl broffesiynol ac ymarferwyr sy'n gweithio'n uniongyrchol â'r teulu.

Mae'r Grŵp Craidd yn gyfrifol am ddatblygu a gweithredu'r Cynllun Amddiffyn Plant fel dull manwl o gydweithio o fewn y cynllun a amlinellwyd ac a gytunwyd arno yn y cyfarfod er mwyn diogelu'r plentyn/plant a lleihau'r risg iddynt dderbyn niwed arwyddocaol.

Y Gweithiwr/wraig Allweddol sydd â'r rôl bwysicaf, ac mae gan pob aelod o'r Grŵp Craidd gyfrifoldeb ar y cyd dros greu a gweithredu'r cynllun. **Os ydych yn aelod o'r Grŵp Craidd, mae'n hanfodol eich bod yn mynychu.** (gweler hefyd protocol y Grŵp Craidd, wefan y Bwrdd Diogelu lleol).

11. Canllaw a gwybodaeth ychwanegol

Caiff arweiniad am ddiogelu ac Amddiffyn Plant ei gynnwys yn:

- "Diogelu Plant: Gweithio Gyda'n Gilydd o dan y Ddeddf Plant 2004" (Cynulliad Cenedlaethol Cymru, 12/2007);
- "Dulliau Gweithredu Amddiffyn Plant i Gymru Gyfan" (2008),
- "Diogelu Plant: Gweithio Gyda'n Gilydd at Ddeilliannau Positif".
- Gweithdrefnau Canu'r Gloch mewn ysgolion a pholisi enghreifftiol- cylchlythyr 36/2007

Education Service Protection Guidelines

<u>Appendix 1</u>	School Child Protection Model Policy
<u>Appendix 2</u>	Role Education Department's Designated Executive Officer for Child Protection
<u>Appendix 3</u>	Role of Child Protection Designated Person at a School
<u>Appendix 4</u>	Child Protection Annual Report
<u>Appendix 5</u>	General Guidance for Meetings

1. Introduction

- 1.1. The Education Service policies and procedures correspond to Gwynedd Council's corporate policies and have been drawn up in accordance with the council's vision to ensure the safety and well-being of children and young people in Gwynedd.
- 1.2. Gwynedd Education Service recognizes its statutory obligations in protecting children in education. The aim of the education service is to ensure the well-being and safety of children and young people who make use of the services within and outside schools and other educational provisions.

2. Legislative Background

- 2.1. The Authority complies with the following requirements and principles:
 - All Wales Child Protection Guidelines 2008
 - Child Protection In Education: Circular 158/2015 WG
 - Working Together – the 2004 Act
 - Gwynedd and Isle of Anglesey Safeguarding Children Board and North Wales Local Safeguarding Board Protocols and Policies
 - Vision of Gwynedd Children and Adults Protection Strategy Panel
 - Social Services and Well-being Act (Wales) 2014
- 2.2. The education service also has a monitoring role in ensuring that Gwynedd Schools understand and implement child protection procedures.

3. Responsibilities within the Education Service

- 3.1. The Head of Education (Mr Garem Jackson) is the Chief Statutory Officer responsible for ensuring that the service fully implements its statutory obligations as regards Child Protection.
- 3.2. The lead responsibility for developing policies and procedures is delegated to the Education Department's Child Protection Designated Executive Officer (Mrs Delyth Lloyd Griffiths). She works closely with Children Services to ensure multi-agency policies and procedures and quality training. **The Senior Child Protection Officer (Delyth Lloyd Griffiths) is the Education Department's Child Protection Designated Executive Officer for receiving any enquiries** (see [Appendix 2](#)).
- 3.3. The Head of Education represents Education on the Safeguarding Children Board and on Gwynedd's Strategic Panel for Safeguarding Children and Adults. The Education Department's Child Protection Designated Executive Officer (Delyth Lloyd Griffiths) represents Education on Gwynedd's Operational Panel for Safeguarding Children and Adults. Education Officers fully contribute on various sub-groups.
- 3.4. The Education Management Team receives quarterly reports against the Council's agreed indicators that indicate the Department's performance in the protection field. External validation of quality of protection procedures is completed annually, e.g. through school assessment by external peers.

4. Service Protection and Schools / Educational Establishments Duties

- 4.1. The role of Gwynedd Education and Schools service within the Child Protection system is to ensure a safe environment and ethos that enable children and young people to learn, with adequate focus on their well-being and safety. Every worker should consider his role in:
 - protecting children from harm
 - preventing abuse
 - promoting well-being

- 4.2 Schools and the Education Services have an obligation to work with Social Services and the council's other departments to promote safety through raising awareness, improve understanding and strengthen children and young people's resilience via the curriculum as well as through preventative and early intervention work; through referring concerns, contributing information and towards needs assessments.

The service will co-ordinate requirements and closely work with schools and other agencies in the protection field, specifically Children Services, Health and the Police.

- 4.3. The education service implements Gwynedd's corporate and educational responsibilities when ensuring that all schools, units, Further Education colleges, other education placements and partners have effective procedures when:

- preventing inappropriate individuals from working with children and young people
- promoting excellent practices and challenge inadequate and unsafe practices
- robustly identify and respond to any concerns as regards a child's safety and well-being, implementing procedures that ensure safety
- regularly monitor and evaluate to improve quality of structures and service protection procedures

- 4.4. In the event of a lack of appropriate action as regards child protection cases in Gwynedd schools, the following measures will be taken:

- Delyth Lloyd Griffiths, the Department's Senior Child Protection Officer, will complete an unannounced protection audit within the school without any prior notice
- A letter will be sent to the School Chair of Governors to inform him/her of the concern
- A report will be prepared and shared with the School and Governors following the audit

- 4.5. All educational establishments in Gwynedd are expected to ensure:

- that there is a current and comprehensive child protection policy in place that accords with guidance provided ([Appendix 1](#));
- that broader Protection policies are reviewed and adopted in a timely manner by the School's governing body
- that the activities that may occur within and outside the school are taken into account in the broader Protection policies and procedures (use of leisure facilities, educational visits, use of the school's facilities for community purposes etc.)
- that a member of the senior management team is designated for Child Protection and is responsible for Protection matters within the establishment. See [Appendix 3](#). They should give advice, induct all members of new/supply staff, provide specific and general guidance, ensure training arrangements and provide an up-date, and serve as contact with the education service/social services/other agencies in protection matters;
- that the Designated Protection Person has the appropriate powers to take action, has received training to the appropriate level and has suitable experience;
- that a safety 'substitute/deputy' is known to all in the Designated Person's absence;
- that every school and unit introduces a Child Protection Annual Report for the attention of the Education service annually, by the end of the Summer term
- that a Child Protection Designated Governor has also been trained to the appropriate level, that they are available to assist the Designated Person when appropriate, and contribute towards and present the Annual Report to Governors annually for the Governing Body's attention ([Appendix 4](#));

- 4.6. The categories of abuse highlighted in 2008 All Wales Child Protection Guidelines receive due focus:

- Physical abuse
- Emotional abuse
- Sexual abuse and sexual exploitation of children

- Negligence

4.7. The entire Gwynedd Education Service workforce have an obligation:

- to be aware of All Wales Child Protection Guidelines 2008
- to demonstrate a professional approach and act legally in the interests of children and young people's well-being and safety
- "Whistle-blowing" if they are aware of any instance of abuse
- look out for signs of abuse and respond in line with 2008 All Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
- look out for signs of abuse from adults who work with or who supervise children and young people, and respond in accordance with 2008 All Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
- look out for signs of bullying (refer to national and local guidelines)
- know how to respond when a child divulges information and what appropriate action to take (see Part 2.1, 2.2, 2.3 and 2.4)
- know to whom to refer any suspicions or disclosure from a child or young person, within and outside school hours;
- present a written statement/record of observations or verbal statements by a child or young person

4.8. In compliance with WG guidelines, every school has an obligation to designate a teacher and governor for Child Protection (see Protecting Children In Education: 158/2015).

4.9. Education Department Officers will plan and co-ordinate service provision and allocate resources to fulfil safeguarding requirements, in accordance with legal, national and local requirements. Collaboration occurs via the North Wales Safeguarding Board, and Gwynedd Safeguarding Strategy/Operational Panels with other agencies, jointly planning and making provision with professional workers in the health care field, social services, youth justice team.

4.10. At a strategic level, Gwynedd education service will:

- ensure regular contact with the appropriate diocesan authorities regarding arrangements for aided schools;
- annually monitor and report on schools success in compliance with 2008 All Wales Child Protection Guidelines, particularly implementation of appropriate policies and procedures;
- ensure safe recruitment and employment structures, in accordance with the Corporate policies;
- corporate collaboration to ensure that staff are trained to the appropriate level, including the designated persons responsible for child protection (teachers and governors);
- draw the School Governing Body's attention to any shortcomings and advise them on actions required to remedy this;
- take action to resolve any inter-agency problems as soon as they become apparent;
- play a full role in case reviews in accordance with Chapter 10 – Child Protection; Working Together – under the Children's Act 2004 and the Social Services and Well-being (Wales) Act 2014;
- share information and relevant outcomes on cases and reviews with schools/designated persons as part of the quality improvement procedure;
- ensure multi-agency and partnership collaboration across the service;
- collaborate with the Local Safeguarding Board and the council to ensure appropriate resources to meet Protection field requirements

4.11. At a support level the education service ensures that:

- training is available at an appropriate level for all the Authority's new staff, for staff who work with

children in school and other education services, and for school governors. The training will enable them to effectively fulfil their child protection responsibilities. Annual training will be provided to ensure that staff skills and knowledge are regularly updated.

- further training for the Authority's staff who are mainly responsible for child protection and safeguarding, provided through collaboration with the North Wales Safeguarding Board.
- a record of all designated individuals and the governors nominated by the governing bodies to be responsible for child protection within schools, what training was provided for those individuals and dates of training.
- opportunities for staff to update training to the appropriate level in accordance with the Department and the Council's policy (Level 1 annually for everyone and Level 2 every three years for designated officers within schools).
- provide schools with model policies and procedures on all aspects of child protection.
- take appropriate action as regards abuse allegations against staff and volunteers.
- provide advice and support for schools and other education services to deal with individual cases: act on their behalf where required to solve any difficulties with Safeguarding Board partner agencies.

4.12. On an operational level, the Council, in collaboration with the education service will:

- ensure safe recruitment procedures and that all specific investigations are completed and updated on staff, volunteers and Governors who work with children, as appropriate.
- Ensure arrangements for protecting and promoting the well-being of children who do not attend schools, pupils who have been excluded from school, who are taught in referral units, who have complex and intense medical needs, or who receive a home tutors service.
- Monitor children's well-being and safety and educational welfare who are taught at home.
- Collaborate with the relevant agencies to monitor Protection arrangements for learners who are taught outside the county
- Ensure that there are procedures in place to deal with abuse allegations against staff members in accordance with Welsh Government guidelines. Work with schools and Safeguarding Children Board partner agencies to ensure that allegations are dealt with rapidly, fairly and consistently.
- Ensure that Authority staff (including any staff who fulfil functions on behalf of the Authority) who work with children are investigated to an appropriate level and receive training to effectively fulfil child protection responsibilities.
- Ensure support for schools when contacting establishments and services outside the county, so as to receive or exchange relevant information and promote effective collaboration across counties.

5. The Governing Body's Role in Schools and Further Education Colleges

The role of the Governing Body in a School or Further Education College is to;

- Ensure that their establishment implements effective policies and procedures to protect and promote pupils well-being in accordance with national and local guidelines, including committing resources to child protection matters and monitor that the school complies with field requirements;
- that the school has safe recruitment procedures and ensure that all appropriate checks are held on new staff and new volunteers who will be working with children, including CRB checks. (see Safe Recruitment Policy);
- that a senior member of the school's leadership/management team has been designated as a Protection Designated Person, and receives an appropriate level of refresher training and a regular update to constantly update his skills and knowledge, to advise and support other staff. The Designated Person will maintain contact with the education service and work with other agencies (see [Appendix 3](#) – role of the Designated Person at a school) and, where appropriate, provide guidance for other staff. A deputy should be designated in the designated person's absence and at large establishments, or those where there are a huge number of child protection concerns, more than one deputy will need to be designated;

- that the Designated Person and the entire staff and other permanent volunteers who work with children receive the appropriate training so as to enable them to effectively fulfil their child protection responsibilities, and refresher training to update their information (Level 1 annually for everyone and Level 2 every three years for the Designated Person). Also that supply/temporary staff and volunteers who deputise during short term absences, and who will be working with children, receive clear guidelines on school child protection arrangements and their responsibilities;
- to ensure that Designated Protection Governor has been trained to a confident level of proficiency in the field (Designated Governor and the Chair to receive Level 2 and other Governors to receive Level 1), to fulfil their functions and understand their broader protection responsibilities. The designated Governor should maintain regular contact with the head teacher, and assist in providing information and annual reports for the governing body on matters where there are no allegations made against staff;
- comply with the correct guidelines and procedures where a child protection allegation has been made against a staff member, including appointment of an independent investigator when appropriate, in accordance with 2008 All Wales child protection guidelines (Part 4) and the School Staff Disciplinary and Dismissal Procedures Circular: Revised Guidance for Governing Bodies 002/2013.
- the Safeguarding policy is annually reviewed and the annual report presented to the education department annually, and is available to parents or carers on request;
- that the governing body without delay rectifies any shortcomings or weaknesses in the child protection arrangements that are brought to their attention.

6. Governing Bodies Additional Responsibilities For Multi-Site Education, Outside School Hours And Community Use Of Locations

- 6.1. The school's Governing Body controls safe use of their sites outside school hours, except when there is a trust arrangement in place, or there is a management transfer agreement in place (see Child Protection in Education 2015).
- 6.2. When a Governing Body commissions or offers activities and services under the school staff's direct supervision, it is imperative that the school's Protection policies and procedures are implemented.
- 6.3. Where the children and young people who attend the school are provided with activities, services and experiences outside the school premises, it must be ensured that this entity fully complies with safe recruitment policies and that there are robust Protection procedures in place. The Governing Body should designate a responsible person to ensure that, preparing a suitable safety risk assessment and monitor it.
- 6.4. There is an obligation to refer any inadequate Protection practices or complaints about locations for the attention of the Child Protection Designated Executive Officer (Delyth Lloyd Griffiths) in the education department, in order to take action to reduce the risk for all the children and young people of Gwynedd.

7. Role of Head Teachers and Heads

The role of the Head Teachers and Heads is to;

- ensure full implementation of child protection policies and procedures adopted by the governing body, and are followed by the whole staff;
- ensure that adequate resources and time is allocated to enable the designated person and other staff to fulfil their responsibilities, including contributing towards strategy discussions and other inter-agency meetings, and towards child assessments; and
- that the entire staff and volunteers understand the procedures and feel that they can voice concerns regarding any poor or unsafe child related practices, and that those concerns are sensitively, effectively and promptly handled in accordance with the *Procedures for Whistle-blowing in Schools and Model Policy – circular 36/2007*.

8. Role of the Designated Person at a School

8.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.

8.2. The Designated Person should:

- lead and take responsibility for managing matters and cases relating to child safeguarding and child protection
- promote the well-being and interests of Looked after Children and vulnerable groups
- be a member of the school management team,
- take responsibility for practices, policies, procedures and professional development in the Child Protection field. (see [Appendix 3](#))
- receive Level 2 Training and update it every three years

9. Role Of Proprietors Of Schools/Independent Residential Establishments and Role Of Proprietors Of Independent Schools

- See Protecting Children In Education Circular 158/2015.

10. Role of Child Care Managers Prior To and Following School, Nurseries, Placements and Early Years Units

10.1. Managers of early years, nurseries and partner placements should ensure that:

- they act as a Designated Protection Person and take a leading role in protection matters and procedures, ensuring the safety of the children in their care;
- that all staff members and volunteers are carefully recruited, that they receive training and protection refresher courses, and that they follow protection procedures to the highest standards;
- that staff have time and suitable resources to fully fulfil their duties, including time to contribute towards children's assessments/attend case conferences and strategy as appropriate;
- that there are clear and standard policies and guidelines that are available to parents, staff and other stakeholders.

11. Training for Education Service Staff Including Schools

11.1. As part of the establishment's induction arrangements, all school staff (be they permanent or temporary, and volunteers) should receive **written guidance on Protection policy and procedures**, with the Designated Person's contact details, on the first day at work. (see [Appendix 1](#) - schools)

- All education service new staff, including schools, are expected to undertake Level 1/basic training as soon as possible, in accordance with Gwynedd corporate Protection training policy.
- Staff are expected to receive refresher/renewal training in accordance with their role.
- The Designated Person and Designated Governor are expected to follow an advanced level course, so that they fully fulfil their duties.
- Head teachers/governors will receive training/guidance on handling allegations and cases of professional abuse (Part 4)
- The education service will keep training and guidance records, including staff and governors training details.
- Schools are expected to annually present a record of staff protection training to the education service, as part of the Annual Report to Governors in the Protection field.
- An annual training programme is organized through the Gwynedd and Isle of Anglesey Safeguarding Board training programme.

12. Abuse Allegation Made by an Adult Against a Child

- 12.1. It is crucial that all abuse allegations are rapidly, fairly and consistently addressed to ensure the child's safety and the well-being of the individual against whom the allegation is made.
- 12.2. All education service staff members, including schools, should immediately refer to *Part 4 All Wales Child Protection Guidelines, 2008*, following the procedure that is clearly noted on it.
- 12.3. For further guidance, and that the Designated Person is not available OR that the allegation is made against the Designated Person, please contact the education department and the Designated Child Protection Executive Officer (Delyth Lloyd Griffiths) or the Education Officer (Gwern ap Rhisiart).
- 12.4. For further guidance please contact Social Services Child Referrals Team:

01766 772 577

CyfeiriadauPlant@gwynedd.gov.uk

and if outside working hours 01248 353551

13. Referral Arrangements and Procedures, Record Keeping and Contributions to the Process

- 13.1 See [Appendix 5](#) for guidance.

Child Protection Policy

School

Date of Approval:

Review Date:

Signed

School Council Chair on behalf of the pupils:

Protection Designated Person:

Protection Designated Governor:

Head Teacher:

Purpose of the Policy

'Do the fundamentally good things that keep children safe.' Lord Lamming 2008

The following individuals are the Child Protection Designated Persons in the school: **Mr Dyfrig Jones (Deputy Head)**

Deputy Child Protection Designated Person: **Mr Gwyn Tudur – Head**

Child Protection Designated Governor: **Mrs Lowri Elis**

1. Introduction

1.1 Ysgol Tryfan fully recognizes its contribution to child protection.

There are four main elements to our policy:-

- a) prevention of harm through teaching and pastoral support provided for pupils;
- b) procedures for identifying cases or suspicions of abuse and report on them;
- c) Due to our daily contact with children, school staff are in a situation to identify any signs of abuse and offer:
- d) support for pupils who have possibly been victims of abuse.

1.2 Our policy applies to the entire staff and volunteers who work at the school including our Governors. Perhaps a learning support assistant, break and lunch time supervisor, carer, secretary, a technical or administrative staff member will be the first person whom a child informs that they are being abused.

2. Prevention

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication between pupils and an adult in which they can confide, assists to protect pupils.

By understanding this, the school will:

- a) establish and maintain an ethos where the pupils feel safe and are encouraged to speak openly and be listened to by any School staff member;
- b) ensure that pupils know that there are adults at the school whom they can turn to if they are concerned or are in difficulties, and feel confident that they will be given a fair and unprejudiced hearing;
- c) include, in the curriculum, Personal and Social Education activities and opportunities to empower children to possess the required skills to protect themselves from abuse and know who to turn to for support; and
- d) include, in the curriculum, material to assist pupils to develop realistic attitudes towards responsibilities in adult life, especially child care, bringing up children and being good parents.

3. Procedures

3.1 We will adhere to All Wales Child Protection Procedures that have been confirmed by the Local Safeguarding Children Board and in accordance with 2008 All Wales Child Protection Guidelines.

3.2 The school will:

- a) ensure that it has a member of the Senior Management Team deputised by the Head Teacher, with the main responsibility for Child Protection and who has received appropriate training;
- b) recognize the role of the Designated Co-ordinator for Child Protection, arrange training and provide support. Ensure that all staff members involved with Child Protection have received the appropriate Level 2 training which has been approved by the Local Safeguarding Board.

- c) ensure that all staff members and every governor is aware of:-
- The name of the designated person and their role;
 - The right procedure to follow if they suspect that a child is suffering or at risk of suffering substantial harm
 - That they have a responsibility as individuals for referring child protection concerns through using the correct channels and within the deadlines agreed with the Local Safeguarding Children Board; and
 - What action to take about those concerns if the designated person is unavailable and understand the referrals procedure.
 - The referrals procedure if there are concerns about the Head Teacher.
- d) ensure that staff members are aware of the need to be aware of signs of abuse and know how to respond to a child who may divulge that abuse has occurred;
-
- e) that there is a need to make a detailed and accurate record of any disclosure by a child who raises a concern
- f) ensure that parents understand the school and staff's responsibility for child protection through noting their responsibilities in the School prospectus, and raise awareness of the contact numbers on the school website.
-
- g) A pupil can be referred to Social Services either as a Child who requires early intervention, with parental consent or as a Child at risk of Substantial Harm (parental consent is not required to refer under these guidelines). It is important that staff, pupils and parents understand that there is NO need for parental consent to refer to Social Services if a child makes an allegation of abuse against a parent and is suffering or likely to suffer from substantial harm. Social Services will need to commence an initial assessment which will include speaking with the child as soon as possible.
-
- h) Provide child protection training to our entire staff through the Authority's level 1 training package which is updated annually. Level 2 training will be provided to the Head Teacher, Designated Person and designated Governor through the Education Department every three years. This training will ensure that everyone understands;
- Their own responsibility
 - The locally agreed procedure;
 - That there is a need to be vigilant to identify symptoms and signs of abuse; and
 - How to support a child who divulges that abuse has occurred.
- i) Notify the local social services team if:
- A pupil placed on the child protection register is excluded either for a fixed term or permanently; and
 - If a pupil who is on the child protection register is absent from school without an explanation for more than two days (or for a day following a weekend);
- j) Develop an effective link with relevant agencies and collaborate on enquiries into abuse including:
- - In discussions about the case from the offset,
 - At child protection conferences,
 - At core groups and
 - Submit written reports to every Conference and Core Group.
- k) Keep written records of concerns about children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities;
- l) Ensure that all records about cases are always safely kept under lock and key in the officer of the Designated Person with responsibility for child protection;

- m) Adhere to the procedures mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

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4. The Recruitment and Staff Appointment Procedure in Schools

- 4.1. Ensure that the recruitment and staff appointment procedure complies with the Council Policy relating to DBS Procedures and the Disclosure Policy.
- 4.2. Appoint a designated Governor with responsibility for Child Protection who will supervise the school's child protection policy and its administration.

5. Support for the At Risk Pupil

- 5.1 We recognize that children who may be at risk of substantial harm, or who face abuse or who have witnessed violence, may be hugely impacted by this.
- 5.2 Perhaps the school is the only element and a stable, safe and secure haven in the lives of at risk children. However, a child who suffers at home can behave in a way that attracts attention, whether it be through challenging behaviour or in a behaviour that is different to the child's normal behaviour.
- 5.3 The school will try and support the pupil through:
 - a) the school ethos which :
 - promotes a positive, supportive and safe environment; and
 - promotes every pupil as an individual who is a valuable member of the school's society.
 - b) adheres to the school's Behaviour and Disciplinary Policy which specifically refers to vulnerable pupils. Every staff member has a positive attitude that focuses on the child's behaviour but without harming the young person's self-respect.
 -
 - c) ensure that the pupil realises that some types of behaviour are unacceptable, that every individual is important by the school and that they realise that the child is not to blame for any abuse that has occurred.
 - d) contact other pupil support agencies, such as Social Services, Children and Young People Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Inclusion in Education Service;
 -
 - e) keep clear and concise records and inform Social Services if there is a regular concern about a child;
 -
 - f) ensure that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notify Social Services.

Refer a Child in need of Protection to the Social Services Department

6. Consent

- 6.1 If allegations of a serious nature are made or if the allegation is against a parent or anyone who shares a home with the child, then IT IS NOT appropriate to discuss the matter, or obtain parental consent before transferring the matter to Social Services and it should be referred under the appropriate child protection procedure.

7. Anti-bullying

7.1 Our policy on anti-bullying is noted in a separate document and this is annually reviewed by the Governing Body.

8. Reasonable Force

8.1 Our policy on safe intervention is noted in a separate document and this is annually reviewed by the governing body.

9. Children with a Special Educational Needs Statement

9.1 Statistically, children who have disabilities and behavioural problems are the most vulnerable. There is a need for staff who deal with children who have serious and multiple disabilities or sensory impairments to be especially sensitive to signs of abuse.

10. Dealing with an allegation that a Staff member is responsible for abuse.

10.1 If an allegation of abuse is made, the Head Teacher should refer the matter to the Referrals Team in the Social Services and immediately inform the Designated Officer in the Local Education Authority (Delyth Lloyd Griffiths). However, it must be accepted sometimes that the situation must be dealt with at once and the school should follow the steps below at that time:

Step 1 EVERY staff member who witnessed the incident must provide a verbal and written record to the attention of the Head Teacher regarding the allegation(s). (*unless the allegations are against the Head Teacher - see below)

Step 2 The Head Teacher/Manager must assess the risk to the child immediately and determine what would be better for the child. (Medical advice will possibly be required).

Step 3 If a staff member does not know about the accusations, it would be wise to obtain advice from Social Services and the staff member should be informed that an allegation has been made against them. The staff member should not be informed of who made the allegation.

Step 4 Depending on the seriousness of the accusation, perhaps the Head Teacher will need to keep the staff member and pupil separate and decide whether or not the staff member should be suspended from work. Action will need to be taken in accordance with clauses 5.2 (Allegations that include child protection matters - receiving an allegation) and 6 (Suspension) from the School's Disciplinary Policy. If a decision is not made to suspend a staff member, it should be ensured that a risk assessment is undertaken on a joint basis by the Head Teacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

Unless the staff member already knows, the Head Teacher has no right to state who is making the accusation, or any details about it.

In order for the investigation to be undertaken thoroughly, perhaps an immediate suspension will be required. The Staff member will have the right to contact their Union for advice and this is a neutral course of action.

The staff member must be given a contact name within the school who they can contact.

The Staff member must receive the phone number for the county's Counselling Service.

Step 5 Social Services must be informed as soon as possible once an accusation has been made against a staff member, and on the same day the matter is brought before the Protection Designated Person.

The staff member with responsibility should telephone 01758704455 to speak to the Referrals Team from Social Services in order to receive advice and guidance.

Having received verbal information, the appropriate Senior Manager with responsibility in the Local Authority's Social Services must co-ordinate the response.

Step 6 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegations as soon as possible and on the same day the matter is brought to the attention of the Child Protection Designated Person, as they can also offer advice - Delyth Lloyd Griffiths should be telephoned on 01286 679007 and the call should be confirmed by e-mail.

Step 7 The Gwynedd Child Protection Referral Form should be completed as soon as possible with details of the child making the accusation and all known details about the incident.

The form should be e-mailed to the Gwynedd Social Services Referrals Team: cyfeiriadauplant@gwynedd.gov.uk
At the same time, a copy should be e-mailed to the Designated Officer in Gwynedd's LEA.

delythgriffiths@gwynedd.llyw.cymru

Step 8 Within 48 hours or sooner if possible, the Senior Manager of Gwynedd's Social Services Department will call a strategy meeting where the Head Teacher is invited to provide all available information at the meeting regarding :
a) the child and b) the staff member

*The Head Teacher/Manager must inform the Chair of Governors about the accusation, and invite him/her to be present at the strategy meeting.

IT IS NOT THE HEAD TEACHER'S ROLE TO INVESTIGATE THE ALLEGATION - THAT DECISION IS MADE AT THE STRATEGY MEETING.

However, the Head Teacher will need to receive as much information as possible in order to obtain facts about the allegation. The information will be of use at the strategy meeting as they decide on the next appropriate steps.

11. Dealing with an Accusation against the Head Teacher

11.1 If the accusation is against the Head Teacher, the Chair of the Governing Body should be informed and it is the responsibility of the Body to inform the LA's Child Protection Designated Officer.

The Child Protection Designated Officer for Gwynedd Council is Delyth Griffiths. Her contact number is 01286679007 delythgriffiths@gwynedd.llyw.cymru

If Mrs Griffiths is not available, then the Chair of Governors must contact the Head of Education Department or their deputy by telephoning 01286 679467.

If the LA Officer is not available, or if it is decided that further advice is needed, this should come from the child protection designated manager in the Authority's Social Services. This is not the same as referring a case to the authority but it could help the authority and the school when assessing the situation and deciding on the most appropriate steps.

If the allegation is involved with an offence or it appears that a child has been harmed or is likely to be harmed, the LA and the school must immediately refer the case in accordance with child protection procedures as established by the Local Safeguarding Children Board. The case will be referred to Gwynedd Social Services. The Police will intervene if the accusation involves an offence.

12. Dealing with an allegation against a member of the Governing Body

12.1 If an allegation is made against a member of the Governing Body, then as in Part 4.3.6 of Wales Child Protection Guidelines - Allegations of abuse regarding, or against a qualified staff member or volunteer who is involved with children or vulnerable adults (or who manage/supervise/influence them), then the case should be referred to the LEA's Child Protection Designated Officer.

TIME-SCALE FOR DEALING WITH AN ALLEGATION AGAINST A STAFF MEMBER, THE HEAD TEACHER OR A MEMBER OF THE GOVERNING BODY

Step 1 The LEA's Social Services must be informed as soon as possible about an allegation of abuse / offence against a child by a member of Staff or the Head Teacher, and on the same day the incident is brought to the attention of the Child Protection Designated Person, or any other member of the Governing Body.

01758704455 should be telephoned to speak to the Duty Social Worker for advice.

*Having received details verbally, the response is coordinated by the appropriate Senior Manager in the Social Services Department.

Step 2 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegation on the same day the allegation is brought to the attention of the School's Child Protection Designated Person or any other member of Staff or Governing Body so that further advice can be provided-

01286679007 should be telephoned

Step 3 Within 48 hours or sooner if possible, the Senior Manager of Gwynedd's Social Services will call a strategy meeting where the Senior Staff Member is invited to attend and submit all known information regarding:

a) the child and b) the staff member or Head Teacher

(if the allegation is made against a staff member or the Head Teacher, the Chair of the Governing Body will be invited to the strategy meeting)

If the allegation is made against the Chair of the Governing Body, the Head Teacher will attend the strategy meeting as well as the Governor with responsibility for Child Protection.

The LA's Designated Person for Child Protection or a representative of the Education Director will be present at every strategy meeting relating to a member of Staff or the Governing Body. Also, a member from the Human Resources Department will be invited to attend.

13. Referral

Every case involved with children must be referred by completing the North Wales Referral Form and including as much information as possible.

If there is an urgent concern about a child's safety, the situation should be referred immediately by telephoning the Gwynedd Children Services' referral team. In such cases, the Referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with 2008 ALL WALES CHILD PROTECTION GUIDELINES.

Appendix 2

EDUCATION DEPARTMENT'S DESIGNATED OFFICER FOR PROTECTION OF CHILDREN (Delyth Lloyd Griffiths)

delythgriffiths@gwynedd.llyw.cymru

01286679007

Responsibilities

1. Strategic

- Plan and coordinate the safeguarding children in education provision.
- Work in partnership with other local agencies.

2. Support

- Ensure that maintained schools are aware of their child protection responsibilities and monitor their performance.
- Provide and plan appropriate training and policies and model procedures.
- Provide advice and support.
- Provide advice and links and collaboration with all other agencies.

3. Implementation

- Be involved in handling abuse complaints against staff and volunteers.

4. Provide advice, guidance and support for education and school staff

The Child Protection Designated Officer will;

- analyse and introduce guidance on any new legislation;
- provide advice and co-ordinate work in response to allegations against staff/Governors.
- lead on broader Child Protection matters which include specific circumstances of abuse, e.g. female genital mutilation, self-harming, forced marriage, feigned illness or made up illness, domestic violence, child abuse by another child, sexual abuse and young migrants.

5. Develop good working contacts and good partnerships

The Child Protection Designated Officer will;

- take part in joint decision making via representatives as a member of the Gwynedd and Anglesey Safeguarding Children Board or sub-groups;
- nurture supportive and effective working links with the local authority and between partner agencies;
- interact with designated individuals and designated governors at schools responsible for child protection;

6. Training

The Child Protection Designated Officer will;

- prepare training packages to raise awareness of child protection related matters (e.g. level 1 training and level 2 training, cyber-bullying, radicalization, sexual abuse);
- prepare a calendar of events to raise awareness of child protection, the referral process and the importance of collaboration to safeguard children;
- create a departmental training updated database;

- advise on confidentiality, record keeping and transferring records;
- advise residential local schools as relevant.

8. Monitoring

The Child Protection Designated Officer will monitor;

- levels of compliance and procedures and policies at every school
- designated individuals in schools, as well as their training record;
- a designated governor at schools as well as their training record;
- contribute towards the work of the local Safeguarding Children Board and quality assurance groups; refer children to the Social Services Department (numbers, quality and response);
- level of child protection activities in the schools and links to training received;
- attend case conferences;
- children on the child protection register; children in need and other vulnerable groups.
- comply with Welsh Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement Serious Cases Review recommendations, or similar; and
- use of reasonable force.

Appendix 3

1. Role of the Designated Person at a school

- 1.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.
- 1.2. The Designated Person should;
 - lead and take responsibility for managing matters and cases relating to child safeguarding and child protection,
 - promote the well-being and interests of Looked after Children and vulnerable groups,
 - be a member of the school management team,
 - take responsibility for practices, policies, procedures and professional development in the Child Protection field.

2. Referral

The Designated Person should;

- refer cases where there are suspicions of abuse or abuse allegations to Social Services. Where they are relevant to cases where there are suspicions of abuse or abuse allegations against staff, staff should follow Welsh Assembly Government guidelines Working Together Children Act 2004;
- act as a source of support, advice and specialization within the educational establishment when deciding whether or not to refer an individual, through being in contact with the relevant agencies;
- be in contact with the head teacher or head (where the head teacher does not fulfil that role) to notify them of any matter and ensure that there is somebody always available to fulfil that role;
- keep detailed, correct and secure written records on case referrals or concerns; and
- have contact with the lead child protection designated officer in the local authority.

3. Training

The Designated Person should;

- receive level 2 training every three years,
- know how to recognize signs of abuse and, where appropriate, refer the case;
- possess practical information on the workings of Local Safeguarding Children Boards, know how strategy meetings are held, child protection case conference and core groups and that they can attend and make an effective contribution to these when required, and ensure that a school report is submitted to every case conference;
- ensure that every staff member and any volunteer can get hold of the school's child protection policy, and that they understand it, particularly new or part-time staff who perhaps work for different educational establishments;
- ensure that all staff members receive refresher training including child protection and that they can identify and notify immediately of any concerns; and
- have access to resources and attend any relevant training or refresher courses at appropriate times.

4. Raising Awareness

The Designated Person should;

- ensure that the establishment's child protection policy is updated and annually reviewed and work on that with the governing body or owner;

- ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred and the establishment's role in that process, so as to avoid conflict later on;
- in collaboration with the head teacher and designated Protection governor, present a Protection Annual Report for the Governors' attention and the education department in the summer term; and
- where children leave the establishment, ensure that a copy of their child protection file is transferred to the new establishment as soon as possible, but is transferred separately to the pupil's main file.

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

1. Darparu adroddiad i'r corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfio a gofynion Diogelu Plant ac adnabod lleoedd ar gyfer gwella. (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011) Mae Cyrff Llywodraethu yn atebol ar gyfer sicrhau bod gan eu sefydliad bolisiau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylai copi o'r ddogfen a gwblhawyd cael ei hatodi at gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.
2. Darparu gwybodaeth ar gyfer yr awdurdod Lleol fel y gall arferion Diogelu mewn ysgolion gael eu monitro ac ardaloedd ar gyfer eu cefnogi eu hadnabod. 'Dylai ALL fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisïau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Wedi ei chwblhau mae'n rhaid felly anfon y ddogfen hon at: Delyth Lloyd Griffiths

DelythGriffiths@gwynedd.llyw.cymru, Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

1. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement. (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are ... accountable for ensuring their establishment has effective child protection policies and procedures in place that are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.
2. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should ... monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: Delyth Lloyd Griffiths

DelythGriffiths@gwynedd.llyw.cymru, Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodi'r y rhannau yma gyda logo Estyn.

The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn Logo.

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU AR DDIOGELU PLANT ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Ysgol: <i>Name of School:</i>	
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Cyfeiriad yr Ysgol: <i>School Address:</i>	
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Awdur <i>Author</i>	<div style="border: 1px solid black; height: 30px; width: 80%; margin: 5px auto;"></div>
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Enw'r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o'r Uwch Dim Arweinyddiaeth) <i>Name of Designated Child Protection Person (must be a member of the Senior Leadership Team)</i>		
Dirprwy Unigolyn Amddiffyn Plant Dynodedig <i>Deputy Designated Child Protection Person</i>		
Llywodraethwr Enwebedig <i>Nominated Governor</i>		
Cadeirydd Llywodraethwyr <i>Chair of Governors</i>		Arwyddwyd: <i>Signed:</i>
<p style="color: red; font-size: small;">D.S. Mae manylion y wybodaeth hon yn gyfrinachol - ni ellir trafod enwau ac amgylchiadau penodol N.B. Details of this information are confidential – names and specific circumstances cannot be discussed</p>		

Beth yw'r trefniadau ar gyfer datblygu dealltwriaeth ac ymwybyddiaeth plant o faterion diogelu a datblygu eu gwydnwch drwy'r cwricwlwm?

Sut caiff dysgwyr eu gwneud yn ymwybodol o'r polisi a beth maent yn ei wneud os oes ganddynt bryderon?

Disgrifiwch sut mae'r ysgol yn delio ag addysg rhyw a pherthnasoedd, a chamddefnyddio cyffuriau a sylweddau.

What are the arrangements to develop children's understanding and awareness of protection matters and to develop their resilience through the curriculum?

How are learners made aware of the policy and what do they do if they have concerns?

Describe how the school deals with education on sex and relationships, and the misuse of drugs and substances.

Tystiolaeth

Evidence

Sut ydych chi'n sicrhau bod gan staff y wybodaeth a'r medrau i roi'r polisi a'r gweithdrefnau amddiffyn plant ar waith?

A yw pob un o'r staff a'r gwirfoddolwyr wedi cael hyfforddiant amddiffyn plant ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?

A yw'r Uwch Unigolyn Dynodedig a'r dirprwy Uwch Unigolyn Dynodedig wedi cael eu hyfforddi mewn gweithio rhyngasiantaeth ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?

A yw staff dros dro, gwirfoddolwyr a staff newydd a benodir yn cael gwybod am y polisi a'r gweithdrefnau amddiffyn plant?

How do you ensure that staff have the information and skills to implement the child protection policy and procedures?

Has every staff member and volunteer received child protection training and is this updated with refresher training in accordance with best practice as defined by the Local Safeguarding Children Board?

Has the Senior Designated Individual and the deputy Senior Designated Individual received training on inter-agency working and is this updated with refresher training in accordance with best practice as defined by the Local Safeguarding Children Board?

Are temporary staff, volunteers and newly appointed staff informed of the child protection policy and procedures?

Tystiolaeth
Evidence


Cofrestr Hyfforddiant Diogelu Safeguarding Training Register


Enw / Name	Lefel Hyfforddiant Training Level	Dyddiad Date	Llofnod Signature


Crynodeb o Hyfforddiant Diogelu
Summary of Safeguarding Training

Mae'n rhaid i Staff Addysgu a phob staff eraill (yn cynnwys Unigolion Dynodedig Amddiffyn Plant) ddiweddarau hyfforddiant diogelu cyffredinol pob 3 blynedd (Lefel 2) ac yn flynyddol (Lefel 1). Mae angen cadw rhestrau presenoldeb mewn digwyddiadau hyfforddi fel y gellir cynnal monitro gofynion hyfforddi.

Teaching and all other staff (including designated persons for Child Protection) must have universal safeguarding training updated every 3 years (Level 2) and annually (Level 1). Attendance lists at training events need to be kept so that monitoring of training requirements can be maintained.

<p>A oes polisi amddiffyn plant sy'n adlewyrchu'r model yng Nghylchlythyr 158/2015 Cadw Dysgwyr yn Ddiogel trwy gynnwys adrannau ar:</p> <p>atal drwy'r addysgu a'r cymorth bugeiliol sy'n cael eu cynnig i ddysgwyr gweithdrefnau ar gyfer nodi a rhoi gwybod am achosion, neu achosion tybiedig, o gam-drin cymorth i ddysgwyr a all fod wedi cael eu cam-drin?</p> <p>A yw polisiâu a gweithdrefnau'n cael eu hadolygu o leiaf bob blwyddyn?</p> <p><i>Is there a child protection policy which reflects the model in Circular 158/2015 Keeping Learners Safe by including sections on:</i></p> <p><i>prevention through teaching and the pastoral support that is offered to learners</i> <i>procedures to note and inform about cases, or alleged cases, of abuse</i> <i>support for learners that could have been abused?</i></p> <p><i>Are policies and procedures reviewed at least once a year?</i></p>	
<p>Tystiolaeth Evidence</p>	

<p>A yw'r ysgol wedi rhoi gwybod i rieni am y polisi a'r gweithdrefnau, ac am yr angen i rannu gwybodaeth ag asiantaethau eraill os oes angen?</p> <p><i>Has the school informed parents of the policy and procedures, and about the need to share information with other agencies if required?</i></p>	
<p>Tystiolaeth Evidence</p>	

<p>Rhowch fanylion am unrhyw bolisi gwrth-fwlio sy'n cydymffurfio â Deddf Hawliau Dynol 1998 a Deddf Cydraddoldeb 2010, a sut mae'r ysgol yn delio ag unrhyw gwynion gan ddisgyblion neu rieni sy'n deillio o ddigwyddiadau o'r fath.</p> <p><i>Provide details of any anti-bullying policy that complies with the Human Rights Act 1998 and the Equality Act 2010, and how the school deals with any complaints from pupils or parents that derive from such incidents.</i></p>	
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Tystiolaeth
Evidence

Rhowch fanylion ynghylch sut mae sicrhau diogeled safle'r ysgol.

Provide details of how the safety of the school site is ensured.



Tystiolaeth
Evidence

Polisiâu a dogfennau eraill perthynol i ddiogelu / Policies and other documents relating to safeguarding

Polisiâu a/neu (g)weithdrefnau ar gyfer Diogelu Policies and/or procedures for Safeguarding	Dyddiad yn eu lle Date in place	Dyddiad adolygu Date reviewed	Dyddiad adolygu nesaf Date of next review
Diogelu Plant <i>Safeguarding Children</i>			
Datganiad diogelu ym mhrosbectws yr ysgol <i>Safeguarding statement in school prospectus</i>			
Rheoli cyhuddiadau yn erbyn staff <i>Management of allegations against staff</i>			
Cyhuddo <i>Whistle blowing</i>			
Polisi CRB <i>CRB Policy</i>			
Recriwtio a Dethol <i>Recruitment and Selection</i>			
Llawlyfr Staff – arweiniad ar ymddygiad <i>Staff Handbook – guidance on conduct</i>			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) <i>School Visits Policy (uploaded to Evolve)</i>			
Polisi Ymyrryd Corfforol Cyfyngol <i>Restrictive Physical Intervention Policy</i>			
Gwrth-fwlio/Anti-bullying			
Rheoli ymddygiad <i>Behaviour management</i>			
Presenoldeb/Attendance			
Camdefnyddio cyffuriau a Sylweddau <i>Drugs and Substance Misuse</i>			
Cyfle Cyfartal <i>Equal Opportunities</i>			
Cynlluniau Cydraddoldeb Strategol <i>Strategic Equality Plans</i>			



Cynllun Mynediad Ysgol <i>School Access Plan</i>			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) <i>Extended school / before and after school activities (safeguarding arrangements and suitability issues)</i>			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) <i>First Aid (including management of medical conditions, intimate care)</i>			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) <i>Health and Safety (including school security)</i>			
Defnyddio ffotograffau / fideo <i>Use of photographs/video</i>			
E ddiogelwch ar gyfer disgyblion a staff <i>E safety for pupils and staff</i>			
Personol, Cymdeithasol ac Emosiynol (AbaCH) <i>Personal, Social and Emotional (PSE)</i>			
Addysg Rhyw a Pherthnasoedd <i>Sex and Relationships Education</i>			
Lleoliad gwaith <i>Work placement</i>			
Gwrth Radicaleiddio <i>Anti-radicalisation</i>			

Rhowch fanylion am y polisi iechyd a diogelwch. Disgrifiwch sut mae'r ysgol yn delio â chymorth cyntaf, camdefnyddio cyffuriau a sylweddau, ymweliadau addysgol, diogelwch ar y rhyngwrwd ac, os yw'n briodol, lles dysgwyr ar leoliadau galwedigaethol estynedig.



Provide details about the health and safety policy. Describe how the school deals with first aid, drug and substance misuse, educational visits, internet safety and, if appropriate, the welfare of learners on extended vocational placements.

Tystiolaeth
Evidence

Rhowch fanylion am sut mae'r ysgol yn sicrhau bod disgyblion yn defnyddio'r rhyngwrwd yn ddiogel ac yn gwybod sut i gadw'n ddiogel ar-lein.



Provide details of how the school ensures that pupils use the internet safely and know how to stay safe online.

Tystiolaeth
Evidence

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.

An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.

A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig? <i>Have all the following groups of people had DBSs checks and written references?</i>			
Swydd <i>Post</i>	Nifer y staff <i>Number of staff</i>	Nifer y DBS <i>Number of DBSs</i>	Geirdaon ysgrifenedig <i>Written references</i>
Staff <i>Staff</i>			
Llywodraethwyr <i>Governors</i>			
Gwirfoddolwyr <i>Volunteers</i>			
Staff y Gegin <i>Kitchen Staf</i>			
Staff Glanhau <i>Cleaning Staff</i>			

Cofrestr DBS
DBS Register



Enw / Name	Rhif DBS / DBS Number	Dyddiad Date



Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddsbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol)
Number of referrals made to Children's Referral Team (if it may identify child or children please do not separate into categories of abuse but give overall number)


Dosbarthiadau Categories	Corfforol Physical	Rhywiol Sexual	Emosiynol Emotional	Esgeulustra Neglect	Canlyniad yr achos / Outcome
Nifer Number					

Cyfarfodydd a fynychwyd
Meetings Attended

Cyfarfod Meeting	Nifer a wahoddwyd i Number invited to	Nifer a fynychodd Number attended	Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb Number of reports submitted in lieu of attendance	Nifer o weithiau yr anfonwyd y SLIA i gynrychioli'r ysgol Number of times EWO sent to represent the school
Cynhadledd gychwynnol Amddiffyn Plant Initial Child protection Conference				
Cyfarfod Strategaeth proffesiynolwyr Professionals Strategy meeting				
Cynhadledd arolwg Amddiffyn Plant Child Protection Review Conference				
Cyfarfod Grŵp Craidd Core Group Meeting				
Cyfarfodydd Gyda'n Gilydd Gyda'n Gilydd meeting				
Cyfarfodydd Proffesiynol Professionals Meeting				

Nifer y disgyblion sy'n destun cynllun Amddiffyn Plant: Number of pupils subject to a Child Protection Plan:	<input type="text"/>
Nifer y Plant mewn gofal Cyhoeddus: Number of children in Public Care:	<input type="text"/>
Nifer yr honiadau a wnaed yn erbyn staff: Number of allegations made against staff:	<input type="text"/>

Monitro digwyddiadau o fwlio <i>Monitoring incidents of bullying</i>			
Mathau o fwlio <i>Types of Bullying</i>	Nifer digwyddiadau / Number of incidents		
	Tymor yr Haf <i>Summer Term</i>	Tymor yr Hydref <i>Autumn Term</i>	Tymor y Gwanwyn <i>Spring Term</i>
Seibrfwlio <i>Cyberbullying</i>			
Hil, crefydd a diwylliant <i>Race, religion and culture</i>			
Homoffobia <i>Homophobic</i>			
Rhywiaethol, rhywiol a thrawsffobig <i>Sexist, sexual and transphobic</i>			
O amgylch anghenion addysgol arbennig ac anabledau <i>Around special educational needs and disabilities</i>			
Arall <i>Other</i>			

<p>Rhowch fanylion ynghylch polisiau'r ysgol ar ymyrraeth ac atal corfforol, a sut mae'r ysgol:</p> <p><i>Provide details about school policies on physical intervention and restraint, and how the school:</i></p> <ul style="list-style-type: none"> • yn cofnodi digwyddiadau pan ddefnyddiwyd ymyrraeth gorfforol <i>records incidents when physical intervention was used</i> • yn darparu hyfforddiant i staff ar y dulliau i'w defnyddio yn yr ysgol <i>provides training for staff on methods to be used at school</i> • yn monitro'r defnydd ar ymyrraeth gorfforol <i>monitors the use of physical intervention</i> • yn rhoi gwybod i rieni a rhanddeiliaid eraill am y defnydd ar ymyrraeth gorfforol <i>informs parents and other stakeholders about the use of physical intervention</i> <p>A yw'r trefniadau ar gyfer defnyddio ymyrraeth ac atal corfforol yn adlewyrchu'r trefniadau a ddisgrifiwyd yng Nghylchlythyr 097/2013 Llywodraeth Cynulliad Cymru?</p> <p><i>Do the arrangements for dealing with physical intervention and restraint reflect the arrangements described in Welsh Assembly Government Circular 097/2013?</i></p>	
<p>Tystiolaeth <i>Evidence</i></p>	

Rhowch fanylion am y defnydd ar amser saib / tynnu allan o wersi / neilltuo.
Provide details on the use of time-out / removing from lessons / isolation.



A yw'r trefniadau'n adlewyrchu'r arweiniad a amlinellir yng Nghylchlythyr 097/2013 Llywodraeth Cymru?
Do the arrangements reflect the guidance outlined in Welsh Assembly Government Circular 097/2013?

Tystiolaeth
Evidence

Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol
Monitoring incidents involving physical restraint

Nifer digwyddiadau / Number of incidents

Tymor yr Haf
Summer Term

Tymor yr Hydref
Autumn Term

Tymor y Gwanwyn
Spring Term

Disgrifiwch sut mae'r ysgol yn cadw disgyblion yn ddiogel rhag peryglon radicaleiddio ac eithafiaeth.



Describe how the school keeps pupils safe from the dangers of radicalisation and extremism.

Tystiolaeth
Evidence

Hyfforddiant Radicaleiddio
Extremism Training



Enw / Name

Dyddiad
Date

Rhowch fanylion am sut caiff adroddiadau eu cyflwyno am ddigwyddiadau yn ymwneud â diogelu o fewn strwythur rheoli'r ysgol, gan gynnwys yng nghyfarfodydd y Corff Llywodraethol.



Provide details on how reports are submitted about protection related incidents within the school's management structure, and at Governing Body meetings.

Tystiolaeth
Evidence

Appendix 5

1. Guidance for professionals who attend child protection case conferences in Gwynedd

If you will be invited to attend a Child Protection Conference, perhaps you will have questions regarding what will happen and what is expected of you. The aim of this guide is to answer some of your questions

2. What is a child protection conference?

The Child Protection Conference is an integral part of arrangements formulated for inter-agency collaboration in order to protect children. An initial child protection conference is held after enquiries regarding child protection come to an end. The meeting brings together family members, including the child when appropriate, and those professionals who have been mostly involved with the child.

3. Purpose of the child protection conference.

The purpose of the conference is: -

- Share and evaluate information about the child's health, development and activity, as well as the parents or carers' ability to ensure the safety of the child and promote his/her health and development.
- Decide whether or not the child or any other children in the family has suffered significant harm and if there is a risk that they could be harmed in future.
- Decide what actions are required in future in order to safeguard the child and promote his/her well-being, how this can be moved forward and what are the desired outcomes.

4. Who should attend?

Professionals and practitioners with a **substantial contribution** to make are invited, and this due to their information about the child or family, or deriving from their professional expertise.

Family members are invited.

5. Initial and review child protection conferences.

There are two types of Child Protection Conferences: -

5.1. Initial Child Protection Conference:

It is usually arranged after the Social Worker and Police Officer makes child protection enquiries. This meeting should take place within 15 working days from holding the strategy meeting between the police and social services. This means that you will not be notified of this meeting until very late, but you should do everything within your ability to be present.

You will receive a written invitation providing details about the family, reasons for the meeting and a list of people who will be present.

The Initial Child Protection Conference will determine whether or not the child's name should be placed on Gwynedd's Child Protection Register. If this is necessary, a Child Protection Plan must be agreed upon.

5.2. Child Protection Review Conference:

The name of every child on Gwynedd's Child Protection Register is reviewed. The first review will take place within 3 months and subsequent reviews within 6 months.

The purpose of this meeting is to review the Child Protection Plan in order to ensure that the child continues to receive sufficient care; to decide whether the child's name should remain on Gwynedd's Child Protection Register and whether or not the risk of significant harm has reduced, and if it has, to decide whether the plan should be changed.

6. Preparing for a child protection conference.

If you represent the school at the meeting, allow enough time to prepare for the meeting and consider the information you have regarding the following matters: -

- Anything important that has happened to the family or the child.
- The child's health, development and needs.
- The parents/carers' ability to safeguard the child and to promote his/her health and ensure his/her development.
- Any additional support by the family or community that is important to the family.

Every representing agency that attends the meeting should **provide a written report in advance and they should be willing to read their report at the meeting.** Where possible, the report should be shown to the family prior to holding the meeting.

It is important that the meeting can share all relevant information in order to understand the family's circumstances and to assess to what extent the child is at risk.

If you cannot be present, you should inform the Chair of the meeting and ask a senior worker to deputise on your behalf, (if appropriate), **and send your written report to the Chair in advance. Your apologies and the viewpoints expressed by you will be recorded.**

7. Confidential information

The essence of success of any inter-agency collaboration is the exchanging and sharing of relevant information. In every case where there are allegations, or suspicions, of child abuse, it is a duty to share relevant information.

Every piece of information shared at the meeting is completely confidential and nothing is disclosed outside the meeting for any purposes, unless the Chair of the Meeting gives his/her consent.

8. Do you make a decision regarding placing a child's name on the child protection register?

When you attend a Child Protection Conference, you will be asked whether or not the child's name should be placed on the Child Protection Register, and you will be asked to voice your opinion on the matter. You should bear the following question in mind when coming to a decision regarding registering a child:

Is there a continuous risk that the child will be subject to serious/significant harm?

When you will consider the information and come to a decision, the crucial point is whether...

- The child appears to have suffered from abuse, disease or difficulties when developing as a result of physical, sexual, emotional abuse or negligence, and the professional opinion is that the abuse or weaknesses would be likely to continue; or
- There is professional opinion, supported by the findings of enquiries in this individual case or evidence of the investigation, noting that it is likely that the child will suffer abuse, disease or difficulties when developing as a result of physical or emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register in itself does not mean that the child is protected unless there is a corresponding Child Protection Plan. The Child Protection Plan recommends methods that agencies, professionals and the family can work in partnership with in order to ensure that the child is protected from harm in future.

9. Chair of the child protection conference

The role of the Chair is to ensure that the meeting focuses on the child's needs; that everyone can fully contribute towards the discussion and decisions; that everybody is treated fairly and with respect; and that decisions and plans from the meeting safeguard the child.

10. The Core Group

Members of the Core Group are selected at the conference, and it includes professionals and practitioners who work directly with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed method of collaborating within the plan outlined and agreed upon at the meeting in order to protect the child/children and reduce the risk of them suffering significant harm.

The Key Worker has the most important role, and every member of the Core Group has a joint responsibility for creating and implementing the plan. **If you are a member of the Core Group, it is essential that you attend.** (see also the Core Group's protocol, the local Safeguarding Board's website).

11. Guidance and further information

Guidance on safeguarding and Protecting Children is included in:

- "Safeguarding Children: Working Together under the Children Act 2004" (Welsh Assembly Government, 12/2007);
- "All Wales Child Protection Guidelines" (2008),
- "Safeguarding Children: Working Together towards Positive Outcomes".
- Procedures for Whistle-blowing in schools and model policy – circular 36/2007