

# Polisi Amddiffyn Plant ar gyfer / *Child Protection* *Policy for:* Ysgol Gymunedol Bancffosfelen CP School



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## CYFLWYNIAD

Mae **Ysgol Gymunedol Bancffosfelen** yn cydnabod yn llawn y cyfraniad a wna tuag at amddiffyn plant.

Ceir tair prif elfen i'n polisi:

- atal drwy'r addysg a'r cymorth bugeiliol a gynigir i ddisgyblion, a'r defnydd o wasanaethau ataliol, megis Tîm o Amgylch y Teulu (TAF) mewn ysgolion
- gweithdrefnau er mwyn adnabod a rhoi gwybod am achosion o gam-drin neu niwed, neu achosion posibl. Oherwydd ein cyswllt o ddydd i ddydd â phlant, mae staff yr ysgol mewn sefyllfa dda i sylwi ar yr arwyddion allanol o gamdriniaeth,
- cymorth i ddisgyblion sydd mewn angen neu a allai fod wedi cael eu cam-drin.

Mae ein polisi yn berthnasol i'r holl staff, llywodraethwyr a gwirfoddolwyr sy'n gweithio yn yr ysgol. Gall cynorthwywyr cymorth dysgu, goruchwylwyr canol dydd, gofalwyr, ysgrifenyddion yn ogystal ag athrawon fod yn bwynt datgelu cyntaf i blentyn.

Bydd ein hysgol yn adolygu'r polisi yn flynyddol ac mae wedi ymrwymo i ddilyn unrhyw ganllawiau newydd a dderbynnir gan Gyngor Sir Caerfyrddin neu Lywodraeth Cymru.

Yr Uwch Berson(au) Dynodedig ar gyfer amddiffyn plant yn yr ysgol hon yw:-

- **Mr Thomas Gullick – Pennaeth**
- **Mrs Amanda Rees – Athrawes**
- **Mrs Susan Simpson – Athro**
- **Ms Davinia Davies – Llywodraethwraig gyda chyfrifoldeb am Ddiogelu**

## ATAL

Rydym yn cydnabod bod hunan-barch da, hyder, ffrindiau cefnogol a llinellau cyfathrebu da gydag oedolyn y gellir ymddiried ynddo yn helpu i ddiogelu disgyblion.

Felly bydd yr ysgol yn:

- Sefydlu a chynnal ethos lle mae plant yn teimlo'n ddiogel ac yn cael eu hannog i siarad, a lle mae ganddynt glust i wrando arnynt
- Sicrhau bod plant yn gwybod bod yna oedolion yn y lleoliad addysg y gallant fynd atynt os ydynt yn poeni am rywbeth neu mewn trybini
- Cynnwys gweithgareddau a chyfleoedd ar gyfer addysg perthnasodd a rhywioldeb yn y cwricwlwm sy'n rhoi'r sgiliau sydd eu hangen ar blant i gadw'n ddiogel rhag camdriniaeth ac i wybod at bwy i droi am help
- Cynnwys deunydd yn y cwricwlwm a fydd yn helpu plant i ddatblygu agweddau realistig tuag at gyfrifoldebau bywyd fel oedolion, yn enwedig o ran gofal plant a sgiliau rhianta

- Meithrin perthynas ag asiantaethau eraill a sicrhau bod atgyfeiriadau cynnar a phriodol ar gyfer cymorth ac ymyrraeth yn cael eu gwneud cyn i'r risgiau waethygu
- Cymryd ymagwedd ysgol gyfan (lleoliad) tuag at lesiant a fydd yn ymgorffori mesurau diogelu ac ataliol i gefnogi plant a theuluoedd

## **GWEITHDREFNAU**

Dylid dilyn y rhain mewn achos o ddatgeliad/pryder ynghylch amddiffyn plant

Byddwn yn dilyn Gweithdrefnau Diogelu Cymru sydd wedi'u cymeradwyo gan y Bwrdd Diogelu Plant Lleol. Bydd yr ysgol yn:

- Sicrhau bod ganddi Uwch Berson Dynodedig ar gyfer amddiffyn plant sydd wedi ymgymryd â'r hyfforddiant priodol. Y person hwn neu'r bobl hyn yw:
  - **Mr Thomas Gullick**
  - **Mrs Amanda Rees**
  - **Mrs Susan Simpson**
- Cydnabod rôl yr Uwch Berson Dynodedig ac yn trefnu cymorth a hyfforddiant

### **Sicrhau bod pob aelod o staff a phob llywodraethwr yn gwybod:**

- enw'r Uwch Berson Dynodedig a'i rôl, pwynt cyswllt yr awdurdod lleol a'r llywodraethwr dynodedig ar gyfer diogelu
- bod ganddynt gyfrifoldeb unigol am roi gwybod am blant sydd mewn perygl a phryderon yn ymwneud ag amddiffyn i'r gwasanaethau cymdeithasol, neu i'r heddlu, o fewn yr amserlenni y cytunwyd arnynt gyda'r Bwrdd Diogelu Rhanbarthol ynghylch sut i fwrw ymlaen â'r pryderon hynny pan nad yw'r Uwch Berson Dynodedig ar gael
- Sicrhau bod pob aelod o staff yn ymwybodol o'r angen i fod yn effro i arwyddion ogam-drin ac esgeulustod, ac yn gwybod sut i ymateb i ddysgwyr a allai ddatgelu camdriniaeth neu esgeulustod
- Sicrhau bod aelodau o staff sydd wedi'u cofrestru gyda Chyngor y Gweithlu Addysg yn ymwybodol o'r Côt Ymddygiad ac Ymarfer Proffesiynol ar gyfer cofrestreion Cyngor y Gweithlu Addysg  
<https://ewc.wales/site/index.php/cy/priodoldeb-i-ymarfer/cod-ymddygiad-ac-ymarfer-proffesiynol-cga/y-cod> a'r disgwyliad o fewn y Côt bod y cofrestrai yn ystyried diogelwch a lles y dysgwyr sydd yn ei ofal a'r cynnwys cysylltiedig
- Sicrhau bod rhieni/gofalwyr yn deall y cyfrifoldeb a roddir ar yr ysgol/coleg/lleoliad addysg a'r staff am ddiogelu ac amddiffyn plant drwy ddatgan eu rhwymedigaethau yn llyfryn yr ysgol

### **Darparu hyfforddiant i'r holl staff fel eu bod:**

- yn deall eu cyfrifoldeb personol
- yn gwybod am y gweithdrefnau lleol y cytunwyd arnynt a'u dyletswydd i ymateb
- yn ymwybodol o'r angen i fod yn wyliadwrus wrth nodi achosion o gam-drin ac esgeulustod
- yn gwybod sut i gefnogi plentyn sy'n datgelu camdriniaeth neu esgeulustod
- yn deall y rôl y gall ymddygiadau ar-lein ei chael ym mhob un o'r uchod

#### **• Hysbysu tîm gwasanaethau cymdeithasol yr awdurdod lleol:**

- os yw dysgwr sydd ar y gofrestr amddiffyn plant yn cael ei wahardd, naill ai am dymor penodol neu'n barhaol
- os oes dysgwr sydd ar y gofrestr amddiffyn plant yn absennol o'r ysgol heb fod rheswm wedi cael ei roi am fwy na dau ddiwrnod (neu un diwrnod yn dilyn penwythnos)
- gweithio i ddatblygu cysylltiadau effeithiol ag asiantaethau perthnasol a chydweithredu yn ôl yr angen â'u hymholiadau ynghylch materion amddiffyn plant, gan gynnwys presenoldeb yn yr adolygiad cychwynnol yn ogystal â chynadleddau amddiffyn plant a grwpiau craidd a chyflwyno adroddiadau ysgrifenedig i'r cynadleddau
- cadw cofnodion ysgrifenedig o bryderon am blant (gan nodi'r dyddiad, y digwyddiad a'r camau a gymerwyd), hyd yn oed pan nad oes angen cyfeirio'r mater at yr awdurdod lleol ar unwaith
- sicrhau bod yr holl gofnodion yn cael eu cadw'n ddiogel ac mewn lleoliadau dan glo
- cadw at y gweithdrefnau a nodir yng ngweithdrefnau disgyblu a diswyddo Llywodraeth Cymru ar gyfer staff ysgolion: Canllawiau diwygiedig ar gyfer cyrff llywodraethu

[https://www.llyw.cymru/sites/default/files/publications/2020-02/gweithdrefnau-disgyblu-a-diswyddo-staff-ysgol\\_0.pdf](https://www.llyw.cymru/sites/default/files/publications/2020-02/gweithdrefnau-disgyblu-a-diswyddo-staff-ysgol_0.pdf)

- sicrhau bod gweithdrefnau recriwtio a dethol yn cael eu cynnal yn unol â chanllawiau Llywodraeth Cymru ar gyfer Cadw Dysgwyr yn Ddiogel
- dynodi llywodraethwr ar gyfer diogelu a fydd yn goruchwyllo polisi ac arferion amddiffyn plant yr ysgol/coleg.

### **CEFNOGI'R RHEINY SYDD MEWN PERYGL**

Rydym yn cydnabod y gall plant/pobl ifanc sydd mewn perygl, sy'n dioddef camdriniaeth neu sy'n profi trais gael eu heffeithio'n ddwfn gan hyn.

Efallai mai'r ysgol/coleg/lleoliad addysg yw'r unig elfen sefydlog, diogel a rhagweladwy ym mywydau plant sydd mewn perygl. Serch hynny, pan fyddant yn

yr ysgol/coleg/lleoliad addysg gall eu hymddygiad fod yn heriol ac yn herfeiddiol neu efallai y byddant yn mynd i'w cragen.

**Bydd yr ysgol yn ymdrechu i gefnogi'r dysgwr drwy'r ffyrdd canlynol:**

- cynnwys y cwricwlwm i annog hunan-barch a hunan-gymhelliant
  - ethos yr ysgol/coleg sydd:
- yn hyrwyddo amgylchedd cadarnhaol, cefnogol a diogel
- yn rhoi ymdeimlad o gael eu gwerthfawrogi i ddysgwyr (gweler adran 2 ar Atal)
- polisi ymddygiad yr ysgol/coleg/lleoliad addysg, sy'n ceisio cefnogi disgyblion sy'n agored i niwed yn yr ysgol/coleg. Bydd yr holl staff yn cytuno ar ddull cyson sy'n canolbwyntio ar ganlyniad ymddygiadol y plentyn ond nad yw'n niweidio ymdeimlad yr unigolyn o hunan-werth. Bydd yr ysgol/coleg/lleoliad addysg yn ymdrechu i sicrhau bod y dysgwr yn gwybod bod rhai mathau o ymddygiad yn annerbyniol ond ei fod yn cael ei werthfawrogi ac nad yw i'w feio am unrhyw gamdriniaeth sydd wedi digwydd
  - cysylltu ag asiantaethau eraill sy'n cefnogi'r dysgwr megis swyddogion yr awdurdod lleol – er enghraifft y gwasanaeth seicoleg addysg, gwasanaethau cymorth ymddygiad neu'r Gwasanaeth Lles Addysg – gwasanaethau iechyd meddwl plant a'r glasoed, a gwasanaethau eiriolaeth
  - cadw cofnodion a hysbysu'r awdurdod lleol cyn gynted ag y bydd pryder yn digwydd eto.
  - Mae angen i awdurdodau lleol, cyrff llywodraethu a pherchnogion hefyd allu dangos eu bod wedi ystyried a oes gan blant yn eu hardal, gan gynnwys plant unigol, unrhyw anghenion diogelu penodol yn ogystal â'r rheiny a gwmpesir gan ganllawiau. Os felly, rhaid bod ganddynt bolisiau a gweithdrefnau ar waith i ddiwallu'r anghenion hynny.

**Pan fydd dysgwr ar y gofrestr amddiffyn plant yn gadael, byddwn yn trosglwyddo gwybodaeth i'r darparwr newydd ar unwaith ac yn rhoi gwybod i'r gwasanaethau cymdeithasol.**

Mae pob atgyfeiriad amddiffyn plant yn mynd i

**Y Tîm Atgyfeirio Canolog-**

**01554 742322**

**CRTChildren@sirgar.gov.uk**

**Y tu allan i'r oriau arferol - 0300 333 2222.**

**GWARTH-FWLIO**

Mae ein polisi ar wrth-fwllo wedi'i arwydd a chaiff ei adolygu'n flynyddol gan y corff llywodraethu.

**YMYRRAETH GORFFOROL**

Mae ein polisi ar ymyrraeth gorfforol wedi'i arwyddo a chaiff ei adolygu'n flynyddol gan y corff llywodraethu, ac mae'n gyson â chanllawiau Llywodraeth Cymru ar ymyriad diogel ac effeithiol – defnyddio grym rhesymol a chwilio am arfau.

## **PLANT AG ANGHENION DYSGU YCHWANEGOL**

Rydym yn cydnabod, yn ystadegol, mai plant ag anghenion dysgu ychwanegol sydd mewn mwyaf o berygl o gael eu cam-drin. Mae angen i staff sy'n gweithio gyda phlant sydd ag angen dysgu ychwanegol, megis anableddau dwys a lluosog, nam synhwyraidd neu broblem emosiynol ac ymddygiadol, fod yn arbennig o sensitif i arwyddion o gamdriniaeth.

## **YMDRIN Â DATGELIADAU A WNEIR GAN BLENTYN**

### **Gwranddo**

- Gwrandewch yn ofalus ar yr hyn sy'n cael ei ddweud, heb ddangos sioc neu anghrediniaeth.
- Derbyniwch yr hyn sy'n cael ei ddweud. Efallai eich bod yn gwybod nad yw'r plentyn sy'n gwneud y datgeliad bob amser yn dweud y gwir. Fodd bynnag, peidiwch â gadael i'r hyn rydych chi'n ei wybod am y person hwn eich arwain i farnu ymlaen llaw neu benderfynu nad yw'r honiad yn ddilys.
- Peidiwch â cheisio ymchwilio i'r honiad. Eich dyletswydd chi fydd gwranddo ar yr hyn sy'n cael ei ddweud a throsglwyddo'r wybodaeth honno ymlaen.

### **Rhoi tawelwch meddwl**

- Rhowch ddigon o dawelwch meddwl i'r plentyn. Byddwch yn onest bob amser a pheidiwch â gwneud addewidion na allwch eu cadw, er enghraifft: "Bydda i'n aros gyda ti", neu, "Bydd popeth yn iawn nawr".
- Os yw'r disgybl yn sôn am euogrwydd, lleddfwch hynny. Er enghraifft, gallech chi ddweud: "Paid â beio dy hunan. Dim dy fai di yw hyn."
- Peidiwch ag addo cadw'r mater yn gyfrinachol. Bydd dyletswydd arnoch i drosglwyddo'r wybodaeth ymlaen ac mae angen i'r plentyn wybod hyn.

### **Ymateb**

- Gallwch ofyn cwestiynau ac efallai y bydd angen gwneud hynny mewn rhai achosion. Fodd bynnag, nid cyfle yw hwn i holi'r plentyn yn fanwl a'i gwestiynu am amser hir. Dim ond prif bwyntiau'r honiad y mae'r plentyn yn ei wneud sydd angen i chi wybod. Rhaid i unrhyw gwestiynau fod yn agored ac ni ddylent fod yn gwestiynau arweiniol e.e. **TED** (*Tell me, Explain, Describe*)

**T**- Ti sy'n dweud,

**E**- esbonia,

**D**- disgrifia.

- Peidiwch â beirniadu'r troseddwr honedig gan y gallai'r disgybl fod ag ymlyniad emosiynol cadarnhaol â'r person hwn o hyd.

- Peidiwch â gofyn i'r disgybl ailadrodd ei honiad wrth aelod arall o staff. Os gofynnir i'r plentyn ei ailadrodd, efallai y bydd yn teimlo nad ydych yn ei gredu a / neu gall ei atgof o'r hyn a ddigwyddodd newid.

### **Cofnodi**

- Cymerwch nodiadau cyn gynted ag y mae'n ymarferol gwneud hynny. Cofnodwch yr union eiriau a ddywedodd y plentyn – peidiwch â'u cyfieithu i'r ffordd y mae oedolion yn siarad na cheisio gwneud synnwyr o strwythur yr hyn a ddywedwyd). Peidiwch â chael eich tramgwyddo gan unrhyw iaith neu eiriau sarhaus a ddefnyddir i ddisgrifio'r gamdriniaeth).
- Nodwch yr amser a'r dyddiad ar eich nodiadau a pheidiwch â'u dinistrio rhag ofn y bydd eu hangen gan lys.
- Lle bo hynny'n bosibl, nodwch ble mae gan y plentyn unrhyw gleisiau neu anafiadau, ond peidiwch â gofyn i'r plentyn dynnu unrhyw ddillad at y diben hwn.
- Cofnodwch ddatganiadau a'r pethau y gallwch eu gweld, yn hytrach na'ch dehongliadau neu'ch rhagdybiaethau.

### **Camau Olaf**

- Ar ôl i chi ddilyn y canllawiau uchod, trosglwyddwch y wybodaeth **ar unwaith** i'r Uwch Berson Dynodedig neu'r person sy'n gyfrifol am Amddiffyn Plant. Yna bydd ganddynt sawl opsiwn, gan gynnwys cysylltu â'r Gwasanaethau Plant i ofyn am eu cyngor ynglŷn â beth ddylai ddigwydd nesaf.

### **CYFRINACHEDD**

Gyda golwg ar amddiffyn plant, nid yw'r ddyletswydd i gadw cyfrinachedd yn absoliwt a gellir ei thorri pan fo hyn er budd pennaf y plentyn ac er budd y cyhoedd ehangach. Os yw gweithwyr proffesiynol yn barnu bod datgeliad yn angenrheidiol i amddiffyn y plentyn neu blant eraill rhag risg o niwed difrifol, gellir torri cyfrinachedd. Dylai staff gyfeirio at ganllawiau'r Awdurdod Lleol "Canllawiau i Ysgolion: Caniatâd ar gyfer atgyfeiriadau i'r Gwasanaethau Plant / Tîm o Amgylch y Teulu".

Pan fydd y rheiny mewn lleoliadau addysg yn barnu bod angen rhannu gwybodaeth gyfrinachol gyda'r gwasanaethau cymdeithasol i blant neu'r heddlu:

- dylent geisio cefnogi'r plentyn
- gallant drafod yr achos yn ddienw i ddechrau gyda chydweithwyr perthnasol eraill, fel yr Uwch Berson Dynodedig neu gydweithiwr arall sydd â chymhwysedd addas mewn diogelu neu gyda'r gwasanaethau cymdeithasol i blant.
- dylid rhoi gwybod i'r plentyn bod angen i'r gweithiwr proffesiynol rannu gwybodaeth gyfrinachol, oni bai y gallai gwneud hynny ei roi mewn perygl pellach
- dylai unrhyw benderfyniad i rannu gwybodaeth neu beidio gael ei gofnodi'n briodol.

Mae angen i benderfyniadau yn y maes hwn gael eu gwneud gan, neu gyda chynghor, pobl sydd â chymhwysedd diogelu addas, fel y gweithwyr proffesiynol dynodedig a enwir.

## **YMDRIN Â HONIADAU YN ERBYN OEDOLION SY’N GWEITHIO GYDA PHLANT**

Os bydd honiad yn ymwneud ag amddiffyn plant yn cael ei wneud yn erbyn aelod o staff, rhaid i'r person sy'n derbyn yr honiad hwnnw roi gwybod ar unwaith i'r Pennaeth am fanylion y pryder, neu yn ei absenoldeb, i'r aelod o staff â chyfrifoldebau Pennaeth. Yna bydd y Pennaeth yn cysylltu â Chadeirydd y Llywodraethwyr a'r Tîm Atgyfeirio Canolog i drafod y camau nesaf yn unol â'r trefniadau lleol. Ni ddylai staff wynebu'r person y mae'r honiad wedi ei wneud yn ei erbyn na rhannu gwybodaeth gyda neb arall.

Os gwneir honiad posibl yn ymwneud ag amddiffyn plant yn erbyn y Pennaeth, rhaid i'r aelod o staff sy'n derbyn yr honiad hwnnw gysylltu â Chadeirydd y Llywodraethwyr. Yna bydd Cadeirydd y Llywodraethwyr yn cysylltu â'r Tîm Atgyfeirio Canolog i drafod y camau nesaf yn unol â'r trefniadau lleol. Os nad yw Cadeirydd y Llywodraethwyr ar gael, gall yr aelod o staff ofyn am gyngor gan y Tîm Atgyfeirio Canolog.

### **Camddefnyddio sefyllfa o ymddiriedaeth**

Mae canllawiau Llywodraeth Cymru ("Cadw Dysgwyr yn Ddiogel" 2020) yn nodi bod angen i bob aelod o staff Addysg wybod bod ymddygiad amhriodol gyda phlant, neu tuag at blant, yn annerbyniol. O dan Ddeddf Troseddau Rhywiol, 2003, mae'n drosedd i berson dros 18 oed (er enghraifft athro, gweithiwr ieuencid) gael perthynas rywiol â phlentyn dan 18 oed pan fo'r person hwnnw mewn sefyllfa o ymddiriedaeth mewn perthynas â'r plentyn hwnnw, hyd yn oed os yw'r berthynas yn gydsyniol. Mae hyn yn berthnasol pan fo'r plentyn mewn addysg amser llawn a'r person yn gweithio yn yr un sefydliad â'r plentyn, hyd yn oed os nad yw'n addysgu'r plentyn.

## **CEFNOGI'R DISGYBL SYDD MEWN PERYGL**

Mae cam-drin plant yn ddinistriol i'r plentyn a gall hefyd arwain at drallod a phryder i staff sy'n dod i gysylltiad â'r mater. Rydym yn cydnabod y gall plant sydd mewn perygl, sy'n dioddef camdriniaeth neu sy'n dyst i drais gael eu heffeithio'n ddwfn gan hyn. Efallai mai'r ysgol hon yw'r unig elfen sefydlog, ddiogel, ragweladwy ym mywydau plant sydd mewn perygl. Serch hynny, pan fyddant yn yr ysgol gall eu hymddygiad fod yn heriol ac yn herfeiddiol neu efallai y byddant yn mynd i'w cragen. Bydd yr ysgol yn ymdrechu i gefnogi'r disgybl drwy:

- Cynnwys y cwricwlwm i annog hunan-barch a hunan-gymhelliant

- Ethos yr ysgol/coleg sydd:
  - yn hyrwyddo amgylchedd cadarnhaol, cefnogol a diogel
  - yn rhoi ymdeimlad o gael eu gwerthfawrogi i ddysgwyr (gweler adran 2 ar Atal)
- Polisi ymddygiad yr ysgol, sy'n ceisio cefnogi disgyblion agored i niwed yn yr ysgol. Bydd yr holl staff yn cytuno ar ddull cyson sy'n canolbwyntio ar ganlyniad ymddygiadol y plentyn ond nad yw'n niweidio ymdeimlad yr unigolyn o hunan-werth. Bydd yr ysgol yn ymdrechu i sicrhau bod y dysgwr yn gwybod bod rhai mathau o ymddygiad yn annerbyniol ond ei fod yn cael ei werthfawrogi ac nad yw i'w feio am unrhyw gamdriniaeth sydd wedi digwydd.
- Cysylltu ag asiantaethau eraill sy'n cefnogi'r dysgwr megis swyddogion awdurdod lleol – er enghraifft y gwasanaeth seicoleg addysg, gwasanaethau cymorth ymddygiad neu'r Tîm Diogelu a Phresenoldeb Ysgolion – gwasanaethau iechyd meddwl plant a'r glasoed, a gwasanaethau eiriolaeth. cadw cofnodion a hysbysu'r awdurdod lleol cyn gynted ag y bydd pryder yn digwydd eto.
- Cymryd pob amheuaeth a datgeliad o ddifrif
- Enwebu person cyswllt a fydd yn rhoi gwybod i'r holl bartïon ac a fydd yn bwynt cyswllt canolog. Pan fo aelod o staff yn destun honiad a wneir gan ddisgybl, bydd pobl gyswllt ar wahân yn cael eu henwebu i osgoi unrhyw wrthdaro buddiannau.
- Dylid ymateb yn gydymdeimladol i unrhyw geisiadau gan ddisgyblion neu staff am amser i ffwrdd i ddelio â gofid neu bryder.
- Dylid cadw cyfrinachedd a rhannu gwybodaeth ar sail angen gwybod gydag unigolion ac asiantaethau perthnasol yn unig.
- Dylid storio cofnodion yn ddiogel.
- Cynnig manylion am linellau cymorth, cwnsela neu ffyrdd eraill o gymorthallanol gan gydweithio'n llawn ag asiantaethau statudol perthnasol, gan gynnwys gweithio gyda'r Heddlu a'r gwasanaethau plant yn unol â phrotocol Operation Encompass ac Operation Endeavour (gweler isod).

Pan fydd dysgwr ar y gofrestr amddiffyn plant yn gadael, byddwn yn trosglwyddo gwybodaeth i'r darparwr newydd ar unwaith ac yn rhoi gwybod i'r gwasanaethau cymdeithasol.

## **OPERATION ENCOMPASS/OPERATION ENDEAVOUR**

Mae'r ysgol yn cymryd rhan yn Operation Encompass ac Operation Endeavour.

Crëwyd Operation Encompass i gefnogi plant sy'n profi cam-drin domestig trwy rannu gwybodaeth yn amserol rhwng yr heddlu ac ysgolion. Pwrpas Operation Encompass yw galluogi i gymorth gael ei roi i blant sy'n dioddef cam-drin domestig. Trwy Operation Encompass gall ysgolion helpu plant i ddeall beth sy'n digwydd gartref a sut i'w hamddiffyn eu hunain orau yn gorfforol ac yn emosiynol. Mae'r

wybodaeth y mae ysgol yn ei chael hefyd yn ei galluogi i baratoi ar gyfer y plentyn yn yr ysgol a sicrhau ei fod yn cael y cymorth y mae ei angen arno.

Pwrpas Operation Endeavour yw diogelu a chefnogi'r plant a'r bobl ifanc hynny yr adroddwyd eu bod ar goll o'u cartref. Credir bod tua 25% o blant a phobl ifanc sy'n mynd ar goll mewn perygl o niwed difrifol. Mae pryderon penodol ynghylch y cysylltiadau rhwng plant yn rhedeg i ffwrdd a'r risgiau o gamfanteisio rhywiol. Nod Operation Endeavour yw sicrhau bod Person Diogelu Dynodedig wedi'i nodi o fewn yr ysgol a'i fod wedi'i hyfforddi'n briodol. Dylid eu gwneud yn ymwybodol o'r digwyddiadau cyn gynted â phosibl er mwyn darparu cymorth amserol ac wedi'i deilwra i blant a phobl ifanc ar ddechrau, ac yn ystod y diwrnod ysgol.

### **Gwrth-fwlio**

Mae ein polisi ar wrth-fwlio wedi'i nodi mewn dogfen ar wahân ac mae'n cael ei adolygu'n flynyddol gan y corff llywodraethu.

### **Defnyddio ymyrraeth gorfforol**

Mae ein polisi ar ymyrraeth gorfforol wedi'i nodi mewn (dogfen ar wahân) a chaiff ei adolygu'n flynyddol gan y corff llywodraethu, ac mae'n gyson â chanllawiau Llywodraeth Cymru ar ymyriad diogel ac effeithiol – defnyddio grym rhesymol a chwilio am arfau

<https://www.llyw.cymru/sites/default/files/publications/2018-03/ymyriad-diogel-ac-effeithiol-defnyddio-grym-rhesymol-a-chwilio-am-arfau.pdf>

### **Plant ag anghenion dysgu ychwanegol**

Rydym yn cydnabod, yn ystadegol, mai plant ag anghenion dysgu ychwanegol sydd mewn mwyaf o berygl o gael eu cam-drin. Mae angen i staff sy'n gweithio gyda phlant sydd ag angen dysgu ychwanegol, megis anabledau dwys a lluosog, nam synhwyraidd neu broblem emosiynol ac ymddygiadol, fod yn arbennig o sensitif i arwyddion o gamdriniaeth.

### **ADOLYGU**

Bydd y polisi hwn yn cael ei adolygu a'i gadarnhau bob blwyddyn mewn cyfarfod corff llywodraethu llawn o leiaf unwaith y flwyddyn a'i gofnodi yn y cofnodion. Wrth baratoi ar gyfer yr adolygiad hwn, efallai y bydd yr Uwch Berson Dynodedig ar gyfer Amddiffyn Plant yn dymuno darparu gwybodaeth i'r Corff Llywodraethu am y canlynol: -

- newidiadau i weithdrefnau Amddiffyn Plant.
- hyfforddiant a wnaed gan yr holl staff a llywodraethwyr yn ystod y 12 mis blaenorol.
- nifer y digwyddiadau o natur Amddiffyn Plant a gododd yn yr ysgol yn ystod y 12 mis blaenorol (heb fanylion nac enwau).

- ble a sut y mae Amddiffyn Plant a Diogelu yn ymddangos yn y cwricwlwm.
- gwersi a ddysgwyd o achosion.

## INTRODUCTION

**Ysgol Gymunedol Bancffosfelen** fully recognises the contribution it makes to child protection.

There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils, and the use of preventative services, such as Team Around the Family (TAF) in schools
- procedures for identifying and reporting cases, or suspected cases, of abuse or harm. Because of our day-to-day contact with children school staff are well placed to observe the outward signs of abuse,
- support to pupils who are in need or who may have been abused.

Our policy applies to all staff, governors and volunteers working in the school. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

Our school will annually review the policy and is committed to following any new guidance received from Carmarthenshire County Council or Welsh Government.

The Designated Senior Person(s) for child protection in this school is/are:-

- \* Mr Thomas Gullick (Headteacher – Senior Child Protection Officer)
- \* Mrs Amanda Rees (Teacher – Senior Child Protection Officer)
- \* Mrs Susan Simpson (Teacher – Deputy Child Protection Officer)
- \* Mrs Davinia Davies (Governor with Child Protection Governor)

## PREVENTION

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

The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure children know that there are adults in the education setting whom they can approach if they are worried or in difficulty
- Include in the curriculum, activities and opportunities for relationships and sexuality education which equips children with the skills they need to stay safe from abuse and to know to whom to turn for help
- Include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- Build relationships with other agencies and ensure early and appropriate referral for support and intervention are made before risks escalate
- Take a whole-school (setting) approach to well-being which will incorporate safeguarding and preventative measures to support children and families

## PROCEDURES

These should be followed in the event of a child protection disclosure/concern

We will follow the Wales Safeguarding Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- Ensure it has a Designated Senior Person for child protection who has undertaken the appropriate training. This person/people is/are:-
  - Mr Thomas Gullick
  - Mrs Amanda Rees
  - Mrs Susan Simpson
- Recognise the role of the DSP and arrange support and training

### **Ensure every member of staff and every governor knows:**

- the name of the DSP and their role, the local authority point of contact and the designated governor for safeguarding
- that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board how to take forward those concerns when the DSP is unavailable
- Ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a learner who may disclose abuse or neglect
- Ensure that members of staff who are EWC registrants are aware of the Code of Professional Conduct and Practice for registrants with the Education Workforce Council <https://ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice/the-code> and the expectation within the Code that the registrant has regard to the safety and well-being of learners in their care and related content
- Ensure that parents/carers have an understanding of the responsibility placed on the school/college/education setting and staff for safeguarding and child protection by setting out its obligations in the school brochure

### **Provide training for all staff so that they:**

- understand their personal responsibility
- know the agreed local procedures and their duty to respond
- are aware of the need to be vigilant in identifying cases of abuse and neglect
- know how to support a child who discloses abuse or neglect
- understand the role online behaviours may have in each of the above

### **Notify the local authority's social services team if:**

- a learner on the child protection register is excluded, either for a fixed term or permanently
- there is an unexplained absence of a learner on the child protection register of more than two days' duration from school (or one day following a weekend)
- work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at initial review as well as child protection conferences and core groups and the submission of written reports to the conferences
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately
- ensure all records are kept secure and in locked locations
- adhere to the procedures set out in the Welsh Government's Disciplinary and dismissal procedures for school staff: Revised guidance for governing bodies

[https://www.gov.wales/sites/default/files/publications/2020-02/disciplinary-and-dismissal-procedures-for-school-staff\\_0.pdf](https://www.gov.wales/sites/default/files/publications/2020-02/disciplinary-and-dismissal-procedures-for-school-staff_0.pdf)

- ensure that recruitment and selection procedures are made in accordance with Welsh Government's Keeping learners safe guidance
- designate a governor for safeguarding who will oversee the school's/college's child protection policy and practice.

## **SUPPORTING THOSE AT RISK**

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

This school/college/education setting may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school/college/education setting their behaviour may be challenging and defiant or they may be withdrawn.

### **The school will endeavour to support the learner through:**

- the content of the curriculum to encourage self-esteem and self-motivation
- the school/college ethos which:
  - promotes a positive, supportive and secure environment
  - gives learners a sense of being valued (see section 2 on Prevention)
- the school's/college's/education setting's behaviour policy, which is aimed at supporting vulnerable pupils in the school/college. All staff will agree on a consistent approach that focuses on the behavioural outcome of the child but does not damage the individual's sense of self-worth. The school/college/education setting will endeavour to ensure that the learner knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred

- liaison with other agencies who support the learner such as local authority officers – for example the educational psychology service, behaviour support services or the Education Welfare Service – child and adolescent mental health services, and advocacy services
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.
- Local authorities, governing bodies and proprietors also need to be able to show they have considered whether children, including individual children, in their area have any specific safeguarding needs in addition to those covered by guidance. If so, they must have policies and procedures in place to meet those needs.

**When a learner on the child protection register leaves, we will transfer information to the new provider immediately and inform social services.**

All child protection referrals go to

**Central Referral Team-  
01554 742322  
CRTChildren@carmarthenshire.gov.uk  
Out of Hours- 0300 333 2222.**

## **ANTI BULLYING**

Our policy on anti-bullying is signed and is reviewed annually by the governing body.

## **PHYSICAL INTERVENTION**

Our policy on physical intervention is signed and is reviewed annually by the governing body and is consistent with the Welsh Government's guidance Safe and effective intervention – use of reasonable force and searching for weapons.

## **CHILDREN WITH ADDITIONAL LEARNING NEEDS**

We recognise that statistically children with additional learning needs are most at risk of abuse. Staff who work with children with an additional learning need, such as a profound and multiple disability, sensory impairment or emotional and behavioural problem, need to be particularly sensitive to signs of abuse.

## **DEALING WITH DISCLOSURES MADE BY A CHILD**

### **Listen.**

- Listen carefully to what is being said, without displaying shock or disbelief.

- Accept what is said. The child making the disclosure may be known to you as someone who does not always tell the truth. However, do not let your past knowledge of this person allow you to pre-judge or invalidate their allegation.
- Do not attempt to investigate the allegation. Your duty will be to listen to what is being said and to pass that information on.

### **Reassure**

- Provide the child with plenty of re-assurance. Always be honest and do not make promises you cannot keep, for example: "I'll stay with you", or, "Everything will be all right now".
- Alleviate guilt, if the pupil refers to it. For example, you could say: "You're not to blame. This is not your fault".
- Do not promise confidentiality. You will be under a duty to pass the information on and the child needs to know this.

### **React**

- You can ask questions and may need to in certain instances. However, this is not an opportunity to interrogate the child and go into the territory of in depth and prolonged questioning. You only need to know the salient points of the allegation that the child is making. Any questions must be open and not leading eg TED

T- Tell me,

E-explain,

D-describe.

- Do not criticize the alleged perpetrator as the pupil may still have a positive emotional attachment to this person.
- Do not ask the pupil to repeat their allegation to another member of staff. If they are asked to repeat it, they may feel that they are not being believed and / or their recollection of what happened may change.

### **Record**

- Take notes as soon as it is practical to do so. Record the actual words spoken by the child – do not re-translate them into the way that adults speak or try to make sense of the structure of what was said). Do not be offended by any offensive language or words used to describe the abuse).
- Time and date your notes and do not destroy them in case they are required by a court.
- Where possible, indicate the position of any bruising or injury but do not ask the child to remove any clothing for this purpose.
- Record statements and observable things, rather than your interpretations or assumptions.

### **Final Steps**

- Once you have followed the above guidelines, pass the information on **immediately** to the Designated Senior Person or the person with responsibility for Child Protection. They will then have several options open

to them, including contacting Children's Services to seek their advice as to what should happen next.

## **CONFIDENTIALITY**

With regards to child protection, the duty of confidentiality is not absolute and may be breached where this is in the best interests of the child and in the wider public interest. If professionals judge that disclosure is necessary to protect the child or other children from a risk of serious harm, confidentiality may be breached. Staff should refer to the Local Authority guidance "Guidance for Schools: Consent for referrals to Children's Services / Team Around the Family".

Where those in education settings judge that there is a need to share confidential information with children's social services or the police:

- they should attempt to support the child
- they may initially discuss the case anonymously with other relevant colleagues, such as the DSP or another colleague with suitable competence in safeguarding or with children's social services.
- the child should be informed of the professional's need to share confidential information, unless to do so might put them at further risk
- any decision to share information or not should be properly documented.

Decisions in this area need to be made by, or with the advice of, people with suitable safeguarding competence, such as the named designated professionals.

## **MANAGING ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN**

In the event of a child protection allegation being made against a member of staff, the person in receipt of that allegation must immediately pass details of the concern to the Headteacher or in their absence a member of staff with Headteacher responsibilities. The Headteacher will then contact the Chair of Governors and Central Referral Team to discuss the next steps in accordance with local arrangements. Staff should not confront the person the allegation is against or share information with anyone else.

If a potential child protection allegation is made against the Headteacher, the member of staff in receipt of that allegation must contact the Chair of Governors. The Chair of Governors will then contact The Central Referral Team to discuss the next steps in accordance with local arrangements. If the Chair of Governors is unavailable, the member of staff can seek advice from The Central referral Team.

### **Abuse of position of trust**

Welsh Government guidance ("Keeping Learners Safe" 2020) indicates that all Education staff need to know that inappropriate behaviour with, or towards,

children is unacceptable. Under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

## **SUPPORTING THE PUPIL AT RISK**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this. This school may be the only stable, secure, predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation
- The school/college ethos which:
  - promotes a positive, supportive and secure environment
  - gives learners a sense of being valued (see section 2 on Prevention)
- The school's setting's behaviour policy, which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach that focuses on the behavioural outcome of the child but does not damage the individual's sense of self-worth. The school will endeavour to ensure that the learner knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred.
- Liaising with other agencies who support the learner such as local authority officers – for example the educational psychology service, behaviour support services or the School Safeguarding and Attendance Team – child and adolescent mental health services, and advocacy services keeping records and notifying the local authority as soon as there is a recurrence of a concern.
- Taking all suspicions and disclosures seriously
- Nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest.
- Responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Storing records securely.
- Offering details of helplines, counselling or other avenues of external support cooperating fully with relevant statutory agencies, including working with Police and children's services in line with the Operation Encompass and Operation Endeavour protocol (see below).

When a learner on the child protection register leaves, we will transfer information to the new provider immediately and inform social services.

## **OPERATION ENCOMPASS/OPERATION ENDEAVOUR**

The school participates in Operation Encompass and Operation Endeavour.

Operation Encompass was created to support children experience domestic abuse through timely information-sharing between police and schools. The purpose of Operation Encompass is to enable support to be given to child victims of domestic abuse. Through Operation Encompass schools can help children understand what is happening at home and how to best protect themselves both physically and emotionally. The information a school receives also enables them to prepare for the child at school and ensure they have the support they need.

Operation Endeavour is to safeguard and support those children and young people who have been reported missing from home. It is thought that approximately 25% of children and young people that go missing are at risk of serious harm. There are particular concerns about the links between children running away and the risks of sexual exploitation. Operation Endeavour aims to ensure that a Designated Safeguarding Person (DSP) has been identified within the schools and are appropriately trained. They are to be made aware of the incidents at the earliest opportunity in order to provide timely and tailored support to children and young people at the start of, and during the school day

## **Anti-bullying**

Our policy on anti-bullying is set out in a separate document and is reviewed annually by the governing body.

## **Use of physical intervention**

Our policy on physical intervention is set out in (a separate document) and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons <https://gov.wales/sites/default/files/publications/2018-03/safe-and-effective-intervention-use-of-reasonable-force-and-searching-for-weapons.pdf>

## **Children with additional learning needs**

We recognise that statistically children with additional learning needs are most at risk of abuse. Staff who work with children with an additional learning need, such as a profound and multiple disability, sensory impairment or emotional and behavioural problem need to be particularly sensitive to signs of abuse.

## REVIEW

This policy will be reviewed and ratified annually at a full governing body meeting at least once a year and recorded in the minutes. In preparation for this review, the Designated Senior Person for Child Protection may wish to provide the Governing Body with information on the following: -

- changes to Child Protection procedures.
- training undertaken by all staff and governors in the preceding 12 months.
- the number of incidents of a Child Protection nature which arose in the school within the preceding 12 months (without details or names).
- where and how Child Protection and Safeguarding appear in the curriculum.
- lessons learned from cases.

|                                                                  | ENW / NAME                 | LLOFNOD /<br>SIGNATURE | DYDDIAD / DATE   |
|------------------------------------------------------------------|----------------------------|------------------------|------------------|
| <b>Pennaeth /<br/>Headteacher</b>                                | Mr Thomas James<br>Gullick | <i>T Gullick</i>       | Medi / Sept 2026 |
| <b>UBP / SSP</b>                                                 | Mrs Amanda Rees            | <i>A Rees</i>          | Medi / Sept 2026 |
| <b>UBP / SSP</b>                                                 | Mrs Susan<br>Simpson       | <i>S Simpson</i>       | Medi / Sept 2026 |
| <b>Llywodraethwr<br/>Diogelu /<br/>Safeguarding<br/>Governor</b> | Ms Davinia Davies          | <i>D Davies</i>        | Medi / Sept 2026 |
| <b>Cadeirydd y<br/>Llywodraethwyr /<br/>Chair of Governors</b>   | Mr Andrew Barlow           | <i>A Barlow</i>        | Medi / Sept 2026 |

Dyddiad Adolygu/Review Date:- Medi/Sept 2027