

# Diogelu PLANT / SAFEGUARDING

## CANLLAWIAU A PHROTocol ATGYFEIRIO AMDDIFFYN PLANT CHILD PROTECTION GUIDANCE AND REFERRAL PROTOCOL



**MR EMYR DAVIES**  
PENNAETH / HEADTEACHER

UWCH SWYDDOG DYNODEDIG /  
DESIGNATED SENIOR PERSON



**Mrs MAI GILES**  
DIRPRWY BENNAETH  
DEPUTY HEADTEACHER

IS-SWYDDOGION DYNODEDIG / DESIGNATED DEPUTIES



**Mrs KAY JENKINS**  
PENNAETH CYNORTHWYOL  
ASSISTANT HEADTEACHER



**MRS CARLY JONES**  
LLYWODRAETHWR DYNODEDIG  
DESIGNATED GOVERNOR

JonesC3962@Hwbcymru.net

### RHIFAU FFON ATGYFEIRIADAU AMDDIFFYN PLANT / CHILD PROTECTION REFERRAL TELEPHONE NUMBERS

#### TÎM ATGYFEIRIO CANOLOG / CENTRAL REFERRAL TEAM

**01554 742322**

**0300 333 222 (Tu allan i oriau Gwaith / Out of Hours)**

### BUSNES PAWB YW DIOGELU PLANT A PHOBL IFANC / SAFEGUARDING CHILDREN AND YOUNG PEOPLE IS EVERYONE'S BUSINESS

Os oes problem ynglŷn ag esgeulustod, neu gamdriniaeth gorfforol, emosiynol neu rywiol mae'n ddyletswydd ar staff o dan **Canllawiau Amddiffyn Plant Cymru Gyfan**, i adrodd y mater i'r Uwch Swyddog Amddiffyn Plant.

**Mae'r cyfrifoldeb am ymchwilio i bryderon neu honiadau'n gorwedd gydag Adran y Gwasanaethau Cymdeithasol a'r Heddlu.**

#### Gweithdrefnau i'w dilyn gan yr holl staff:

1. Rhoi gwybod i Uwch Swyddog Amddiffyn Plant yr Ysgol os oes gennych unrhyw bryder o ran lles neu ddiogelwch plentyn
2. Os nad yw'r Uwch Swyddog ar gael ar y pryd, dylech rannu'ch pryder â'r Dirprwy.
3. Dylech gofnodi unrhyw wybodaeth cyn gynted ag y bo modd drwy roi ar glawr yr union eiriau a ddefnyddiwyd gan y plentyn
4. Os byddwch yn dyst i unrhyw ddigwyddiad yr ydych yn ei ystyried yn amhriodol yn ymwneud ag aelod o staff a phlentyn/oedolyn sy'n agored i niwed mae'n ddyletswydd arnoch adrodd y mater i'r Uwch swyddog dynodedig.
5. Os nad yw'r uchod ar gael, a chithau'n ystyried y sefyllfa'n un difrifol neu'n fater o frys, dylech gyfeirio'ch pryder ar lafar ar y rhifau ffôn uchod.

If there are concerns regarding neglect, physical, emotional or sexual abuse then under the **All Wales Child Protection** Procedures staff are duty bound to report the matter to the Designated Child Protection Person.

**The responsibility for investigating concerns or allegations lies with the Social Services Department and the Police.**

#### Procedures to be followed by all staff:

1. Inform the school's Designated Child Protection Person if you have any concern with regard to the welfare or safety of a child.
2. If the CP Designated person is not available then, you should share your concern with the Deputy.
3. You should record any information as soon as possible by writing down the exact words used by the child.
4. If you witness any incident which you deem as inappropriate involving a member of staff and a child/vulnerable adult, then, you are duty bound to report the matter to the designated Child Protection person.
5. If the above persons are not available, and you assess the situation as serious or urgent then, you should refer your concern verbally to the above numbers.