

Polisi Amddiffyn Plant

YSGOL Y LLYS

Polisi Amddiffyn Plant

Dyddiad y Polisi: Ebrill 2012

Enw'r Athro/Athrawes Ddynodedig: Dyfan Phillips

Enw'r Llywodraethwr Dynodedig: Amddiffyn Plant: John Purser

Enw Gweithiwr/wraig Gymdeithasol Addysg yr Ysgol: Ffion Owens/Wayne Wheatley (01824) 712084

Enw a rhif cyswllt y Gwasanaethau Cymdeithasol- Irene Burns- First Contact- 01824 712808

(Gweler 'Canllawiau Amddiffyn Plant Cymru Gyfan 2008
' ac 'Amddiffyn Plant rhag Camdriniaeth')

Prif egwyddorion

Mae'r prif egwyddorion y dylid sylfaenu gwaith â phlant a theuluoedd arnynt yn Neddf Plant 1989, Gweithio gyda'n gilydd i Ddiogelu Plant Cynulliad Cenedlaethol Cymru 2000 a Chytundeb y Cenhedloedd Unedig ar Hawliau'r Plentyn.

Mae pob plentyn yn haeddu'r cyfle i gyrraedd ei ph/botensial llawn. Dylent gael eu galluogi i gyflawni'r canlynol:

- bod mor iach ag y mae modd yn gorfforol ac yn feddyliol;
- cael y budd pennaf o gyfleoedd addysgol o ansawdd dda;
- byw mewn amgylchedd diogel a chael eu hamddiffyn rhag niwed;
- profi iechyd emosiynol;
- teimlo 'u bod yn cael eu caru a'u gwerthfawrogi, a'u cynnal gan rwydwaith o gydberthynas ddibynadwy a chariadus;
- dod yn gymwys i edrych ar eu hól eu hun a delio gyda bywyd bob dydd;
- bod â delwedd gadarnhaol ohonynt eu hunain ac ymdeimlad diogel o hunaniaeth, gan gynnwys hunaniaeth diwylliant a hil;
- datblygu sgiliau rhyngpersonol da a hyder mewn sefyllfaoedd cymdeithasol." (o Canllawiau Amddiffyn Plant Cymru Gyfan)

Amgylchedd ac ethos yr ysgol

Yng nghyd-destun ysgol, mae'r Polisi Amddiffyn Plant yn cynnwys y cyfan y mae ysgol yn ei wneud i hybu amddiffyn ei disgyblion. Mae hyn yn cynnwys yr holl brofiadau a'r cyfleoedd dysgu cynlluniedig, sy'n digwydd yn yr ystafell ddosbarth a hefyd mewn meysydd eraill o fewn profiad ysgol, sy'n nodweddion o ethos a bywyd cymunedol yr ysgol. (Gweler Canllawiau Amddiffyn Plant Cymru Gyfan 2008)

- Mae pob athro/athrawes yn cynnal Amser Cylch yn rheolaidd a bydd cyfle i blant rannu eu teimladau ac unrhyw bryder. Yn ogystal â hyn anogir y plant i rannu unrhyw bryder gyda staff yr ysgol. Fe rennir y pryder gyda'r pennaeth/dirprwy ar lafar ac yn ysgrifenedig (gweler atodiad 1) ac os oes unrhyw bryder ynglŷn â sefyllfa'r plentyn yna bydd yr ysgol yn cysylltu â thîm amddiffyn plant yn Brighton Road, Y RHYL.
- Os bydd plentyn yn gwneud cwyn yn erbyn aelod o staff yr ysgol yna byddant yn dilyn trefn amddiffyn plant yr AALI
- Mae holl ffurflenni cyfeirio plant at y Gwasanaeth Cymdeithasol wedi eu lleoli yn swyddfa'r pennaeth ac ar gael yn electroneg.
- Bydd yr ysgol yn gweithio'n agos iawn gyda gweithiwr cymdeithasol yr ysgol, ac yn cyfarfod o leiaf unwaith y tymor i drafod unrhyw bryderon.

- Bydd y pennaeth yn gwahodd Rheolwr Addysg Gymdeithasol yr awdurdod i'r ysgol o leiaf unwaith bob dwy flynedd i ddiweddarau ymwybyddiaeth y staff ynglŷn â threfn amddiffyn plant. Bydd y pennaeth yn sicrhau fod unrhyw staff newydd yn derbyn hyfforddiant Amddiffyn Plant.
- Mae rhif ffôn llinell gymorth i blant a phobl ifanc e.e. ChildLine wedi ei hysbysebu yn glir yn yr ysgol
- Bydd y pennaeth/dirprwy yn sicrhau eu bod yn trafod bwlio a chreulondeb tuag at blant yn ystod gwasanaethau ysgol - hefyd, mae cyswllt yr ysgol gydag ysgolion mewn gwledydd yn Ewrop yn bwysig oherwydd mae amodau byw plant mewn gwledydd eraill yn wahanol iawn i'n gwlad ni, ac fe drafodir hyn yn y dosbarth.
- Gwahoddir yr heddlu i siarad yn gyffredinol gyda'r plant am fwlio yn gyffredinol- Mae gennym bartneriaeth dda gydag ein swyddog Cyswllt a'r Heddlu, sef PC Meirion Williams.
- Cyfrifoldeb y pennaeth yw hi i fonitro presenoldeb a phrydlondeb plant yn yr ysgol. Os oes pryderon yn codi ynglŷn â hyn, yna fe gysylltir gyda Gweithiwr Cymdeithasol yr ysgol. Mae'r Llywodraethwr hefyd wedi ei benodi i gynorthwyo'r pennaeth yn y materion yma.
- Mae holl staff yr ysgol yn gyfrifol am gynnydd a chyrhaeddiad addysgol y plant. Bydd yr athrawon yn dod ac unrhyw bryderon i sylw'r SENCO/ pennaeth yr ysgol, ac yna fe wneir penderfyniad ynglŷn ar cam nesaf
- Gwerthfawrogwn fod pob teulu yng nghymdeithas yr ysgol yn wahanol ac rydym yn parchu bob un ohonynt
- Gwerthfawrogwn ein disgyblion ac rydyn yn hyrwyddo perthnasoedd positif a hunan barch e.e. gwasanaeth canmol, amser aur, siartiau canmol ayyb
- Bydd yr ysgol yn gwneud pob ymdrech i gefnogi gweithgareddau yn y gymuned e.e. Cyngor y Dref, Cyngherddau, Cefnogi'r Henoed, Rotari , Diolchgarwch
- Mae Cyngor Ysgol y Plant wedi ei sefydlu ers Medi 2003. Yma mae cyfle i'r plant i fod yn rhan bwysig o reoli'r ysgol.
- Cynhelir llu o glybiau amrywiol ar ôl ysgol e.e. Celf, pêl droed, pêl rwyd, celf, Urdd, dawn. Bydd cyfle i'r plant fynychu'r clybiau hyn.
- Rydym wedi sefydlu Grwp Lles y Llys ers Mis Tachwedd 2011. Mae'r plant sy'n mynychu yn derbyn cefnogaeth grwp gyda ffocws ar ddatblygiad cymdeithasol, emosiynol neu ymddygiad y plant.

Diffiniadau cam-drin ac esgeuluso plant

"Gall rhywun gam-drin neu esgeuluso plentyn drwy achosi niwed, neu drwy fethu â gweithredu i atal niwed. Gall plant gael eu cam-drin gan eu teulu neu mewn sefydliad, gan rai maen nhw'n eu hadnabod, neu'n fwy anaml gan ddieithryn ...

- Cam-drin corfforol;
- Cam-drin emosiynol;
- Cam-drin rhywiol;
- Esgeuluso

(Cyf. Canllawiau Amddiffyn Plant Cymru Gyfan 2008 tudalen 8)

Gweithio gyda'n Gilydd: Rhannu'r Cyfrifoldeb

Mae 'Gweithio gyda'n Gilydd i Ddiogelu Plant' yn pwysleisio fod amddiffyn plant yn dibynnu ar rannu gwybodaeth, cydweithio a chyd-ddealltwriaeth effeithiol rhwng asiantaethau a gweithwyr proffesiynol. Disgwylir i'r holl asiantaethau gyfrannu i ba bynnag gamau gweithredu sy'n ofynnol i ddiogelu'r plentyn a hybu ei les/lles. Mae hyn yn galw am berthnasoedd adeiladol rhwng unigolion.

Os ydych chi'n amau fod plentyn yn cael ei gam-drin rhaid i chi wneud cyfeiriad

Os yw plentyn yn datgelu gwybodaeth, mae nifer o weithredoedd i gefnogi'r plentyn:

- Peidiwch â chynhyrfu a byddwch ar gael i wrando'n ofalus;
- Peidiwch ag addo cyfrinachedd;
- Gwrandewch gyda'r gofal a'r sensitifrwydd mwyaf;

- Anogwch y plentyn i siarad, ond heb broptio na gofyn cwestiynau arweiniol
- Peidiwch â rhoi geiriau yng ngheg y plentyn, ond cofnodwch y prif bwyntiau yn ofalus;
- Gwnewch nodyn o'r dyddiad, yr amser, y fan a'r bobl oedd yn bresennol Yn y drafodaeth.
- Cadwch gofnod llawn - dyddiad, amser, beth wnaeth y plentyn a beth a ddywedodd ac ati
- Sicrhewch y plentyn ei fod wedi gwneud y peth iawn yn dweud wrthydd chi;
- Hysbysu'r plentyn y bydd rhaid trosglwyddo'r wybodaeth hon;
- Trosglwyddo'r wybodaeth i daflen a'i basio i'r pennaeth. Bydd penderfyniad p'run ai i gyfeirio'r mater ymhellach yn cael ei wneud.
- Dilyn y drefn gyfeirio.
- Sicrhau fod y plentyn yn ddiogel.

Gwneud cyfeiriad

Mae cyfnewid gwybodaeth berthnasol rhwng gweithwyr proffesiynol yn hanfodol er mwyn diogelu plant. Rhaid trin lles y plentyn fel y brif ystyriaeth bob amser. Diogelwch y plentyn yw'r ystyriaeth sy'n dod blaenaf.

Dylai cyfeiriadau gael eu gwneud dros y ffôn i'r Gweithiwr Cymdeithasol sydd ar ddyletswydd, Gwasanaethau Cymdeithasol, gan hysbysu'r Uwch Swyddog Addysg sydd â chyfrifoldeb am Amddiffyn Plant (Wayne Wheatley) cyn gynted ag y mae problem, amheuaeth neu bryder yn dod i'r amlwg, ac yn sicr o fewn 24 awr. Dylai pob cyfeiriad dros y ffôn gael ei gadarnhau yn ysgrifenedig ar ffurflen briodol cyn gynted ag sydd bosib.

Wedi i'r cyfeiriad gael ei wneud

Gall yr unigolyn sy'n gwneud y cyfeiriad dderbyn cais i wneud unrhyw un neu'r cyfan o'r tasgau canlynol a dylai fod yn barod i'w cyflawni:

Cyfrannu i drafodaeth strategaeth;

Cynorthwyo mewn ymchwiliad adran 47;

Ysgrifennu adroddiad i'r Gynhadledd Amddiffyn Plant;

Mynychu'r Gynhadledd Amddiffyn Plant.

Cofnodi ac Adrodd

Diben cofnodion ysgrifenedig yw:

- Creu canolbwynt i'r gwaith;
- Darparu cofnod dogfennol sy'n ymwneud â phlentyn a/neu deulu;
- Cynorthwyo gyda pharhad pan yw'r Athro/Athrawes Ddynodedig yn newid swydd/symud i ddosbarth newydd
- Darparu sail ar gyfer barn broffesiynol;
- Galluogi rheolwyr i fonitro'r gwaith;
- Darparu ffynonellau tystiolaeth hanfodol ar gyfer ymchwiliadau.

Canllawiau Cyffredinol

1. Gofalu bod llawlyfr **ALL WALES CHILD PROTECTION PROCEDURES** ar gael yn yr Ystafell Athrawon i holl staff yr ysgol.
2. Bod pob aelod o staff yn ymwybodol mai DYFAN PHILLIPS sydd â chyfrifoldeb penodol am y maes Amddiffyn Plant. Yn absenoldeb y pennaeth, dylid cyfeirio bob achos at y dirprwy bennaeth, DAFYDD RHYS. Yn absenoldeb y dirprwy bennaeth, dylid cyfeirio achosion i Arweinwyr Unedau- Uned dan 5- Mrs Aurona Jones, Uned dan 7- Mrs Ffion Davies, Uned dan 9, Mrs Glesni Thomas.
3. Ceisio sicrhau bod awyrgylch ystafell ddosbarth ac ethos cyffredinol yr ysgol yn helpu pob plentyn i gael ei werthfawrogi fel aelod cyflawn o'i gymdeithas.
4. Anelu at sicrhau bod pob plentyn yn cael cyfle i drafod syniadau a theimladau perthnasol i addysg personol a chymdeithasol ac y gwneir hynny mewn awyrgylch o sicrwydd a ffydd.

5. Sicrhau cyfleoedd i'r staff ddatblygu'n broffesiynol ac i dderbyn hyfforddiant mewn swydd yn y maes Amddiffyn Plant. Dylai'r hyfforddiant dargedu holl staff yr ysgol gan gynnwys y staff ategol lle bo modd.
6. Er mwyn hybu gweithrediad y polisi, dylid anelu at feithrin cyswllt lleol ag asiantaethau cynhaliol e.e. Gwasanaeth Lles Addysg, Gwasanaethau Cymdeithasol, Gwasanaethau Iechyd a'r Heddlu.

Cyfathrebu Mewnol o fewn yr ysgol

1. Sicrhau bod pob aelod o staff yn ymwybodol mae DYFAN PHILLIPS sydd â chyfrifoldeb penodol am faes Amddiffyn Plant.
2. Mewn sefyllfa lle yr amheuir unrhyw fath o gamdriniaeth neu lle bo plentyn yn datgelu gwybodaeth o'r fath, dylid cysylltu â'r Pennaeth a chofnodi'r wybodaeth. Bydd y Pennaeth mewn ymgynghoriad a'r athrawes sydd yn gysylltiedig â'r wybodaeth yn penderfynu a fydd angen cyfeirio'r achos i asiantaeth berthnasol tu allan i'r ysgol.
3. Sicrhau y cedwir cofnodion manwl, manylion personol e.e. cyfeiriadau, rhifau ffôn, y sawl sydd â chyfrifoldeb rhiant ayb yn swyddfa'r ysgol. Bydd unrhyw wybodaeth gyfrinachol yn cael ei gadw dan glo yn y swyddfa.
4. Anelu at gynnal cyfarfodydd cyson yn yr ysgol gada'r holl staff sydd yn ymwneud, neu'n debygol o fod yn ymwneud, a disgyblion lle bo consyrn ynglŷn â'u lles.
5. Mae'n hanfodol ei fod yn gwbl ddealladwy i'r holl staff bod gwybodaeth am bob achos yn gyfrinachol. Mae gan staff gyfrifoldeb proffesiynol, fodd bynnag i ddatgelu a rhannu gwybodaeth personol am Amddiffyn Plant gyda gweithwyr proffesiynol eraill y mae angen iddynt wybod amdano.

Mabwysiadwyd y polisi yma mewn cyfarfod o'r Corff Llywodraethol ar yr 2ail o Fai, 2012

Adolygir yn ystod Tymor y Gwanwyn 2014.

Adolygir y polisi bob 2 flynedd. Mae'r polisi ar gael i'r rhieni a'r AALL.

YSGOL Y LLYS CHILD PROTECTION POLICY

Child Protection Policy

Date of policy: April 2012.

Name of Designated Teacher: DYFAN PHILLIPS

Name of Designated Governor: JOHN PURSER

Name of School Education Social Worker. Ffion Owens / Wayne Wheatley (01824) 712084

Name and contact number of Social Services contact. Irene Burns- First Contact- (01824) 712808

(Please refer to All Wales Child Protection Guidelines 2008)

Main Principles

"The key principles on which to base work with children and Families are found in the Children Act 1989, Working Together to Safeguard Children NAFW 2000, and the 'UN Convention on the Rights of the Child..

All children deserve the opportunity to achieve their full potential. They should be enabled to:

- Be as physically and mentally healthy as possible;*
- Gain the maximum benefit possible from good quality educational opportunities;*
- Live in a safe environment and be protected from harm;*
- Experience emotional wellbeing*
- Feel loved and valued, and be supported by a network of reliable and affectionate relationships; become competent in looking after themselves and coping with everyday living;*
- Have a positive image of themselves and a secure sense of identity including cultural, sexual and racial identity*
- Develop good inter-personal skills and confidence in social situations."*

(Taken from the All Wales Child Protection Procedures)

Environment and Ethos of the School

In the school context, the Child Protection Policy comprises all that a school undertakes to promote the protection of its pupils. This includes all the planned learning experiences and opportunities, which take place not only in the classroom but also in other areas of school experience, which are features of the ethos and community life of the school. (See All Wales Child Protection Policy)

- Each teacher holds regular Circle Time with pupils. It is an opportunity for children to share their feelings and any concerns. The pupils are also encouraged to discuss their feelings with school staff. Any concerns are raised with the head teacher/deputy head teacher orally, or depending on the level of concern in written form. (see attached template).
- If the complaint is against a member of staff, the school will then follow the LEA Safeguarding arrangements and procedures.
- Pupil Referral forms to Social Services are kept in the head teachers office and are also available electronically.
- Ysgol y Llys works closely with the school ESW and the head teacher meets at least once every term to discuss any concerns.

- The Head teacher invites the LEA Safeguarding officer to school every two years to update staff regarding Child Protection training. The head teacher ensures that all new staff receive appropriate training.
- The school clearly displays the ChildLine contact number for pupils wishing to access this support. (08001111)
- The Head teacher / deputy head teacher ensures that bullying and the effects of cruelty towards others is discussed in whole school assemblies- also, the school has partnerships with other European countries. This helps foster and appreciation of how other children live and how they differ from Wales. Class discussions also happen regularly.
- The Police Liaison officer, PC Meirion Williams is a regular visitor to Ysgol y Llys. As part of a wide ranging, support programme, bullying, and its effects are discussed with the pupils. We have an excellent working partnership with North Wales Police.
- It is the Head teacher's responsibility to monitor pupil's attendance and punctuality. If there are any concerns, the ESW will be contacted for support and advice. The Governing Body have also appointed a Governor to be responsible for monitoring this together with the Head teacher.
- The whole school staff are responsible for pupil welfare, progress and achievement. The teachers will bring any concerns to the attention of the SENCO / Head teacher.
- We appreciate that all families in society are different and we respect each family.
- Pupil welfare is core to the ethos at Ysgol y Llys and we appreciate the importance of promoting positive relationships and self respect e.g reward charts, school service praise etc.
- The school plays an active role in support local, community based activities e.g Town council events, Concerts, Supporting the elderly, Harvest Thanksgiving.
- We have had a School Council for pupils at Ysgol y Llys since September 2003. The children have a clear voice in school arrangements and policies.
- We have numerous afterschool clubs at Ysgol y Llys e.g Art, football, Urdd, dance. We value the importance of giving our pupils a rich and varied curriculum.
- Since November 2011, we have set up Nurture Group at Ysgol y Llys. This gives additional, small group support for pupils who have experienced behaviour, social or emotional difficulties.

Definitions of child abuse and neglect

"Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or an institutional setting, by those known to them, or more rarely by a stranger...

- Physical abuse;
- Emotional abuse;
- Sexual abuse;
- Neglect.

(Ref. All Wales Child Protection Procedures p. 8)

Working Together: Shared responsibility

'Working Together to Safeguard Children' emphasises that protecting children depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals. All agencies are expected to contribute to whatever actions are needed to safeguard the child and promote his/her welfare. This requires constructive relationships between individuals.

If you suspect a child is being abused you must refer.

If a child discloses, there are a number of actions to support the child:

- Stay calm and be available to listen;
- Do not promise confidentiality
- Listen with the utmost care and sensitivity;
- Do not put words into the child's mouth, but note the main points carefully;
- Keep a full record – date, time, what the child did, said etc
- Reassure the child and let them know they were right to inform you;
- Inform the child that this information will have to be passed on;
- Follow the referral procedures.
- Ensure pupil is safe.

Making a referral

An exchange of relevant information between professionals is essential in order to safeguard children... the overriding concern must always be the welfare of the child....The safety of the child is always the paramount consideration.

A referral must be made to the Duty Social Worker, Social Services and a copy to the Senior Education Officer with responsibility for Child Protection as soon as a problem, suspicion or concern becomes apparent and certainly within 24 hours. All telephone referrals or referrals made in person should then be confirmed in writing within two working days, using the standard form (see Appendix A)

After a referral is made

The person making the referral may be asked to do any or all of the following tasks and should be prepared and willing to do them:

Contribute to a strategy discussion;

Assist with section 47 enquiries;

Write a report for the Child Protection Conference;

Attend a Child Protection conference.

It is the responsibility of the individual professional, to ensure that their child protection concerns are taken seriously and followed through. Each individual is accountable for his or her own role in the child protection process, and if professional remains concerned about a child he or she should re-refer the child and/or bring the matter to the immediate attention of the Social Services senior manager with responsibility for child protection. In all such situations, the professional's own line manager should be informed. All records kept should be clear, concise and complete.

(Taken from the All Wales Child Protection Procedures)

Recording & Reporting

The purpose of written records is:

- To focus work;
- To provide a documental account of involvement with a child and/or family;
- To assist continuity when a Designated Teacher changes;
- To provide the basis for professional judgements;

- To enable managers to monitor work;
- To provide essential sources of evidence for investigations and enquiries.

General Guidelines

1. Ensure that a copy of the **ALL WALES CHILD PROTECTION PROCEDURES** handbook is available in the Staff Room for all school staff.
2. That every member of staff is aware that DYFAN PHILLIPS has specific responsibility for the area of Child Protection. In the absence of the Head Teacher, all concerns are then passed on to the Deputy Head teacher, DAFYDD RHYS. In the absence of the Deputy Head teacher, matters should be referred to Unit Leaders: Under 5 Unit- Mrs Aurlon Jones, Under 7 Unit, Mrs Ffion Davies, Under 9 Unit, Mrs Glesni Thomas.
3. Seek to ensure that the classroom atmosphere and the school's general ethos helps each child to be appreciated as a full member of his society.
4. Aim to ensure that every child has an opportunity to discuss ideas and feelings which are relevant to personal and social education and that this is done in an atmosphere of security and trust.
5. Ensure that there are opportunities for the staff to develop professionally and receive in-service training in the field of Child Protection. The training should target all school staff, including support staff where possible.
6. In order to promote the implementation of the policy, the aim should be to foster a local link with support agencies e.g. the Education Welfare Service, Social Services, the Health Services and the Police.

Internal Communication within the school

6. Ensure that all members of staff are aware that DYFAN PHILLIPS has specific responsibility for the field of Child Protection.
7. In a situation where any kind of abuse is suspected or where a child reveals information of this kind, the Head teacher should be contacted and the information should be recorded. The Head teacher will be in consultation with the teacher who is associated with the information to decide if it will be necessary to refer the case to a relevant agency outside the school.
8. Ensure that detailed records, personal details, e.g. addresses, telephone numbers, those who have parental responsibility etc. are kept in the RECEPTION office. Any confidential information will be kept locked in the office.
9. Aim to hold regular meetings in the school with all staff that are involved, or are likely to be involved, with pupils where there is concern for their welfare.
10. It is essential that it is completely understandable to all staff that information about every case is confidential. However, staff have professional responsibility, to reveal and share personal information about Child Protection with other professionals who need to know about it.

This policy was adopted at a meeting of the Governing Body on May 2nd, 2012.

To be reviewed Spring Term 2014.

